Scope of Work

**Position Title:** Business Development and Communications Coordinator  
**Position Reference:** TBA  
**Position Location:** Beirut, Lebanon or Bangkok, Thailand  
**Timeframe:** 1 year  
**Assigned Unit/Team:** Global  
**Supervisor:** TBA

**Overview:** This scope of work (SoW) outlines the Business Development and Communications Coordinator role with the Center for Operational Analysis and Research (COAR). The Business Development and Communications Coordinator will be expected to lead on the development of proposals, concept notes, and other bid documents; identify and vet potential opportunities through monitoring donor platforms; contribute to strategic analyses of new markets, clients, and partners and increase COAR’s presence, standing and relevance in social media and other web-based platforms. The Business Development and Communications Coordinator will work adjunctly with country and technical teams to solicit necessary inputs for each bid and will hold overall responsibility for producing all documentation to comply with tenderer requirements.

This is a part-time position with flexible working hours; candidates should expect to be available at certain times more than others, especially when working on deliverables with tight deadlines (e.g. Proposals, bids, concept notes etc.)

**About COAR:** COAR is an independent social enterprise that directly supports practitioners, policymakers, and donors by facilitating humanitarian and development interventions in complex, fragile, and high-risk environments.

**Objectives:**

- Identify new business opportunities, including new clients;
- Lead on proposal, bid, tender, and concept note development, including identification of required resources;
- Identify strong strategic partners for COAR to collaborate with on high value programs, and assess lacking policies, procedures and systems that should be developed to strengthen COAR’s profile;
- Assist COAR to build relationships with key stakeholders to include activities, interests, consortiums, and events of key stakeholders and advise on how/whether COAR’s current suite of products might align with these organizations;
- Lead on COAR’s social media outreach strategy;
- Increase COAR’s presence, standing and relevance in social media and other web-based platforms;
Responsibilities
The Business Development and Communications Coordinator will:

A. Business Development and Proposal Writing
- Lead on proposal, bid, tender, and concept note development including drafting, editing, formatting, and ensuring that all offers are submitted by stated deadlines.
- Liaise with team members to discuss roles and responsibilities in the writing process and following up with those team members for their inputs against agreed upon deadlines.
- Prepare and file all supplementary documentation required by the tenderer (including CVs, capacity statements, corporate documents etc.).
- Develop and maintain a proposal development database with compiled information that could be used to facilitate the drafting/submission of new proposals/bids/tenders (e.g. Research methodologies, capacity statements, TPM approaches, contextual analysis methods, context background of country of operations, existing financial procedures and policies, etc.)
- Identify strategic partners for COAR to collaborate with on high value programs (joint venture and/or subcontractors).
- As needed, produce competitor analyses and other tools for assessing the current market for COAR’s services.
- Assess COAR’s policies, procedures, and systems and advise on modifications/additions that would strengthen COAR’s profile for proposals/bids/tenders.
- Identify consultants and develop a professional network within the humanitarian sector to assist with building teams for bids.
- Support team members in external meetings as required.
- Adhere to COAR’s code of conduct and safeguarding policies at all times.

B. External Communications and Social Media
- Identify and analyze new funding opportunities through monitoring donor platforms, business development tracking websites, and by activating personal networks within the industry.
- Disseminate information on new opportunities to relevant team members to assist with determining whether or not COAR should pursue.
- Assist with determining if external support is necessary for improving the quality of the bid, whether that means bringing in specialized technical consultants or partnering with another organization.
- Cultivate relationships with existing and new clients to assist with positioning COAR as the ‘go to’ contractor for relevant services.
- Work with the Managing Director and Country Directors to identify areas of potential expansion based on the funding orientation (new country of intervention and/or provision of new services).
- Participate in pre-positioning activities prior to the release of large tenders including attending Early Market Engagement events and submitting Expressions of Interest and compliance documents.
- In close coordination with COAR’s program managers, analysts, and country directors, lead on the social media outreach strategy and review the existing communications strategy to align reputational capital with product quality.
- Identify new opportunities for increasing COAR presence and visibility on the internet (such as on Reliefweb, the New Humanitarian).
- Monitor social media channels for industry trends and using social media for visibility/research as needed by project teams (e.g. sharing survey links).
- Sharing COAR’s published reports across all social media platforms and drafting threads/long-form posts summarizing published reports.
- Responding to queries received through social media.
- Additional communications-based technical advising where required.

Qualifications and Experience
The ideal candidate for COAR’s Business Development and Communications Coordinator will have:
- A Bachelor’s Degree in Business, Literature, Political Science, International Affairs/Relations, Public Policy, Sociology, or related field with at least 3 years of proposal/grant writing experience or a Master’s Degree in a similar field with at least 2 years of experience.
- Past experience working for international non-governmental organizations, humanitarian actors, or donor agencies is required. Experience working in conflict-affected areas is desirable.
- Excellent English language writing/editing and communication skills are required. A written test may be administered during the recruitment process. Experience editing text written by non-native English speakers is desirable.
- Proven track record of preparing high quality winning proposals, tenders and bids for institutional donors (particularly FCDO, CSSF, US, Canada, EC and other European donors).
- Knowledge of donor proposal formats, research methodologies, theories of change, results/logical frameworks and budgeting is required.
- Excellent interpersonal skills with the ability to communicate and negotiate clearly and effectively at all levels, taking into account cultural and language differences.
- Commitment to discretion and confidentiality.