

TERMS OF REFERENCE

POSITION:	Projects Proposals Writer
UNIT:	International Programmes
PLACE OF WORK:	Roma - Save the Children Italia headquarter with short overseas travels where required
LINE MANAGER/REFERENT:	Daniele Timarco – Head of International Programmes.
MANAGEMENT RESPONSABILITY:	No
BUDGET HOLDER:	No
CONTRACT TYPE:	Co.Pro
PERIOD:	1 anno a partire dal 1 gennaio 2013
SALARY (INDICATIVE)	21.000 - 24.000 Euro Lordi

INTRODUCTION TO SAVE THE CHILDREN

Save the Children is the world's leading independent organisation for children.

OUR VISION is a world in which every child attains the right to survival, protection, development and participation.

OUR MISSION is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives

Save the Children Italia (SC Italia) was created as an ONLUS in 1998 and is now a prominent member of Save the Children International.

SAVE THE CHILDREN'S VALUES:

ACCOUNTABILITY: We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.

AMBITION: We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.

COLLABORATION: We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.

CREATIVITY: We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.

INTEGRITY: We aspire to live to the highest standards of personal honesty and behavior; we never compromise our reputation and always act in the best interests of children

To finance our work we depend on the support of the general public, volunteers, the corporate sector, governments and international donor agencies.

JOB PURPOSE

The proposal writer will serve as primary writer for the development of project's proposals to be presented for funding to Save the Children main institutional donors (EuropeAid, Italian Cooperation, Italian Local Institutions).

S/he will work closely with Institutional Partnership Coordinator, Programme Thematic Development & Quality Head, Programme Officers and Grant Managers.

The position is being opened in order to consider during the time of the project (2013) the real necessities of the structure of the International Programmes Department.

SC Italy's 2011-2015 strategy includes in fact the objective of increasing the income coming from institutional donors and the project should prove the feasibility and sustainability of the activity.

RESPONSABILITIES:

- Collect and keep updated information on guidelines, procedures, formats and other related information needed for the presentation of projects' proposals to main SC donors (EuropeAid, Italian Cooperation, Local Institutions, etc.)
- In cooperation with the respective SC Country Offices collect and keep updated country information (situation analysis, needs assessments, country strategies, etc...) needed for the development of quality projects proposals.
- Identification and formulation of projects proposals responding to specific donors financing opportunities or call for proposals.
- Writing and development of Concept Notes and Full Proposals for participation in EuropeAid call for proposals.
- Consult and cooperate with thematic advisors for the development of specific projects proposals.
- Formulation of projects budget in collaboration with the Grant officer.
- Final editing and set up of projects proposals including related requested documentation as per donors guidelines.
- Ensure all proposals are reviewed and approved by responsible management before final submission to the donor.
- Comply with all relevant Save the Children policies and procedures with respect to child rights and safeguarding, health and safety, equal opportunities and other relevant policies.

EDUCATION, COMPUTER AND LANGUAGE SKILLS

- University Degree.
- Specific Master or Training on Development, International Cooperation, Project Cycle Management and Logical Framework Approach will be an asset.

- Highly computer literate and confident with Outlook, Word, and Powerpoint, Excel and the Internet; and an interest in appropriate use of current information and communications technologies
- Very good command of spoken and written English.
- Good command of a spoken and written additional language will be an asset .

EXPERIENCE AND QUALIFICATION

- At least five years of experience in Development/International Cooperation programmes.
- Knowledge and experience of Project Cycle Management (PCM), with specific attention to identification and formulation phases.
- Knowledge and experience of Logical Framework Approach.
- Knowledge and experience of identification and formulation of projects.
- Knowledge of EuropeAid guidelines for call for proposals.
- Specific experience in writing EuropeAid successful project proposals will be an asset.
- Specific experience in writing successful project proposals to be financed by the Italian Cooperation will be an asset.
- Experience developing multiple narrative and cost proposals simultaneously.
- Understanding of donor compliance and key SC reporting procedures.
- Good experience in formulation of projects budget.
- Capacity of rapid needs assessment and collection of relevant information during short missions in the field.
- Very good communication skills in order to communicate with a range of organisations/partner NGOs, institutional donors and staff across the organisation.
- Working experience with international organizations.

SKILLS AND BEHAVIOURS (OUR VALUES IN PRACTISE):

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving results together with children 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.
- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding.

Ambition:

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same.
- Widely shares personal vision for Save the Children, engages and motivates others.
- Future oriented, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners.
- 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.
- Always acts in the best interests of children.

PERSONAL SKILLS AND OTHERS:

- Demonstrable commitment to the vision, mission, values, principles, aims of Save the Children
- Sensitivity/appreciation of diversity and ability to derive added-value from it
- Good negotiation, communication, decision-making and interpersonal skills and ability to work as part of a team
- Self motivated, flexible and proactive
- Good analytical skills with the ability to identify key points from complex material or information
- Good personal organizational skills, including time management, and ability to meet deadlines and work under pressure
- Ability to work within a multicultural setting