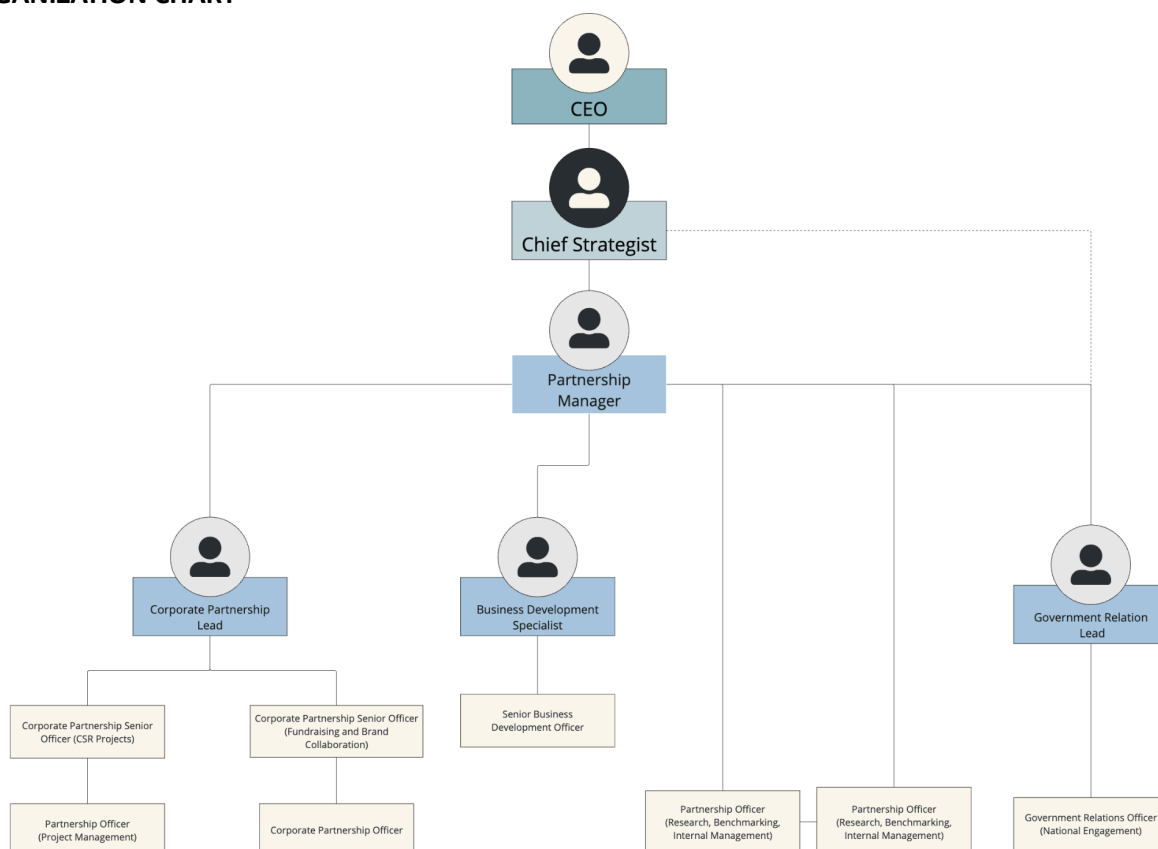


SCOPE OF WORK	
Position	: Business Development Specialist
Department	: Partnership - Strategic Unit
Employee Type : Full-time position, Contract Mar 2025-2026 Office-based with occasional field visits as required	Revision Date:
Grade :	

I. SUMMARY OF ROLE

The **Business Development Specialist** is instrumental in identifying, developing, and securing strategic partnerships that align with organizational goals and global health priorities. This role focuses on scoping high-value opportunities and leveraging expertise in working with international donors such as USAID, DFID, and other development agencies. Through strategic planning, market research, and relationship management, the Business Development Specialist ensures the organization's growth and long-term sustainability.

II. ORGANIZATION CHART



The organizational structure of the Partnership unit is designed to establish clear lines of reporting and communication within the unit.

