

Job Title:	EU Business Development Advisor (INTPA)		
Job Family:	Fundraising		
Directorate/Cluster:	Political and Programme Strategy	Unit/Team:	Institutional Funding
Grade and Salary:	D	Contract Type:	<i>Permanent</i>
Location:	GS Hub/AA Country office	Budget Holder:	No
Reports to: (incl matrix reporting)	EU Partnership Manager		
Direct Reports:	None		
Matrix Reports:	None		
DBS (CRB) / Police Check:	Yes		
Role Overview:	<p>As an integral part of the EU partnership /funding team, supports AAI members to increase institutional income from EU development cooperation funding (via DG INTPA, DG NEAR and EU Delegations). Identifies and disseminates EU development cooperation funding opportunities, oversees coordination of the proposal development process for EU applications, provides technical guidance on proposals and eligibility criteria, and oversees proposal quality assurance and risk assessment processes. The EU BDA (INTPA) supports AAI members to strengthen engagement with EUDs at country level and actively engages at Brussels level with CONCORD, staff of key units at DG INTPA and NGO partners, to keep up to date on relevant trends, and strengthens the representation of AAI members at EU level. The EU BDA will work in coordination with the Business Development Unit within the Institutional Funding Team and alongside the EU BDA for ECHO and new partnerships, and the EU BDA for national programmes.</p>		
Areas of Responsibilities	Key Activities		

<p>Strategic Impact and contribution</p>	<ul style="list-style-type: none"> • Donor intelligence gathering and dissemination of trends and opportunities for EU INTPA funding. • Active participation in CONCORD funding workstream and subgroups on behalf of ActionAid. • Maintains database of EU proposals and champions internal use of the CMS. • Coordinates and provides expert input on proposal development, including facilitating extra resources (internal or external) when required. • Leads on writing high quality EU proposals for strategic, high value, multi-country or complex consortia opportunities, selected according to prioritisation framework with the EUPM. • Provides technical advice on complex consortium and multi-country proposals, in collaboration with EU Grants & Compliance Coordinator on finance. • Provides expert guidance on EU proposal development, eligibility and compliance, EU donor engagement and funding trends to strengthen the capacity of AAI members, through direct support, delivering webinars and developing/updating tailored internal guidelines; supporting the EUPM to convene regional working groups. • Delivering project inception workshops and trainings when required. • Contributes to the development and successful implementation of overall strategies for the EU funding and partnerships team. • Contributes to key projects and networks of the Institutional Funding Team, such as cost recovery, co-financing and contract management systems.
<p>System, Policies and Procedures and Product Management</p>	<ul style="list-style-type: none"> • Develop guidelines, tools, and checklists to facilitate EU proposal development processes (including basic proposal development workplan template). Regularly reviews and update internal proposal development guidelines according to EU-PRAG/MGA updates. • Monitors and supports timely transition to OPSYS (EU’s new comprehensive online system) for applications processes. • Works with the EU Grants and Compliance Co-ordinator to identify, improve and/or develop systems, policies, and ways of working as needed to meet the post-award requirements of EU INTPA. • Contributes to the development and implementation of improved institutional funding policies, processes, and operational guidelines to facilitate growth of institutional income

