

# Job Title: Regional Programmes Development and Quality Manager

# Department: Programmes, Africa

**Location:** HPA Africa Offices, including Nairobi, Addis Ababa or Kigali. Remote /home-based working arrangement is a possibility.

**Reports to:** The Regional Head of Programmes

**Liaises with:**

**Field Based teams:** Country Directors, Programme Managers, Finance and Administration Officers;

**HQ Based teams:** Programme Officers, Fundraising team, Communications and Policy Campaigns team.

**Responsible for:** No line management responsibility

**Reports to:** The Head of Programmes, Africa

**Job purpose:**

This is an important leadership role supporting country teams in identifying opportunities, designing and developing programmes that are of high quality and lasting impact to the participant communities; and ensuring that programmes are designed based on evidence and substantive input generated through active engagement of the participant communities and local stakeholders.

Below are the job purpose/key result areas expected from the post-holder:

**To help Country Offices develop impactful and continuous programmes supported by diverse sources of funding;**

* In coordination with the Head of Programmes Africa, country and regional teams, understand the funding priorities for the region and each country, develop multi-year regional, country and thematic strategies for programmes development and resource mobilisation with clear annual operating plans, and monitoring frameworks with targets and indicators to achieve annual program funding targets.
* Lead on actively researching and identifying proposal and partnerships opportunities with donors and partners including institutional donors, international and national NGOs, public and private agencies, corporates, humanitarian agencies, academic and research institutions;
* Review and/or draft expressions of interest, concept notes, and proposals to ensure quality and compliance with donor standards.
* Lead proposal development for complex and strategic public opportunities, supporting and coordinating with country offices in strategy development; partner identification and negotiations; writing; production; delegation of tasks; deadline and time management.
* Develop a Programme Quality Strategy for HPA Africa programme in line with HPA’s global Strategic Framework.
* Ensure regular monthly Programme Development and Innovation Hub meetings with all relevant teams and members. The Programme Development meeting reviews progress, quality, and immediate future plans for each programme country and flag-up challenges and gather agreed up on solutions.
* Liaise with donor representatives and coordinate donor meetings and visits with support from Country Directors (CDs) and the Head of Programmes (HoP).
* Coordinate and support on needs assessments, and programme analysis to support project/programme design and planning processes.
* Ensure lessons learned and analysis of data in coordination with country and regional MEAL officers to contribute to the development of high quality, innovative programs that are based on evidence.

**Coordinate, lead and provide high-quality technical input on proposal development and submission to donors.**

* Keep up-to-date with donor policies, trends, guidelines and regulations; train and mentor country and regional office staff using a reflective practice on sharing lessons and best practices in programme development and proposal writing processes and practices; using donors’ feedback on proposal appraisals where relevant.

Other responsibilities may include – training and capacity building of regional and country teams on proposal writing and project development; identifying and submitting bids to consultancy opportunities; developing internal databases, tools, systems and procedures for effective proposal development processes.

* Work closely with other departments to ensure an efficient and timely response.
* Actively participate in other internal coordination meetings such as the weekly country update, the monthly Programme-Fundraising departmental check ins.

The role requires some travels to programme countries.

**Salary:** Annual gross salary range of GBP 28,000 – 30,000 based on the candidate’s

competency and experience.

**Hours:**  FULL TIME (35 Hours a week)

**Contract Duration** We offer a one-year contract (3 months probationary period), with possible extension up on mutual interests.

**Closing date:** 26th March 2023

**Interview dates:** The week beginning the 3th April 2023

Please send your application form to: [personnel@healthpovertyaction.org](mailto:personnel@healthpovertyaction.org)

Please note that due to a potentially high number of applications, only shortlisted candidates will be notified.

## BACKGROUND

Health Poverty Action works for health and global justice in partnership with people who have been marginalised and pushed into poverty.

We work with communities to help them demand their right to health, and to challenge the power imbalances that deny them their health rights. Our distinct approach can be summarised as a combination of three areas:

* **We approach health as an issue of social justice**

Health is a Human Right that many are currently denied. The greatest causes of poor health worldwide are political, social and economic injustices. This is a global scandal which causes unnecessary suffering on a massive scale.

We tackle these complex root causes of social injustice in two ways. Firstly, we work in partnership with communities to help them take back the power to improve their own health. Secondly, we campaign on a national and international level to change policy, and destroy unjust power relations.

* **We prioritise those missed out by others**

We believe in health for all, without exclusion. Development organisations tend to cluster together, which leaves large populations with almost no support at all. People may be living in hard-to-reach areas, or are difficult to support for some other reason. We make these most neglected populations our highest priority.

* **We address the full range of factors which impact on health**

Health is a combination of physical, mental and social wellbeing. As well as strengthening health services we work on areas such as nutrition, water, sanitation, gender discrimination, and income generation. Tackling one cause of poor health in isolation can give the appearance of improving health in the short term, but tackling numerous factors together saves lives.

We are acutely aware of how our own power dynamics as an organisation impact on the people we work with, and we work in partnership with communities to create long term relationships built on trust.

In 2017 we formed a strategic partnership with Find Your Feet. The partnership ensures Find Your Feet’s livelihoods work will continue through Health Poverty Action.

We are also proud to be one of the small number of organisation recognised as being structurally part of the global People’s Health Movement. This quote from the founding document of this movement, the People’s Health Charter, sums up the essence of Health Poverty Action’s values and identity:

*“Health is a social, economic and political issues and above all a fundamental human right. Inequality, poverty, exploitation, violence and injustice are at the root of ill-health and the deaths of poor and marginalised people. Health for all means that powerful vested interests have to be challenged, and that political and economic priorities have to be drastically changed. This Charter encourages people to develop their own solutions, and to hold accountable local authorities, national governments, international organisations and corporations.”*

**JOB DESCRIPTION**

**Context of the role**

Health Poverty Action’s work has grown to include programmes in 14 countries across Africa, Asia and Latin America (with more currently in development). We always prioritise the poorest and the *most* marginalised – those neglected by governments and almost everyone else. This has led us to work in some very difficult environments, often providing the only external assistance. Health Poverty Action currently employs about 500 staff worldwide (with the vast majority located in our programme countries).

The main purpose of this post is to support Health Poverty Action's country offices in Africa in the development and implementation of strategies for programmes development for programme continuation growth; diversification of funding sources; and development of capacity among regional and country teams to do so.

**Key responsibilities/Result Areas:**

**To help Country Offices develop impactful and continuous programmes supported by diverse sources of funding;**

* In coordination with the Head of Programmes Africa, country and regional teams, understand the funding priorities for the region and each country, develop multi-year regional, country and thematic strategies for programmes development and resource mobilisation with clear annual operating plans, and monitoring frameworks with targets and indicators to achieve annual program funding targets.
* Lead on actively researching and identifying proposal and partnerships opportunities with donors and partners including institutional donors, international and national NGOs, public and private agencies, corporates, humanitarian agencies, academic and research institutions;
* Review and/or draft expressions of interest, concept notes, and proposals to ensure quality and compliance with donor standards.
* Lead proposal development for complex and strategic public opportunities, supporting and coordinating with country offices in strategy development; partner identification and negotiations; writing; production; delegation of tasks; deadline and time management.
* Develop a Programme Quality Strategy for HPA Africa programme in line with HPA’s global Strategic Framework.
* Ensure regular monthly Programme Development and Innovation Hub meetings with all relevant teams and members. The Programme Development meeting reviews progress, quality, and immediate future plans for each programme country and flag-up challenges and gather agreed up on solutions.
* Liaise with donor representatives and coordinate donor meetings and visits with support from Country Directors (CDs) and the Head of Programmes (HoP).
* Coordinate and support on needs assessments, and programme analysis to support project/programme design and planning processes.
* Ensure lessons learned and analysis of data in coordination with country and regional MEAL officers to contribute to the development of high quality, innovative programs that are based on evidence.

**Coordinate, lead and provide high-quality technical input on proposal development and submission to donors.**

* Keep up-to-date with donor policies, trends, guidelines and regulations; train and mentor country and regional office staff using a reflective practice on sharing lessons and best practices in programme development and proposal writing processes and practices; using donors’ feedback on proposal appraisals where relevant.
* Work closely with other departments to ensure an efficient and timely response.
* Actively participate in other internal coordination meetings such as the weekly country update, the monthly Programme-Fundraising departmental check ins.
* Continuous search and identification of proposal submission and partnerships opportunities with donors and partners including institutional donors, international and national NGOs, public and private agencies, corporates, humanitarian agencies, academic and research institutions.
* Other responsibilities may include – training and capacity building of regional and country teams on proposal writing and project development; identifying and submitting bids to consultancy opportunities; developing internal databases, tools, systems and procedures for effective proposal development processes.

