

Driving Income Growth (DIG) Project (Institutional Funding Components) Project Management *Terms of Reference*

Background and Purpose of the role

Plan International UK (PIUK) is engaged in a process of looking strategically at how we can continue to grow our impact and income in a rapidly changing environment. In order to do this the Driving Income Growth (DIG) project has been conceived to identify, develop and implement initiatives that push us in the direction of being a £100m organisation. PIUK has 2 large outward facing directorates, the Public Engagement Directorate and the Policy and Programmes Directorate (PPD). The initiatives that have identified for this ToR are the ones associated with PPD. Significant work has been done to date on exploring the institutional funding market, scoping opportunities for growth, reviewing critical success factors and formulating and appraising potential business models. This work is in the form of several reports which will be shared with the successful applicant. The project manager role will continue to take forward these initiatives to the point where we expect to launch several of them towards the end of 2017 or beginning of 2018.

Who are we looking for?

We are looking for an outstanding candidate who has experience working at a DFID service contract supplier, preferably a consultancy organisation. It would also be desirable if they had knowledge of the NGO sector and/or direct experience with DFID. The ideal candidate should be someone who has the capability to present to and negotiate with senior people at Plan and at partner organisations. However they should also be willing to gather data and information for themselves without the opportunity to delegate. They should be a good project manager, sticking to deadlines, and have the drive to take forward complex initiatives and solve problems. Their experience will include:

- A minimum of 3 years at a DFID service contract supplier.
- An additional minimum 2 years of other relevant experience (e.g. project management, NGO, DFID)
- Interest in the structure, governance and positioning of organisations in the development sector
- Flexible approach
- Good verbal communicator

- Good report writing skills

Key Deliverables

The consultant will provide surge capacity to progress a number of initiatives whilst Plan is undergoing a number of exciting changes. For each initiative, the consultant will drive forward further investigations, consultations, research, idea conception and information collation for Plan's management and governance structures (Institutional Funding Programme Board, Senior Management Team, management Board and Trustee Board).

This will specifically include:

- Following up on communications with DFID about appetite for ideas
- Following up on communications with potential JV partners
- Carrying out and/or project managing specific pieces of analysis required to reach conclusions (e.g. on Return on Investment).
- Producing project management documentation on the initiatives and monitoring progress against milestones. As necessary, pushing and persuading internal stakeholders to deliver outputs on time.
- Being opportunistic in instances where significant upside potential can be expected on initiatives and/or the window of opportunity is short
- Flagging risks to senior management
- Making adjustments to business cases
- Producing papers as required for senior management and governance structures.
- Within the first week, producing a detailed plan about how they will use their time to reach tangible milestones.

The consultant will work closely with PIUK directors and managers to ensure that the direction of travel of the work is appropriate to the direction and needs of the organisation. The consultant will present themselves as an integral part of the PIUK structure to outside stakeholders.

There is an expectation that the consultant will work full time from late August to late October and at around 50% utilisation to the end of 2017. As such it is expected that the consultant will work around 70 days (although there will be some flexibility in the contract to allow for evolving requirements).

If you would like to apply for this role please send your CV with availability for deployment and expected remuneration to oliver.chapman@plan-uk.org no later than **5pm on Wednesday 9th August 2017**.

