

General role information	
Job title	Senior Strategic Proposal Advisor
Reporting to	Senior Manager, Programme Design and Development
Salary band	16
Notice period	3 months
Career band	6
Budget responsibility?	No
Direct reports?	No
Client facing role?	No
Introduction	
<p>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.</p> <p>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.</p> <p>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.</p>	
The role	
<p>The Programme Design and Development (PDD) team, as part of MSI's Global Funding 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.</p> <p>As a part of MSI's PDD team, you will lead key elements of complex and competitive bidding processes for institutional donors, particular USAID and FCDO. You will work closely with the rest of the PDD team, donor leads, in-country, regional, and technical teams across the organisation to confidently manage partnership strategies, partner engagement, proposal-based recruitment, and management strategies. You will lead on writing sections of proposals and coordinate elements of technical and cost proposals. You will strengthen</p>	

All MSI Reproductive Choices job framework is subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices recruitment process, please do so via email to

recruitmentinbox@msichoice.org

MSI processes and capacity for proposal-based recruitment and other competitive bidding strategies, including mentorship and capacity-building to PDD team members and donor and regional teams.

Key responsibilities

- **Developing proposals:** independently manage aspects of bilateral and multi-country proposal development processes, including: coordination of key elements of the proposal development process, partnership strategy, proposal-based recruitment and management strategies, CV writing, coordination of cost proposal strategies, writing, tracking procurements, and capture management.
- **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.
- **Analyse funding opportunities and calls for proposals** from major and emerging funders and advising on win strategies for bid components.
- **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 of MSI teams:** expand the capacity of PDD and other 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 government donors;
- 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
- Solid analytical skills and ability to present complex concepts in clear and concise formats;
- 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

All MSI Reproductive Choices job framework is subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices recruitment process, please do so via email to

recruitmentinbox@msichoice.org

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 bid coordination for government donors, included demonstrated experience with USAID and FCDO;
- Proven experience in managing complex proposal processes with multiple stakeholders under tight deadlines;
- Proven experience in strategic planning and programmatic design;
- Proven track record leading recruitment and management strategies for large proposals, including CV writing.
- Proven track record of developing competitive partnership strategies and negotiating partnerships for competitive tenders.
- Experience developing and reviewing budgets and understanding FCDO value for money frameworks.
- 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;
- Outstanding English writing skills. All applicants will be required to undergo a written evaluation as part of the recruitment process.

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-awareness
- Willingness to travel required (approximately 10% travel).

All MSI Reproductive Choices job framework is subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices recruitment process, please do so via email to

recruitmentinbox@msichoice.org

Job Framework

Senior Advisor, Programme Design and Development



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:

All MSI Reproductive Choices job framework is subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices recruitment process, please do so via email to

recruitmentinbox@msichoice.org