

## Terms of reference

# Partnerships Coordinator

- Remote role anywhere in the APAC region
- Contract role, 24 months with the possibility of extension

## In a nutshell

Catalpa International is a global development organisation designing new, creative ways of tackling complex problems. We integrate international development practice, design thinking, and adaptive management with the potential of technology to drive change.

Catalpa brings together people from unique backgrounds to work together on meaningful projects — education specialists, engineers, designers, education economists, public health researchers, nutritionists, international development practitioners, and operations personnel. Check us out at [www.catalpa.io](http://www.catalpa.io)

Catalpa is seeking to support its growth through the creation of a Partnerships Coordinator role. Reporting to the Partnerships and Growth Manager, this role will provide important support for the implementation of Catalpa's ambitious business development strategy.

## About the role

The Partnerships Coordinator will work with our teams to generate and coordinate compelling project proposals, presentations, and client touch points. You will work with the Partnerships and Growth Manager, and collaborate with global and local teams to maintain and optimise a set of tools, processes, and systems that supports and governs our business development cycle to achieve growth strategy goals.

The Partnerships Coordinator will act as a point of “connection” between area Heads and the broader management of a pipeline and opportunities.

You will:

- Track and maintain information on opportunities
- Generate leads - pitch decks and other business related collateral.
- Support communications in sector areas that wish to enhance thought leadership through conferences and advocacy papers
- Assist in the development and maintenance of business development systems and processes
- Assist in the development of the organisational growth strategy
- Coordinate and support internal reporting, including meetings.
- Support all key administrative elements of preparing and responding to bids
- Prepare and write proposals working with the Partnerships and Growth Manager, finance team, and sector teams
- Support business development data collection, maintenance, analysis and reporting.
- Help undertake secondary research and client / industry analysis to support our understanding of client briefs to enable more effective and compelling project proposals.
- Work in close collaboration with Catalpa's Communications Lead to develop and adapt promotional material for clients.

- Support the editing of all Catalpa outputs, including reports, tenders, manuals and other important deliverables as needed.

## **Tender Management and Administration**

- Work with the Partnerships and Growth Manager to support the development of tender responses, in particular supporting administrative elements of tenders
- Develop and maintain Trello for more complex opportunities, and keep Trello template structure up to date.
- Support the development of the tender schedule, tender summary and decision to bid for each opportunity.
- Support recruitment / sourcing of experts for tender responses, ensuring they understand and support Catalpa's values.
- Work closely with the Partnerships and Growth Manager to build partnership consortia, including supporting the administration of pre-bid agreements and MoUs
- Participate in client conversations to develop capability to discuss opportunities and present to clients about Catalpa's work
- Maintenance and development of consultant database

## **Tender writing and output support**

- Coordinate proposal writing and supporting assets to relay our project approach to our partners in a meaningful, clear way.
- Lead the production of administrative elements of tenders, including resumes, past experience sheets, and other tender documentation.
- Ensure the design and look of tender documents is clear and consistent, and in line with Catalpa branding guidelines.
- Conduct a final review of all tender documents, in particular a compliance check against the RFT / RFQ. Ensure our tenders are to a high compliance standard.

## **Tracking and prospecting**

- Work closely with the Partnerships and Growth Manager to keep the Business Development Trello and pipeline up to date.
- Monitor all tender portals for relevant upcoming opportunities in a timely manner, and coordinate tender responses with the Partnerships and Growth team and appropriate sector teams
- Maintain oversight over the business development Google Drive, and work closely with the Partnerships and Growth Manager to develop a clear and consistent file structure
- Support the research on various tender sites, country strategies, donor strategies and pipelines, and "contracts awarded" to support the development of the opportunity pipeline
- Work with the Partnerships and Growth Manager to develop a talent database of Catalpa specialists in various areas of expertise, allowing us to scale our program delivery

## **Systems and processes**

- Support the development of forms and templates to support business development processes, including:
  - Decision to Bid. helping us to make a decision whether a program is right for us
  - Tender Summary, distilling opportunities for a broad audience
  - Concept and Proposal Template, allowing us to take ideas to clients
  - Bid schedule, including dates on when various inputs need to be due

- Others, as needed by the team and the Partnerships and Growth Manager
- Develop templates for past experience sheets, resumes, and other regularly needed tender elements
- Collaborate with the team on keeping Catalpa CVs up-to-date and biographies ready for proposals and responses.

## Proposal response templates

- Develop a Master Writing Response Google Doc with various text examples to adapt for proposals, including:
  - Indigenous, localisation and gender and inclusion strategy
  - Management capacity, financial administration and recruitment processes
  - Education, Health, GovTech, Asset Information Management Systems (AIMS) and Road Asset Management Systems (RAMS) written text
  - Compliance documentation / templates (taxation, NGO status, address)
  - Project examples, with images
  - Maintain administrative documentation requirements for tenders and proposals.

## Relevant Experience and mindset

For this role, we are seeking a go-getter, creative thinker that loves opportunity and growth and trying new things. Experience in program design, business development or international development in the Asia Pacific region will be highly regarded.

- **Relevant work background with at least 4 years of professional experience.** Preference is for 4 years experience in business development. A relevant degree is an added advantage. Past work with government and/or donors is a must. International development experience will be highly regarded.
- **Research Experience:** You love learning and research and have a high level of ability to source, synthesise, manage and present information in engaging formats. You are an ideas person.
- **Great communication skills.** You love writing and are highly skilled in presenting complex information in various written, diagrammatic and verbal formats to a range of audiences using various modalities. You like talking to people, developing relationships and partnerships and promoting your organisation.
- **Systems and processes:** You thrive on establishing and documenting efficient and effective quality systems and processes for business development and reporting on achievements. You are detail oriented.
- **Appreciation for design thinking & technology for social impact.** You have an understanding of the value of human-centred design and can articulate how it can bring value to a particular challenge.
- **Commitment to organisational partnerships and growth.** You prioritise the reputation and impact of your organisation for its future growth and impact. You love working in a team and contributing to organisational strategy and growth.