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| **TITLE:**  **Program Development Coordinator** |
| **TEAM/PROGRAMME:** SCI Zimbabwe, Department of Programme Development and Quality | **LOCATION:** Harare, Zimbabwe with some travel to the field |
| **GRADE**: 3 | **CONTRACT LENGTH:** 12 months with possible extension. |
| **CHILD SAFEGUARDING:** Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** The Program Development Coordinator (PDC) is a middle-level position within the Country Office. In cooperation with Save the Children member countries and in collaboration with the Zimbabwe country office the PDC will work with Programme Development and Quality Manager to identify and track donor opportunities, facilitate donor engagement, assist in the development of fundraising strategies, lead the new business and proposal decision, design and development process for all funding opportunities. The position requires innovative thinking and creativity to package our programme strategies in ways that attract the right donor support and grow out portfolio effectively. S/He will write sections of proposals that speak to our overall capabilities, while coordinating the input of Technical Advisors, Operations and field office implementation staff, Supply Chain, Finance, HR and Security into proposals and budgets. Recognising that many conversations with donors involve a review or update around current grants as well as discussions about new opportunities, the PDC will be expected to stay closely informed about the progress of all major institutional grants and able to speak to results in key reporting documents, including supporting on some review of large strategic reports. S/he will be located in Harare with frequent travel to the field. The role has an external orientation, but also works very closely with SC Members and a matrix relationship with the East and Southern Africa Regional Office New Business Development teams. |
| **SCOPE OF ROLE:** **Reports to:** Programme Development & Quality Manager**Dimensions:** Save the Children works in the Child Protection, Education, Health and Nutrition and Child Rights Governance across the emergency and development spectrum, humanitarian response. The program has highly integrated multi-sectoral approaches to address some of the most complicated issues affecting children in Zimbabwe, including child marriage, access to quality education, chronic and acute malnutrition and food insecurity, impacts of climate and multi-dimensional poverty.**Number of direct reports :** None |
| **KEY AREAS OF ACCOUNTABILITY:****General management*** As a member of the Extended Senior Management Team for the Zimbabwe Country Programme, demonstrate behaviours that are consistent with Save the Children’s Mission, Vision and Values and ensure their broader application by staff across the programme.
* Contribute to a conducive and productive work environment typified by team work and collaboration;
* Contribute to the wider country programme agenda.
* Support the effective implementation the SCI Programme Quality Framework;
* Carry out the responsibilities of the role in a way that reflects Save the Children’s commitment to safeguarding children, in accordance with our Code of Conduct and Child Safeguarding Policy.
* Ensure a child rights approach with integrated child participation, resilience, protection, and gender strategies across all our thematic areas from design to implementation.
* Ensure the design and development of child focused emergency and development programs of a high quality that contribute to the Country Office’s strategies and plans, informed by children’s views when and where possible;
* Support the Zimbabwe Country Office to develop a first class, multi-sectoral and dual mandate program reflecting all priority technical and sector aspects of the Save the Children global strategy and Theory of Change.
* Ensure Program Development is aligned to and supportive of the new operations delivery model and its incremental transition to working through partners.
* Ensure excellent coordination and cooperation with incoming member, regional and centre-based technical advisors as well as surge teams during emergencies.
* Provide inputs and support to the advocacy and communications teams to communicate and market our vision internally and externally.
* Contribute to providing technical assistance and capacity building for and with partners on proposal development and new business development as needed.

**New Program Development*** Reporting to Programme Development and Quallity Manager (PDQM), support development of a comprehensive Business Development Strategy and Process, in line with the Country Strategy, for ESMT contributions and SMT approval.
* Work closely with the PDQM to dentify, research, and disseminate information on new funding opportunities from bilateral, multi-lateral, and other institutional donors. Use creative approaches to link SCI and Zimbabwe programme ambitions to donor priorities, while also effectively contributing to SCI Zimbabwe and Save the Children Members’ efforts to influence the strategies of donors.
* Support the cultivation of business relationships with external stakeholders and potential partners for large scale or strategic funding opportunities and help shape and contribute to strategies and ambitions for priming or subbing in joint ventures.
* Track upcoming funding opportunities and donor engagement strategy and processes, providing monthly updates to the SMT.
* Assist in developing the SCI Zimbabwe funding strategy for thematic and cross-thematic programme strategies and ambitions, with a focus on cross-sectoral integration. These strategies should reflect our ambitions with an eye toward encouraging innovation and creative thinking to achieve more quality and immediate impact for children.
* Examine and evaluate innovative new partnerships, and ensure that Save the Children maximizes its efforts to implement its Theory of Change.
* Explore and test potential private sector partnerships.
* Pro-actively seek donor intelligence on prospective new opportunities or partnerships.
* Ensure key contacts, required formats and donor strategies are kept up-to-date at the country office level.

