



POSITION DESCRIPTION
Corporate Contract Office (CCO)

TITLE: Business Proposal and Contracts Associate
GRADE: E
REPORTS TO: Director, International Business Proposal Development
LOCATION: Cambridge, MA

OVERALL RESPONSIBILITIES:

The Business Proposal and Contracts Associate works with and provides support to Cost Proposal Unit in CCO. The Business Proposal and Contracts Associate assists in the development of competitive and unsolicited proposals for USAID, other governments' aid agencies, multilateral lending banks, international health organizations, and foundations. He or she works with a core proposal team in producing a successful bid, formatting and collecting proposal annex requirements, and providing substantial administrative support and some budgeting assistance when needed to Cost Proposal Unit in CCO.

SPECIFIC RESPONSIBILITIES:

I. Cost Proposal Development and Submission:

1. Provide administrative support to the Cost Proposal Unit and CCO staff as required. This may include but is not limited to: drafting and typing of memos, handling the filing, photocopying, and faxing, as well as faxing/mailing/delivering proposals.
2. Provide instructions for completing required donor forms so that there is a consistent standard for required information.
3. Monitor the submission of required cost proposal documentation from MSH and subcontractors and set up meetings with the MSH Senior Contract Officer or the CBA to ensure that documentation obtained is responsive to the RFP or RFA. Assist in drafting the initial contact letter to subcontractors.
4. Create and update the MSH boilerplate information as requested in the RFA/RFP/TOR for various donors.
5. Attend and participate in transition meetings of successful awards from the proposal stage to Center Contract Officer and internal MSH implementation team.
6. Coordinate and conduct math checks of proposal budgets as requested by cost proposal unit staff and as necessary by other CCO staff.
7. Responsible for collating and copying Business Management Proposals in accordance with the requirements of the RFP/RFA/Terms of Reference (TOR), and the procedures agreed upon and reviewed by the Senior Contract Officer.
8. Assist the Contract/Budget Analysts in creating, revising and negotiating small proposal budgets based on the technical scope of work Assist and develop budget and budget templates, especially small proposal budgets for various donors.
9. Perform inflation and exchange rate analysis for upcoming and active small proposals, and submit recommendations to CFO for approval.
10. Draft, finalize and manage the execution of Pre-Teaming Agreements and Teaming Agreements with subcontractors.

11. Develop Rough Order of Magnitude (ROM) budgets in collaboration with technical staff and budget analysts for positioning and bid justification on small proposals as needed.
12. When requested on large proposals, assist with the management of assigned subcontractors as a part of the proposal process and perform activities including: providing budget assumptions, reviewing budgets and notes, and ensuring final submissions conform to donor requirements
13. Gather and analyze costs for developing and revising proposal budgets for MSH center-led and subcontractor bids in accordance with donor requirements, while utilizing advanced spreadsheet techniques. Provide inputs as appropriate to explanatory budget narrative to accompany budget in cost proposal for review by Senior Contracts Officer (SCO).
14. Perform research on donor registration, eligibility and bidding requirements. Work with the office of the CFO to register MSH with new donors.
15. Work with MSH Staff in all Centers and Offices as requested to assist in orientation and/or development of small proposals and assistance with submission as required, including training on MSH's proposal processes and standards, donor requirements, and the management of subcontractor/sub awardee deadlines and inputs.

II. Additional Responsibilities

1. Participate in the development of CCO Office work plan.
2. Attend weekly CCO staff meetings. Prepare and present on assigned topics at the weekly CCO staff meetings.
3. Perform math checking of pipeline budgets as necessary.
4. Assist in researching and compiling information from the Internet and other sources in order to update and maintain regulation notebooks.
5. In conjunction with the CCO Office Assistant, plan and implement team building activities, such as lunches and parties.
6. Provide other administrative support to CCO Office staff as necessary. This may include but is not limited to drafting and typing of memos, filing, mailing, photocopying, faxing, and organizing the office.
7. Domestic and international travel as required.

QUALIFICATIONS:

1. Bachelor's Degree and up to 3 years of related experience
2. Ability to initiate and organize work, to establish priorities in a time-sensitive environment, and to meet deadlines with attention to detail and quality
3. Ability to work in a fast-paced work setting
4. Strong interpersonal skills
5. Willingness to work overtime during proposal preparation
6. Strong knowledge of word processing applications (MsWord). Ability to use databases, spreadsheets, and PowerPoint helpful
7. Proficiency in English required. Fluency in French and Spanish are strongly preferred
8. Demonstrated writing skills highly desirable

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