

# act:onaid Job Description and Person Specification

<b>Job Title:</b>	Regional Partnership Development Advisor Africa		
<b>Job Family:</b>	Advisor		
<b>Directorate/Cluster:</b>	SG	<b>Unit/Team:</b>	Region
<b>Grade and Salary:</b>	D	<b>Contract Type:</b>	<i>Permanent</i>
<b>Location:</b>	GS Hub (Kenya or South Africa)	<b>Budget Holder:</b>	No
<b>Reports to: (incl matrix reporting)</b>	Regional Partnership Development and Fundraising Lead- Africa		
<b>Direct Reports:</b>	None		
<b>Matrix Reports:</b>	None		
<b>DBS (CRB) / Police Check:</b>	Yes		
<b>This role requires travel</b>	Yes, up to 40%		
<b>Role Overview:</b>	<p>The Regional Partnership Development Advisor Africa will provide direct support to AA countries in the region by providing hands on technical business development support, and provide country specific funding strategy operationalization, proposal and concept note development, donor scoping, intelligence gathering and management of information systems (CMS Management), quality assurance and ensure full cost recovery in all proposals and applications.</p> <p>The Advisor will work closely with the Regional Partnership Development and Fundraising Lead- Africa to support, train, and advise countries in the region on growing institutional income, from pre-positioning through proposal development to inception workshop delivery. It will also provide global donor account management for prioritized GS-owned donors. The Advisor will facilitate the design, development and delivery of training and other capacity-building initiatives for countries in the region on fundraising and provide country peer to peer support to achieve high standards of business development</p> <p>The Advisor will act as a bridge and work closely with the EU Partnerships Team, Thematic Funding Advisors, Programmes, Fundraising and other functional members in the region to identify and tackle key priorities for support on business development to ensure countries increase their fundraising capacity and results</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		

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<b>Strategic Impact and contribution</b>	<ul style="list-style-type: none"> <li>• Work with Africa Region countries to raise locally led, regional and global funding through business development support including better donor identification, engagement and positioning, high-quality funding proposal development, and working with other GS support structures and country business development teams to ensure quality proposal delivery to ensure good programme delivery.</li> <li>• Support project proposals development, in collaboration with members and other GS teams.</li> <li>• Provide European Union stewardship at the regional level in close coordination with the EU Partnerships Team on bid development, EU analysis at country level and webinars.</li> <li>• Coordinate with other GS structures including the Africa Regional team, EU Partnership Team, Programmes, Cost-Recovery Team, Finance Advisors, Institutional Funding Team to ensure effective collaborative business development</li> <li>• Work with other team members to develop functional work plans and set day-to-day operational objectives for the delivery of regional fundraising objectives and donor account management, with a significant impact on the success of fundraising objectives in the region.</li> <li>• Support the Regional Partnership Development and Fundraising Lead with AA regional countries members support and engagement and delivery of identified fundraising priorities.</li> </ul>
<b>System, Policies and Procedures and Product Management</b>	<ul style="list-style-type: none"> <li>• Support the Regions countries understanding and adoption of priority policies and systems such as cost recovery, contract management, and related grant management best practices.</li> <li>• Collaborate with relevant units in the GS on effective use of the Contract Management System, Compliance policies, Monitoring and Evaluation, Programme Quality, Fundraising and programme management to help with good-quality programme delivery, accountability to donors, successful donor partnerships.</li> </ul>
<b>System, Policies and Procedures and Product Management</b>	<ul style="list-style-type: none"> <li>• Support the Regions countries understanding and adoption of priority policies and systems such as cost recovery, contract management, and related grant management best practices.</li> <li>• Collaborate with relevant units in the GS on effective use of the Contract Management System, Compliance policies, Monitoring and Evaluation, Programme Quality, Fundraising and programme management to help with good-quality programme delivery, accountability to donors, successful donor partnerships.</li> </ul>
<b>Bid Development and Resource Mobilization</b>	<ul style="list-style-type: none"> <li>• Support the EU Partnerships Team by working directly with the countries on EU bid development for the region.</li> <li>• Prepare proposal development schedules for proposal development and coordinate with internal functions (Programs, Regional Finance, Shared Services, MEL, Communications, Performance and Risk, SHEA and in-country business development teams to prepare high quality proposals in line with donor requirements.</li> <li>• Prepare necessary documents for proposal development and bid management and lead subregional bid development teams.</li> <li>• Provide effective bid project management and undertake quality assurance and compliance checks to donor proposals.</li> <li>• Lead in writing/editing grant proposals in coordination with program and fundraising staff.</li> <li>• Lead in proposal development workshops internally and externally for regional bids.</li> </ul>
<b>Support Capacity Strengthening</b>	<ul style="list-style-type: none"> <li>• Conduct capacity strengthening of regional countries on proposal development, internal policies relating to business development and contract management</li> </ul>

