

Job profile

**BUSINESS
DEVELOPMENT AND
PARTNERSHIPS
OFFICER**

**Practical
ACTION**

Practical Action

ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We're a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We help people find solutions to some of the world's toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

HOW WE WORK

We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyse the root causes of a poverty and vulnerability
- Define the change at scale we need to make
- Develop activities along three complementary paths: *Demonstrate, Learn and Inspire*.
 - Demonstrate that our solutions are sustainable in the real world
 - Learn by capturing evidence and adapting our approach
 - Inspire wider support to multiply our impact.

OUR ORGANISATION

Practical Action is an unconventional, multi-disciplinary change making organisation

- A highly innovative community development charity operating in Africa, Asia and Latin America. **Practical Action** community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then 'open-source' knowledge of what works so that it can be implemented at a greater scale by others.
- A world-class consulting operation that helps socially responsible business, government policy makers and other development organisations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert

consultants. **Practical Action Consulting** helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.

- A well respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples' capabilities and inspire sustainable change.

JOB PROFILE

Responsible to: Business Development and Communications Lead

Grade: 5

Line Manages: NA

Unit: Business Development and Communications

Location: Kathmandu, Nepal

Purpose, Scope and Relationships

The purpose of the role is to support overall areas of business development and communications to achieve Practical Action's change ambitions and business growth in Nepal. The Business Development and Partnerships Officer shall report to the Business Development and Communications Lead.

The scope is to be responsible to

- Support to oversee areas of donor intelligence, project design, proposal development, fundraising, donor reporting and strengthen organisational profile.
- Support to implement business development strategy of Practical Action in Nepal including assisting in partnerships management.
- Support in developing, updating and implementation of Practical Action's Strategy for Nepal to successfully deliver results, build/maintain relationships and secure fund from existing and potential funders/clients.
- Support Practical Action's thematic and delivery teams to produce timely and high-quality funding applications and reports ensuring donor compliance and contractual requirements.

The key working relationship is with Thematic leads, Head of Programme Delivery, Practical Action Consulting South Asia Regional Manager, Enabling objective leads, Project/Award Managers, and respective regional and UK team members.

Job Functions and Responsibilities

1. Achieving Change Ambitions and Strengthening Organisational Profile

- Support the development, updating, and implementation of the organisation's Business Development Strategy for growth in Nepal.
- Assist in the design, development, and dissemination of donor-specific profile-building activities, tools, promotional materials, capability statements, and case studies to showcase Practical Action's impact and expertise.
- Work closely with the communications focal person to enhance the organisation's visibility among donors and partners.
- Support efforts to position Practical Action as a preferred partner and represent the organisation internally and externally to achieve its change ambitions.

2. Generating Funding and Managing Relationships

- Identify and track funding opportunities from institutional donors, foundations, and private sector partners, and share relevant opportunities/pipelines with the Country Management Team (CMT), the relevant programme team, and regional/UK business development teams.
- Engage proactively in gathering intelligence on upcoming opportunities and the donor landscape, identifying the right partners for bids, and negotiating roles.
- Develop and maintain a pipeline of funding opportunities.
- Support the profiling of Practical Action's Unique Selling Points (USPs) in the Energy, Agriculture and Markets, and Climate and Resilience sectors to achieve impact at scale and mobilise resources effectively.
- Explore, identify, and gather intelligence on donor/client interests, trends, and new areas of opportunity; analyse and share with relevant colleagues.
- Analyse and summarise donor/client call guidelines/Terms of Reference (ToR) and brief relevant colleagues.
- Coordinate bid development processes, project design meetings, and provide critical inputs into project design. Finalise the application package (problem tree analysis, concept note, logical framework, theory of change, proposal, and budget), ensuring compliance with donor guidelines and internal/external requirements.
- Keep track of donor reporting requirements for projects and finalise donor reports in coordination with the project/award team and thematic leads, ensuring award/contract compliance.
- Support internal compliance processes related to business development and partnerships.
- Meet with donors, clients, government representatives, prospective consortium partners, and relevant groups to strengthen relationships, raise the profile of Practical Action's work, and explore funding opportunities.

3. Partnership Building and Donor Engagement

- Build and nurture strategic relationships with current and potential donors, partners, stakeholders, and networks to advance the change ambitions.
- Represent Practical Action in relevant external forums and networking events to expand partnership opportunities.
- Facilitate the consortium development processes and partnerships with necessary documentation for joint proposal development and projects.
- Conduct donor intelligence and stakeholder mapping to inform the organization's engagement strategy.

4. Delivering Performance

- Promote an organisational culture that encourages maximum collaboration, communication, and shared ownership of the change ambition as 'One Practical Action', while appreciating different perspectives and cross-cultural challenges.
- Proactively support the Line Manager in working with Thematic Leads, the Practical Action Consulting South Asia Regional Manager, and other units to ensure high-quality, successful proposals and effective communication of funding opportunities.
- Dedicate time to working with the business development teams in the regional and UK offices.
- Represent the organisation in various internal and external meetings.

Organisational Policies, Safeguarding and Code of Conduct

- Ensure that all involved acting on the organisation's behalf is well aware on Safeguarding Policy, Diversity and Dignity in the Workplace Policy, Code of Conduct, Fraud policy and Whistleblowing policy.
- Ensure beneficiaries whom we work with are aware of the safeguarding policy including the reporting lines when appropriate.
- Be responsible that anyone acting on our behalf has signed up to the Safeguarding and Code of Conduct policies
- Ensure our ethics and values, as set out in our Code of Conduct and related policies, including safeguarding, are embedded in team culture and well modelled by others. Ensure that reporting structure are well promoted and respond to all concerns appropriately.
- Responsible for gender responsive behaviour in all actions and decisions. Ensure non-discriminative behaviour based on gender, age, sex, race, ethnic background, culture, disability, nationality, religion and marital status. Is sensitive and adaptable to gender and social inclusion

PERSON PROFILE

To be successful in the role, the ideal candidate will be able to demonstrate:

EXPERIENCE & KNOWLEDGE

- At least three years of relevant work experience in development work and/or proven experience of successful fundraising.
- Knowledge of international development scenarios and a good understanding of current donor trends and their implications on business development.
- Experience of interpreting donor policies and guidelines and producing and/or making recommendations for producing high quality proposals and reports.
- Demonstrable experience of researching, developing and nurturing relationships with various sector donor/clients.
- Ability to represent the organisation and Practical Action's work
- Numerate with some understanding of budgets.
- Understanding of project design tools and frameworks such as problem tree analysis, logical framework, theory of change and other.
- Experience in dealing with diverse donor(s)/client.
- Demonstrated skills in prioritising task and meeting deadlines.
- Ability to work with virtual cross-functional teams.
- Experience working with multi-disciplinary team.
- Excellent negotiation, interpersonal, verbal and written communication skills.
- Fluency in English language (written and oral communication).
- Strong presentation and reporting skills.

BEHAVIOURS & MOTIVATIONS

The most important practical behaviours, for role success are:

- Completing
- Collaborative
- Creative
- Dynamic

- **Qualifications:** Master's degree with at least 2 years of work experience or a Bachelor's degree with 3-4 years of work experience, preferably in Sustainable Development, Marketing, International Development, Social Science, or any other development-related subject.

Line Manager
Date:

Employee
Date: