

TERMS OF REFERENCE

Position: Focal Person Youth and Entrepreneurship
Department: Programmes
Supervisor: Director Programmes/Manager Programmes
Contract: Fixed Term (extendable)
Duty Station: LEAD Office
Location: Islamabad

GENERAL SCOPE OF WORK:

The main responsibility of Focal Person Entrepreneurship will be to develop marketable ideas that are in consonance with LEAD Pakistan's mission and objectives as directed by the management. The candidate will support the development planning and its smooth implementation to achieve the set goals. The Focal Person will establish and maintain partnerships with donors both in the development sector as well as in corporate institutions. Engage with key organizations in consultancy with the management to for joint or partial implementation of proposed ideas culminating in projects.

ROLES & RESPONSIBILITIES:

1. Define and implement standardized proposal development formats and processes.
2. Execute proposal development through three defined channels:
 - I. Scoping and defining project concepts with donors, corporate sector, beneficiaries, experts and team members
 - II. Developing full proposals
 - III. Develop and implement a system of centralized concept/proposal submission with a view to conforming to a certain level of quality.
 - IV. Managing competitive bidding and contracting processes.
3. Design, run and sustain campaigns as per organisational vision.
4. Identify and engage partners for enabling expert review of project concepts and proposals
5. Liaise with donors to present proposals and discuss potential collaborations.
6. Review and develop concepts flowing in from other internal teams.
7. Supervise the maintenance of concept/proposal inventory matrix.
8. Ensure a regular follow up on proposal submissions and maintain an update in the proposal inventory matrix.
9. Keeping update with main-tenable donor profile matrix and ensure regular update in terms of focal areas and current and upcoming opportunities in line with the Organization's scope.
10. Present and discuss up coming opportunities in a staff meetings.
11. Acquire and develop knowledge on LEAD Pakistan focal areas through means such as workshops, seminars, publications/reports, and web searches.
12. Ensure adherence to standardized I-NET processes and methodology by Corporate as well as project offices.
13. Refine and fine tune the I-NET process based on a sound rationale and consensus of the Section and concerned line manager.

Professional Requirements:

1. At least 5 years of relevant experience with minimum 2 years of professional experience in project/programme development and partnership development.
2. Demonstrated ability of designing and developing international, regional and national-level development projects

3. Demonstrated experience of designing and running national/international campaigns.
4. Previous experience of working with Youth and Entrepreneurship.
5. Links to the private sector with demonstrated ability to raise private sector funds
6. Excellent analytical, writing and presentation skills are a must
7. Strong oral and written English communication skills required.
8. Sound judgment, flexibility, adaptability and cultural sensitivity.
9. Proficiency in MS Office Suite required.

Qualification Requirements:

Master's in a social sciences or related discipline from a recognized university.