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<b>Issue Resolutions, Crisis/Risk Management</b>	<ul style="list-style-type: none"> <li>Use your own judgement to manage competing demands and priorities for business development support, referring to line manager for guidance only in the most complex cases, and ensuring time is allocated according to agreed performance objectives and targets.</li> </ul>
<b>Communications, Influencing and Coordination</b>	<ul style="list-style-type: none"> <li>Support countries in donor relationship building and intelligence gathering at national level.</li> <li>Gathering and disseminate intelligence on funding opportunities, best practices, and donor trends, helping countries understand their implications, and feeding back intelligence and analysis to GS stakeholders.</li> <li>Act as an internal advocate for country teams to increase focus and priority on raising funds locally, persuasively articulating institutional funding messages in regional forums and platforms.</li> <li>Ensure good-quality capture of decision-making and agreements so that contract negotiations and grant management can proceed with minimum disruption</li> </ul>
<b>KPI and Other delivery on strategic/ functional priorities</b>	<ul style="list-style-type: none"> <li>Increase of institutional funding income at regional, subregional, and national level.</li> <li>Increase number of contracts signed at regional, subregional, and national level.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>The role holder will from time to time be required to carry out any other duties that are within the scope of the job</li> <li>Value Practice - A strong commitment to develop, promote and practice AAI's vision, mission, values and strategy.</li> <li>Leading Innovation and Change - Establish a culture of excellence with respect to a team that values experimentation and continuous improvement</li> <li>Feminist Leadership – Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)</li> <li>Child protection and safeguarding –Embed ActionAid's approach to child protection and Safeguarding is embedded in all initiatives holistically.</li> <li>Collaboration –actively uses and promotes cross functional learning, participate (where applicable) in international platforms and cross functional project initiatives within AAI.</li> <li>Accountability - Promoting, practicing, and contributing to the continuous improvement of transparency and accountability in the federation in line with the ActionAid Accountability Charter</li> </ul>
<b>PERSON SPECIFICATIONS</b>	
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>A university degree in a relevant subject area is essential, higher education degree is an advantage.</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>Extensive fundraising experience and a track record of successfully soliciting restricted and unrestricted income from Institutional donors, trusts and foundations and corporates.</li> <li>5 years quantifiable experience in regional facing fundraising and business development with substantial experience in regional resource mobilization and regional donor relationship building.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Substantial experience of project cycle management, including project conceptualization, project design, proposal development (technical and financial), monitoring and evaluation.</li> <li>• Experience of developing high quality donor proposals, concept notes for high value and institutional donors (preferably EU, FCDO, USAID, Sida, Danida or UN Agencies)</li> <li>• Experience of setting up and managing high value donor contracts, with knowledge of donor contractual requirements.</li> <li>• Experience of establishing and maintaining systems and processes to support fundraising.</li> <li>• Experience of building partner relationships with local CSOs, donors, INGOs at the local, regional and international level.</li> <li>• A good understanding of human rights, women's rights, social mobilization, socio-economic justice.</li> <li>• Experience in delivering capacity building, coaching and training to individuals and groups</li> <li>• Knowledge of the donor funding environment in the region and experience of building relationships with donors including knowledge of the political and socio-economic development context for Kenya and East Africa.</li> <li>• Excellent verbal and written communication skills, and ability to present complex information in written formats.</li> <li>• Excellent interpersonal and negotiation skills, with the ability to influence external organisations and individuals</li> <li>• Excellent attention to detail when handling complex technical/programme information</li> <li>• Strong numeracy and financial skills, with the ability to develop complex budgets in Excel and other templates provided by donors.</li> <li>• Strong IT skills and the ability to create visually appealing and professional documents in Word, PowerPoint, and Excel</li> <li>• Proven ability to prioritize and manage a varied workload, taking initiative and often working to conflicting deadlines.</li> <li>• Ability and willingness to travel locally when the situation demands.</li> </ul>
<b>Essential Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong technical knowledge of donor funding proposals and use of logical models like logical framework analysis</li> <li>• Sound knowledge of institutional and government donors and funding policies</li> <li>• Broad knowledge of the development and social justice sectors with the ability to relate AAI's theory of change and mission strategy objectives to donor priorities</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>• Focused and goal-driven, with the ability to triage competing priorities effectively and distinguish the importance from the urgent, to stay on track with agreed goals and targets.</li> <li>• Excellent stakeholder management and influencing skills.</li> <li>• Ability to "manage up" effectively in a matrix management context through accountable, transparent, and proactive communication and feedback.</li> <li>• Good research and analytical skills with the ability to bring different strands of information together and determine their relevance for the organization.</li> <li>• Numeracy and good financial skills.</li> <li>• Feminist leadership skills and attributes, including self-awareness, a growth mindset, ambitious drive for collective results, excellent teamwork skills, and strong commitment to dismantling bias and promoting equity and inclusion.</li> </ul>
<b>Language requirements</b>	<ul style="list-style-type: none"> <li>• Excellent command of the English language, both verbal and written.</li> <li>• Knowledge or proficiency in another language within the region that the role will support is an asset.</li> </ul>

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

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 organization'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)
- **AI 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
- **Promoting a healthy and safe working environment:** ActionAid is committed to promoting SHEA and Safeguarding policies and values and has a **zero-tolerance** policy for any form of sexual exploitation and abuse to create a safe working environment for the staff.