**Facilitate donor engagement*** Play leading roles in the development and regular updating of the donor engagement strategy, in line with the funding strategy, to assist in growing the Zimbabwe portfolio, consistent with the Country Strategy;
* Cultivate excellent working relationships with donor agencies at regional and country level as appropriate and in close collaboration with the PDQM.
* Participate in any donor visit to project(s) within the country office portfolio, as needed.
* Support regular donor check-in/update visits with major institutional donors in Zimbabwe.
* Work with technical advisors and SMT colleagues to set ambitious targets for donor engagement and to influence donor strategies.
* Support the PDQM and other members of the SMT to represent SCI Zimbabwe in relevant donor forums, workshops and conferences as needed.

**Coordinate program design and proposal development*** As assigned by the PDQM, support in the management of the development of high-value, complex proposals or bids, building on global, regional and national SCI Technical and Thematic expertise, ensuring the highest quality products are submitted to the member and the donor.
* Coordinate closely with Save the Children members to kick-off, plan and effectively carryout the proposal development process, supporting the coordination and implication of technical and awards staff in both offices, ensuring regular communication and updating of members throughout the process.
* Drive inter-departmental coordination for programme and proposal development, including ensuring the identification of a Technical Advisors lead and in close cooperation and inclusion of the Operations, particularly the field office team implementation and technical teams, Supply Chain (procurement and other logistical needs), Security, Awards Management (risk management and compliance), Finance (activity and support costings, etc), and HR (for staffing requirements).
* Ensure full internal review and sign-off as per the proposal development process.
* Participate in the drafting of key sections of the proposals, particularly the standard inputs – e.g. capacity and capability statements; country context and programme experience, while drawing on the expertise of technical advisors, operations, finance, HR and security.
* With the PDQM, MEAL and members, ensure that the SMT, Technical Advisors, Field Managers and field office technical staff receive regularly updated information on local, national and regional context analysis, recent and relevant research findings, assessments (HEAs, DHIS, partner research, etc.). This activity is closely linked with the data and knowledge management function of technical advisors, MEAL and Members.
* With country Technical Advisorss/Technical Expertss, seek out and facilitate dialogue and input of technical advice from backstops or members to ensure that programmes benefit from Save the Children’s global expertise, while remaining relevant to the local context. Facilitate the engagement of consultants on large-scale proposals or when additional technical expertise is needed.
* With the Save the Children Member and in consultation with all departments, particularly Awards, Finance and Operations, produce and circulate a proposal development plans (PDPs) to closely track and communicate timelines and deadlines for all implicated departments and concerned individual team members. Ensure regular updating and communication around this PDP. Contribute to supporting proposal development teams to maintain and meet PDP deadlines.
* Represent Save the Children as a generalist, alongside technical experts, in consortium meetings regarding proposal development.
* Ensure that Programme Quality Framework and Theory of Change is addressed in all new proposals and that key elements of programme quality principles are included (e.g. child participation, child safeguarding, gender, resilience, evidence-based approaches, research, lessons learned from past and ongoing programs and projects, accountability mechanisms, risk assessments, advocacy and communications, and effective and sustainable partnerships, etc.).
* Coordinate and contribute to calculating Value for Money calculations in proposal development, as required by donors.

**Child Safeguarding*** Ensure Child Safeguarding is incorporated in programme design in measurable quality as per the Minimum Operating Standards;
* Familiarise himself/herself with Save the Children’s Child Safeguarding Policy and shall strictly adhere to the Policy (and shall strictly comply with the Policy)
* Carry out the responsibilities of the role in a way that reflects Save the Children’s commitment to safeguarding children, in accordance with our Code of Conduct and Child Safeguarding Policy.
* Report any Child Safeguarding concerns to the focal person
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATION AND EXPERIENCE*** Skilled in social sciences, humanities or development with a minimum of a relevant first degree.
* Proven track record in producing winning bids, proposals, and reports for institutional donors, corporations and others;
* Proven ability to design high quality programs;
* Recommended 5-7 years’ experience in both an emergency and development contexts.
* Excellent coordination, organisational and interpersonal skills with the ability to communicate and negotiate clearly and effectively at all levels, and pull together input from a diverse team.
* Excellent writing/editing, reporting, budget development and presentation/communication skills.
* Experience in presenting project information to donors and partners.
* Experience in coordinating development of large-scale or strategic proposals, including the development of multi-million dollar project budgets.
* Proven representation skills.
* Cultural awareness mastering and ability to work in an international environment with people from many diverse backgrounds and cultures.
* Strong results orientation, with the ability to challenge existing mindsets.
* Experience in solving complex issues through analysis, definition of a clear way forward.
* Ability to present complex information in a succinct and compelling manner.
* Ability and willingness to change work practices and hours, and work with incoming surge teams, in the event of emergencies.
* Fluency in English, both verbal and written, required.
* Commitment to Save the Children values, including willingness to abide by and enforce the Child Safeguarding policy
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by: Judas Massingue** | **Date:24.05.2023** |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |