

Job Framework

Senior Advisor, Programme Design and Development



General role information

Job title	Senior Advisor, Programme Design and Development – Francophone – mat cover
Reporting to	Senior Manager, Programme Design and Development
Salary band	17
Notice period	3 months
Career band	6
Budget responsibility?	No
Direct reports?	No
Client facing role?	No

Introduction

MSI Reproductive Choices is one of the world's leading providers of sexual and reproductive healthcare. We believe that everyone should have the right to choose. From contraception to safe abortion and life-saving post-abortion care, we are committed to delivering compassionate, affordable, high-quality services for all.

Today, our organisation has over 9,000 team members working in 37 countries across the world. Our success lies in the fact that MSI teams are locally led, entrepreneurial and results-driven, and are passionate about delivering high quality, client-centred care in their own communities. As a social business, we focus on sustainable delivery, efficiency, and funding models that are built to last, so that the women and girls we serve today will have a choice in the future too.

We know that access to reproductive choice is life changing. For some, it can mean the ability to complete an education or start a career. For others, it means being able to look after the family they already have. For everyone, it means the freedom to decide their own future, creating a fairer, more equal world.

The role

The Programme Design and Development (PDD) team, as part of MSI's Partnerships and Philanthropy department, plays a critical role in securing new donor funding to drive the strategic growth of our global partnership. PDD works with MSI's country programmes, donor leads, and technical teams to design programmes and develop winning proposals. The PDD team plays a pivotal role in supporting country programmes with strategic fundraising efforts and diversification of MSI's institutional funding base.

As a part of MSI's PDD team, you will independently lead the development of dynamic and successful programmes and proposals for institutional donors, including bilateral and multilateral donors, private foundations, charitable trusts, and host country governments. Working closely with in-country and technical teams across the organisation you confidently handle single- and multi-country proposals

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processes, including bid writing and coordination. You will also own the country fundraising action plans process, facilitate programme design processes, negotiate partnerships, and building the capacity of MSI country programmes to effectively conduct local donor engagement. You will provide mentorship and capacity-building to PDD officer.

Key responsibilities

- **Developing proposals:** independently manage all aspects of single- and multi-country proposal development processes including: lead technical writing, coordination of the proposal development and submission process, development of the technical and cost strategy, ensuring adherence to MSI procedures and requirements, and ensuring that the final cost and technical proposals align with all donor requirements.
- **Developing partnerships between MSI and external organisations:** manage partner mapping and steer prepositioning for funding opportunities, lead partnerships discussions and negotiations for proposal development, represent MSI and PDD at external design meetings.
- **Developing country fundraising strategies:** contribute to the development, implementation, and review of MSI's new business development goals and strategies.
- **Identifying specific opportunities:** identify and pursue funding opportunities from major and emerging funders, maintain ownership of fundraising action plans and manage prioritisation in collaboration with country programmes and the Global Programmes Unit. Represent PDD and MSI in donor meetings and calls. Where needed research and analyse donor calls for funding applications including tenders, expressions of interest and requests for proposals.
- **Contribute to the continuous improvement of MSI's systems:** lead on or contribute to the development and improvement of tools, systems, techniques, resources, and strategies for identifying, tracking, and pursuing new business opportunities, developing proposals and budgets, managing institutional knowledge, represent PDD on specific technical working groups and facilitate cross-departmental sharing and learning, including descriptions of MSI's technical areas of expertise, country programme and/or programme write-ups, and development of graphics and presentations.
- **Strengthening the capacity MSI teams:** expand the capacity of PDD and MSI team members to develop competitive technical and cost proposals and effectively engage in proactive fundraising through mentoring, technical assistance visits, and direct training.

Key skills

To perform this role, it is essential that you have the following skills:

- Proven track record of writing and managing complex, high-value, and/or multi-country proposals and securing grants and contracts from donors, foundations, and trusts;
- Proven relationship building skills and ability to work jointly and effectively in cross-cultural settings and with a wide variety of stakeholders;
- Demonstrate confidence in handling difficult situations;
- Outstanding English and French writing skills.
- Solid analytical skills and ability to present complex concepts in clear and concise formats;

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- Exceptional problem solving abilities and ability to perform confidently under pressure;
- Ability to take initiative and achieve results with limited supervision;
- Strong attention to detail and follow-up;
- Excellent people and negotiation skills;

Key experience

To perform this role, it is essential that you have the following experience:

- Demonstrated experience working in business development in international development or the humanitarian sector.
- Experience in proposal writing and development for institutional donors, included demonstrated experience with USAID;
- Proven experience in managing complex proposal processes with multiple stakeholders under tight deadlines;
- Proven experience in strategic planning and programmatic design;
- Experience developing and reviewing budgets;
- Experience and demonstrated ability to manage a heavy and fluctuating workload;
- Experience in working with statistical and financial data;
- Proven experience in representing the organisation with donors or other stakeholders.
- Proven experience leading partnership discussions and negotiations.

Formal education and qualifications

- Relevant Master's Degree (MPH, MA, MBA) or equivalent;

Personal attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, all united by a belief in our mission and a focus on delivering measurable results. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, curious, resilient, and solutions-oriented, and be committed to promoting equality, and safeguarding the welfare of team members and clients alike.

For this role, we're looking for an individual who is:

- Pro-choice
- Team player, energetic, enthusiastic, and positive
- Quality-focussed and results-orientated
- Take initiative
- Highly organised and action orientated
- Decisive and confident
- Resourceful and determined
- Determined to succeed
- Self-aware

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- Willing to travel (approximately 10% travel).

Our Values

Mission Driven: With unwavering commitment, we exist to empower women and men to have children by choice not chance.

Client Centred: We are dedicated to our clients and work tirelessly to deliver high-quality, high-impact services that meet their individual needs.

Accountable: We are accountable for our actions and focus on results, ensuring long term sustainability and increasing the impact of the Partnership.

Courageous: We recruit and nurture talented, passionate, and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.

Resilient: In challenging situations, we work together and support each other, adapting and learning to find solutions, whatever we're up against.

Inclusive: We believe that diversity is a strength. We all play our part in creating a culture where every team member can thrive, feel valued and contribute meaningfully to our mission, and where all our clients feel welcome and supported.

By signing below, you indicate that you have read and agree to this job framework.

Full Name:

Signature:

Date:

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