At the top of the hierarchy is the Chief Strategist, who holds the highest authority within the unit and is responsible for the strategic direction and overall success of the Partnership Development and Management. Directly reporting to the Chief is the Partnership Manager, a role that acts as the operational leader of the unit. This manager is tasked with bridging the gap between strategic planning and operational execution, ensuring that the partnership development and management process are carried out effectively and are aligned with the unit's and organization's goals. The Business Development Specialist directly reports to the Partnership Manager and collaborates closely with other team members within the unit, most notably the Corporate Relations Lead and Government Relations Lead.

Within the Partnership Unit, the Business Development Specialist works hand-in-hand with the Partnership Manager to develop and execute strategies for identifying and engaging potential partners. The Partnership Manager provides guidance, direction, as well as team coordination, while the Business Development Specialist takes the lead in executing partnership development activities like market research and proposal creation.

The Partnership Unit is responsible for three key functional areas: (a) internal system management for partnership formation, management, and documentation.; (b) partner recruitment and activation; (c) foster sustained and meaningful engagement with partners; and (d) analysis of partner-based organization growth.

III. WORKING RELATION

The Business Development Specialist plays a vital role within the well-defined Partnership Unit at CISDI. This position will directly supervise a Senior Business Development Officer who can assist with core activities like market research, partner engagement, and proposal development. Additionally, Partnership Officers dedicated to research, benchmarking, and internal management work hand-in-hand with the Specialist and Senior Officer. This collaboration ensures well-informed partner selection and efficient partnership management through strong research and data analysis.

Beyond the Business Development team, specialized teams play critical roles. The Corporate Partnership Lead oversees specialists focused on CSR projects, fundraising, and brand collaboration. These specialists work collaboratively with the Business Development team to identify potential corporate partners and tailor partnership proposals that resonate with their unique interests. Similarly, the Government Relations Lead works with a dedicated Government Relations Officer to identify potential government partners, navigate regulatory environments, and advocate for CISDI's interests. The Business Development Specialist collaborates closely with the Government Relations Lead to ensure proposals consider government priorities and regulatory considerations, fostering partnerships that are mutually beneficial for both parties.

Looking towards the future, the Partnership Unit is poised for growth. The team will expand to include Business Development Associates, Technical Writers, and a Grant Manager/Editor, and then the Business

Development Specialist's role will likely evolve towards more strategic planning and partner relationship management. The Business Development Associates will likely provide initial research support, assist with data analysis, or take on preliminary partner outreach tasks under the Specialist's guidance. The Technical Writer will become a valuable collaborator, ensuring technical accuracy and clarity when crafting compelling proposals. Finally, the Grant Manager/Editor will offer expertise in crafting grant proposals and ensuring adherence to specific application guidelines.

In essence, by working closely with a team of specialists across the Partnership Unit, the Specialist can successfully manage strategic partnerships that propel CISDI towards developing well-informed, strategic partnership proposals that address both industry needs and regulatory considerations.

IV. RESPONSIBILITIES/ACTIVITIES

The Business Development Specialist's responsibilities can be categorized into five key areas:

Opportunity scoping and market research
<ol style="list-style-type: none"> 1. Identify and scope high-value partnership opportunities, focusing on funding from international donors such as USAID, DFID, UN agencies, and philanthropic foundations. 2. Monitor industry trends, funding landscapes, and competitor strategies to stay ahead of emerging opportunities. 3. Conduct in-depth market research and analysis to identify strategic partnerships aligned with the organization's global health goals.
Partnership Development and Proposal Creation:
<ol style="list-style-type: none"> 1. Lead the development of high-quality proposals and bids for significant funding opportunities, ensuring compliance with donor requirements and organizational objectives. 2. Collaborate with cross-functional teams, including Government Relations and Corporate Relations Leads, to align partnership strategies with donor priorities. 3. Craft compelling and persuasive grant proposals that showcase the organization's impact, value proposition, and alignment with donor interests. 4. Develop realistic and well-justified budgets, ensuring compliance with donor guidelines.
Partners Engagement and Collaboration Management
<ol style="list-style-type: none"> 1. Build and maintain strong relationships with high-level stakeholders, including international donors, government agencies, and private sector partners. 2. Partner with Government Relations teams to align proposals with regulatory requirements and public sector priorities. 3. Facilitate communication across internal teams and external stakeholders during negotiations and project implementation phases.
Lessons-learned documentation and reporting

1. Document lessons learned throughout the proposal development process. This could include capturing challenges encountered, strategies that proved successful, and feedback received from partners. Sharing these lessons learned internally helps refine future proposal development practices for continuous improvement.
2. Sharing these lessons learned internally helps refine future proposal development practices for continuous improvement.
3. Contribute to the development of general partnership documentation and reporting.

