

TERMS OF REFERENCE

Position:	Focal Person Private Sector Engagement
Unit:	Programmes
Supervisor:	Director Programmes
Contract Period:	Fixed Term (extendable)
Duty Station:	LEAD Office
Location:	Islamabad

GENERAL SCOPE OF WORK:

The main contribution of Focal Person Private Sector Engagement will be to develop marketable ideas and products that are in consonance with LEAD Pakistan's mission and objectives weaved in the ongoing programmes. To jointly develop products and services with the private sector in LEAD's main program areas: Water, Climate Change and SDGs. This will entail working alongside the corporate sector in developing their Corporate Social Responsibility (CSR) programs, conducting their Climate Vulnerable Assessments and enhancing their overall capacities. He/she will also help establish and maintain partnerships with donors, institutions and key organizations to support the implementation of proposed projects and programmes.

ROLES & RESPONSIBILITIES:

1. Define and implement standardized proposal development formats and processes.
2. Execute proposal development through following defined channels:
 - a. Scoping and defining project concepts presenting to potential private sector, institutional donors, beneficiaries, experts
 - b. Developing full proposals
 - c. Managing competitive bidding and contracting processes.
 - d. Develop and implement a system of centralized concept/proposal submission with a view to conforming to a certain level of quality.
3. Identify and engage partners for enabling expert review of project concepts and proposals
4. Carry out monitoring and evaluation, knowledge management and capacity building of the private sector with respect to LEAD's main program areas
5. Develop and assist the corporate sector with its CSR activities, which will involve engagement with stakeholders and the government
6. Carry out Climate Vulnerability Assessment for the corporate sector
7. Liaise with private sector to present proposals, ideas and discuss potential collaborations by creating feasible projects.
8. Review and develop concepts flowing in from ongoing programmes. Supervise the maintenance of concept/proposal inventory matrix.
9. Ensure a regular follow up on proposal submissions and maintain an update in the proposal inventory matrix.
10. Supervise the maintenance of donor profile matrix and ensure regular update in terms of focal areas and current and upcoming opportunities.
11. Present and discuss upcoming opportunities in a section meeting with the Director Programmes.
12. Acquire and develop knowledge on LEAD Pakistan focal areas through means such as workshops, seminars, publications/reports, and web searches.

13. To apply prior experience of marketing, oriented towards corporate sector of the key strengths of the Organization to successfully develop viable project/partnership in the desired areas.
14. Ensure adherence to standardized I-NET processes and methodology by Corporate as well as project offices.
15. Coordinate the Integration of Corporate Office and provide an integrated report for strategic partnership decisions.
16. 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 5-7 years of relevant experience with minimum 4-5 years of professional experience in project/programme development and partnership development.
2. Masters in Economics or in a related field.
3. Experience of working with Corporate sector
4. Management and Organization skills in terms of people and work
5. Excellent analytical, writing and presentation skills are a must
6. Strong oral and written English communication skills required.
7. Sound judgment, flexibility, adaptability and cultural sensitivity.

Operational (General/Administrative):

1. Ensure compliance with all organizational policies, rules and regulations.
2. Ensure that the organization's interests in the execution of the programme operations are safeguarded at all times.
3. Be responsible for the smooth operation of the related assignments.
4. Assure that all contractual obligations are adhered to and make the necessary contacts and efforts to ensure implementation of required targets.