**Details of responsibilities:**

1. **Develop, implement and update regional and country programme development and resource mobilisation strategies with clear annual operating plans, targets, indicators and monitoring framework (25%);** 
   1. In collaboration with regional and country teams develop a multi-year strategic regional and individual country programme development plan;
   2. Develop annual country programme development operational and technical plans with clear targets and indicators of success;
   3. Follow up and report on the implementation of the annual programmes development and operational plans as per agreed targets and indicators;
   4. Periodically engage country leads in reviewing and monitoring progress of plans and agree revised operating annual plans, tactics and strategies.
2. **Help country offices design projects to achieve adequate and continuous programme implementation develop from a diverse source of funding (35%);** 
   1. Assist country offices in the search and identification of opportunities for funding and partnership opportunities;
   2. Lead in the planning and implementation of effective proposal development processes through engaging a range of field and HQ based staff in close team work supporting strategy development; partner identification and negotiations; writing; production; delegation of tasks; deadline and time management
   3. Lead in the preparation and submission to donors of project narrative proposals and budgets in response to open bids, invitations and unsolicited proposal calls;
   4. Review and comment on in-country proposals for submission to local and international donors by country teams; and
   5. Collaborate with country teams on the preparation of proposal budgets with inputs from , the finance and programmes team.
3. **Support Country and Regional teams in continuous search for programmes development / partnerships opportunities with donors / partners including institutional donors, public and private agencies, humanitarian, academic and research institutions (30%);** 
   1. Actively review donor websites , grants and funding portals and share summaries of funding opportunities with country leads and programmes team.
   2. Build relationships with donors and potential partners (NGOs, bilateral and multilateral agencies, and corporates and trusts in the region and beyond), and undertake assessment/due diligence of partners;
   3. Travel to programme countries and meet with potential donors and partners, and as necessary undertake assessments of funding opportunities;
   4. Coordinate, lead and/or provide high-quality technical support on proposal development and submission to donors/partners.
4. **Keep updated with donor policies, trends, donor guidelines and regulations; facilitate a reflective practice, share lessons and best practices and organise training in programmes development and proposal writing processes (5%)**
   1. Receive, analyse and share donor feedback with staff members on proposals and concept notes;
   2. Research best practices and innovative approaches that could be considered within our programmes.
   3. Training and capacity building of country and regional teams on state-of-the-art proposal writing and project development knowledge and skills
5. **Other responsibilities (5%)**
   1. Identify, develop and submit bids for consultancy services and undertake the consultancy work involving country and regional teams;
   2. Develop tools, systems and procedures that facilitates efficient completion and coordination of proposal development processes amongst teams and partners.

The role requires frequent travel to programme countries including areas that are less secure.

**PERSON SPECIFICATION**

**Essential Criteria**

* Practical experience in developing proposals (successful!) to various institutional donors (FCDO, EC, USAID, UN Agencies etc.), and understanding of donor rules and proposal submission requirements;
* An outstanding ability to track donor trends and opportunities that contribute to successful programme outcomes.
* Proven competency and theoretical understanding of project cycle management, problem tree analysis, drawing theory of change/logical frame work
* Understanding of global development and humanitarian affairs, particularly in relation to health
* Bachelor’s degree in development studies, with substantial practical experience in programmes development
* Demonstrated ability to collaborate effectively in programme design and development in an international NGO setting with colleagues in ‘remote’ and diverse teams, including as team leader for proposals.
* Excellent writing and editing skills with the proficiency to write clearly, insightfully and persuasively during tight deadlines.
* Excellent organisational and time management skills with the ability to delegate tasks, and manage personal workload and team deadlines amongst different demands and priorities.
* Experience of working in a fast-paced environment, often working to challenging deadlines.
* Openness to learning new skills & a pro-active approach to tasks
* Willingness to build the capacity of regional and country teams in program development as a driven, positive team-worker, who is supportive and helpful towards colleagues

**Desirable Criteria**

* Master’s degree in Business Administration/ International Development or other relevant field of study
* High level analytical skills, including numeracy/budget literacy
* Experience in commercial funding contracts
* Experience of living and/or working in a developing country

*Health Poverty Action recognises that all adults and children have equal rights to protection from abuse and exploitation. Health Poverty Action condemns exploitation and inappropriate behaviour, and is committed to taking action for the protection of programme participants. Accordingly, you will be responsible for: Protecting programme participants, staff and volunteers from any harm coming from our staff, operations and programmes; Reporting all safeguarding incidents you saw, heard, heard about or suspected, using our internal reporting procedure; Observing and fully complying with all organisational safeguarding policies and practices; signing the code of conduct and as appropriate complying with HR vetting procedures.*

**TERMS AND CONDITIONS**

**Salary**

Annual gross salary range of GBP 28,000 – 30,000 based on the candidate’s competency and experience.

**Hours**

Full time, details to be arranged with the line manager.

*Health Poverty Action is very committed to flexible working. We will consider applicants to work on a part-time and a flexible working basis where possible.*

**Holidays**

25 days per year pro-rata.

**Pension**

Up to a maximum of 5% of gross salary (and subject to a minimum contribution of 3%).

**Location**

At HPA Africa Country Offices, in Nairobi, Addis Ababa or Kigali, and remote/working from home is a possibility.

**Contract Duration**

We offer a one-year contract (3 months probationary period), with possible extension up on mutual interests.

***At Health Poverty Action we celebrate diversity and promote equality and inclusion amongst all of our staff and everyone we work with.***

*Thank you for considering working with Health Poverty Action.*