Coaching and Knowledge Sharing

1. Leverage the expertise of Business Development Officers and Partnership Officers to gain deeper insights from industry trends and internal partnership data. Collaborate with them to ensure research findings are well-documented and readily accessible for future reference.
2. Foster a culture of continuous learning within the team by encouraging participation in industry events, training programs, and knowledge-sharing initiatives. This ensures the Business Development team possesses the most up-to-date skills and knowledge to navigate the evolving partnership landscape.

V. OUTPUT/MEASUREMENT

The success of the Business Development Specialist will be measured through a combination of quantitative and qualitative factors:

- Quality and effectiveness of partnership/project development strategies. This measurement assesses the ability to translate market research insights into actionable strategies for securing impactful partnerships.
- Quality and quantity of market research conducted within the global health landscape. This reflects the ability to identify and qualify potential partners aligned with CISDI's needs and expertise in health system strengthening.
- Strength and growth of relationships with potential partners
- Number of high-quality proposals submitted for consideration. This includes persuasiveness of written proposals. that is essential for effectively communicating the value proposition of potential partnerships.
- Number of partnership documentation that can be lessons learned for future reference
- Number of joint proposal development, partner outreach, and initial stages of partnership implementation focused on strengthening health systems.
- Successful implementation and execution of partnership agreements. This metric reflects the ability to translate proposal plans into real-world collaboration and achieve the desired outcomes.
- Contribution to knowledge sharing and continuous improvement within the team, specifically regarding lessons learned from global health partnerships and health system strengthening initiatives.

VI. QUALIFICATIONS

Minimum Qualifications

- Degree in Public Health, Global Health, International Relations, or a related field (preferred). A degree in Business Administration, Marketing, or Communications can also be considered with relevant experience in global health or health systems strengthening.
- Minimum of 5 years of experience in business development, with a strong track record in securing funding from international donors (e.g., USAID, DFID, UN agencies).
- Experience working within the non-profit or public health sector is preferable.
- Proficient in English both verbal and written.
- Team player, with an outgoing personality and positive networking attitude
- Have a desire to make positive contributions to the growth and development of society and the ability to understand others.

Preferred:

- Experience in the non-profit or public health sector, most particularly on health system strengthening issues
 - Familiarity with financial modeling and compliance for international grants.
 - Proficiency in tools such as Microsoft Office, Notion, and project management software.
- **Competencies**
 1. Possesses the ability to communicate complex ideas (verbal & written) tailoring messages to diverse audiences. Effectively present research and proposals in global health/health system strengthening.
 2. Able to develop and maintain positive relationships with internal and external stakeholders, including potential partners (e.g., government agencies, NGOs, private sector entities) working in global health and health system strengthening.
 3. Have the ability to conduct thorough market research specific to the global health landscape. Analyze data on global health needs and partner capabilities (stay updated on WHO/UNICEF reports).
 4. Proficient in crafting persuasive proposals that showcase CISDI's work, impact, and value proposition for potential partners specifically in the area of global health and health system strengthening. Proposals should demonstrate an understanding of the partner's specific needs and priorities.
 5. Proficient in utilizing financial modeling tools and costing methodologies to develop realistic and well-justified budgets for proposed partnerships, ensuring alignment with program goals and donor budget restrictions.
 6. Work effectively within a team, collaborating with colleagues across departments (Government Relations, Project Leads) to conduct cross-unit brainstorming sessions with digital tools and achieve partnership goals.
 7. Maintains accurate and up-to-date records of research findings, partnership development activities, and communication with potential partners, with a specific focus on global health and health system strengthening efforts.

8. Proficient in Notion, Miro, and project management tools. Utilize these tools to document lessons learned.
9. Strong Microsoft Office skills (Excel, Word and PowerPoint) with basic design preferred.
10. Experience in documenting significant change within development programs.