<p>Issue Resolutions, Crisis/Risk Management</p>	<ul style="list-style-type: none"> • Liaises with the EU Grants and Compliance Co-ordinator to: <ul style="list-style-type: none"> ✓ ensure key grants and compliance oversight needs and risks are identified and tracked by the EUGCC. ✓ Ensure robust quality assurance and risk assessment processes are followed to minimise risks (including Go/No Go process). ✓ Review budgets, ensuring compliance with donor requirements, ensuring optimum cost recovery and minimising co-financing risks. • Coordinates internal pre-selection processes for multi-country INTPA bids in line with the EU Programmatic Matrix and Standard Operating Procedures, with guidance from the EU Partnership Manager; provides advice on external partnerships and compliance elements such as pre-bid agreements. Escalates issues/risks to the EUPM when necessary.
<p>Communications, Influencing and Coordination</p>	<p>Knowledge management, communications and learning through collation of best practice and learning, clear information about pipeline and opportunities and updates on portfolio performance disseminated to the Federation, active use of the contract management system.</p> <ul style="list-style-type: none"> • Keep up to date on EU funding trends, priorities and modalities as well as funding eligibility criteria and guidelines • Identify and disseminate EU INTPA funding opportunities to AAI members • Develop and maintain an INTPA opportunities pipeline for the Federation. • Update and collate portfolio of successful projects to facilitate future learning/applications • Regularly update resource and training materials and plans <p>Influencing:</p> <ul style="list-style-type: none"> • Contribute to the development and implementation of AA’s EU funding and engagement strategy, providing expert knowledge on INTPA funding. • Actively participate in CONCORD and other relevant networks to develop AA’s presence in Brussels with support of the EUPM. • Supporting the EUPM, act as a liaison towards DG INTPA, facilitating access to strategic spaces for others in support of the wider cross-Federation EU donor engagement strategy led by the EUPM • Support members at country level with access to strategic information and spaces to develop and maintain relationships with EU delegations <p>Coordinate Proposal Development Processes:</p> <ul style="list-style-type: none"> • Maintain database of EU proposals and coordinate proposal development processes for all new proposals and champions internal use of the CMS. • Coordinate input from thematic programme leads • Where required, recruit and manage short term technical consultants for proposal development • Coordinate internal pre-selection processes for global EU calls

	<p>proposals where necessary with guidance from the EU Partnership Manager</p> <ul style="list-style-type: none"> • Contribute to reviewing and updating of the EU Programmatic Matrix for Multi-country calls
--	---

Other deliveries on functional priorities	
---	--

PERSON SPECIFICATIONS	
------------------------------	--

Education and Qualifications	<ul style="list-style-type: none"> • Relevant degree • Excellent verbal and written communication skills in English, ability to inform and engage through written communication
Essential Experience	<ul style="list-style-type: none"> • Three or more years’ experience in business development, proposal development and grant management requirements in an NGO or development agency, including: <ul style="list-style-type: none"> ✓ research and contacts, developing strategic fundraising innovation ideas with an entrepreneurial spirit ✓ working with a wide range of donors • One or more years’ experience of working in programmes teams or alongside them to ensure programme-led funding • Experience of building skills and capabilities of other staff through training, mentoring and coaching as well as developing materials. • Experience of intelligence analysis, identifying trends and using this information to make recommendations on approaches. • A proven track record in managing and writing successful fundraising proposals for institutional donors such as EU, ECHO, DFID and UN with ability to provide clear guidance on donor requirements and procedures to other staff • Good experience in developing proposal log frames and budget preparation.
Essential Knowledge	<ul style="list-style-type: none"> • Desirable: Existing relationship and networks with EU staff and CSOs present in Brussels • Comprehensive understanding and knowledge of EU Funding trends and opportunities and EU proposal requirements, standards and criteria • Broad understanding of global social, gender and environmental justice debates and developments and how these pertain to EU funding priorities.

<p>Essential skills</p>	<ul style="list-style-type: none"> • Excellent written communication skills, able to convey projects in a clear, engaging way, excellent verbal communication skills, able to engage and promote dialogue between a range of stakeholders • Highly accurate with strong attention to detail when handling information, able to review a high volume of information quickly and accurately, taking responsibility for its quality • Driven to actively improve proposal development, by learning from experience and identifying new opportunities • Proven facilitation, training and capacity building skills. • Excellent interpersonal, negotiation & influential, written and verbal communication skills to work effectively and manage relationships at all levels in a multi-cultural environment, often at a distance • Ability to think and work proactively and creatively, prioritising own workload under pressure or when faced with competing demands and work with minimal supervision. • Excellent organisational awareness and problem-solving skills
<p>Language requirements</p>	<ul style="list-style-type: none"> • Knowledge of French, Spanish or Portuguese • Excellent verbal and written communication skills in English, ability to inform and engage through written communication

<p>People Management Responsibility</p>		
<p><i>Approximate number of people managed in total</i></p>	<p><i>0</i></p>	
<p><i>Team members</i></p>	<p>Individual contributor, no direct responsibility for leading others.</p>	

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to ActionAid International culture and comply with organisation's values and practice, which are:

- **Leading Innovation and Change** Establish a culture of excellence in respective team that values experimentation and continuous improvement
- **Feminist Leadership:** Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)
- **AAI Values Practice:** Ensure personal and team culture that demonstrates all of AAI values including Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility

Prepared by: Signature Date:

Reviewed by: Signature Date:

Received by: Signature Date: