



## Frameworks Consultant

**IMC Grade:**

Consultant or Senior Consultant level

**Responsible to:**

Associate Director - Frameworks

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### The Role

Do you want to further your career in International Development? Are you interested in a variety of topics and geographical regions? Might you have some previous experience of working within frameworks? Do you want the opportunity to work with a committed and talented team who work hard and deliver outstanding results?

The IMC Frameworks Team bids for and manages projects across the globe on behalf of all the main donors (especially the FCDO) and in various thematic areas including (but not limited to):

- Economics & Finance
- Infrastructure services
- Monitoring, Evaluation & Learning
- Cities & Resilient Development
- Trade & Investment
- Innovation
- Private Sector Development

This is a fast-paced role with quick turnaround times and is a great opportunity for you to work on projects from proposal stage through to project completion.

The Frameworks Team is looking for committed and ambitious individuals to join us and help grow our frameworks business.

To learn more about Frameworks, [click here](#).

## Main responsibilities

### Project Proposals:

- Work with IMC's Frameworks team and all other IMC teams to assist with the preparation of tenders. Inputs need to be of a high standard and be completed within tight deadlines
- Help to prepare and negotiate financial proposals as well as review and revise financial proposals from partners
- Identify and help recruit appropriate experts and carry out the required scoping / due diligence
- Contribute to bid sections that detail relevant track record and team quality, demonstrating an ability to tailor your work to each proposal

### Project Management:

- Perform a project management role on framework projects. This includes helping to coordinate projects and teams and carry out quality assurance of project reports before submission to the client
- Be a primary point of contact for frameworks that IMC leads on
- Financial management of smaller scale projects including tracking expenditure, controlling expenditure by team members, invoicing and payments
- Communicate with and manage relationships with senior international specialists, development partner organisations and high-level government officials
- Contract project teams, liaise with individuals and partners re any contractual queries they may have
- Undertake overseas trip as necessary

### Business Development:

- Maintain and update all internal management systems (project data, CVs, project operations manuals, project reference database etc.)
- Attend networking events and talks / lectures on topics of relevance to IMC and report back as necessary. Meet with development partners in the Redhill office

### Additional:

- Meet the [quality standards](#) of the company and our Clients
- Meet the high ethical standards of the company as directed by [IMC policies](#). These include: Business Ethics; Anti-Harassment & Bullying; Safeguarding; Anti-Slavery and Human Trafficking; and Data Protection, among others
- Carry out research assignments as required, for example gathering market intelligence on a future new donor
- Overseas trips on projects whether for project management purposes or for project technical or support inputs when feasible

## Team Environment

You will join the Frameworks team to both grow and deliver the IMC Worldwide portfolio of work. The team currently consists of hardworking individuals across different grades and levels.

There are clear opportunities for promotion and progression within the team.

The working environment is informal, creative and collaborative, but we are uncompromising on the quality of work we deliver to clients.

## How to apply

Please submit your CV and covering letter to [recruitment@imcworldwide.com](mailto:recruitment@imcworldwide.com) explaining clearly why you are interested in this role and working for IMC, the skills and experiences you can bring to it, and how your experience meets the person specification. Your covering letter should also include your salary expectations.

**Applications will be reviewed on an on-going basis, so it is recommended you apply as soon as possible.**

**Hours of work** – This role is a full-time position. Full-time working hours are 37.5 per week.

**Location** – The role is based in the IMC offices in Redhill, however we operate a hybrid approach to working with regular working from home days also permissible in line with work requirements and demands. We are a short walk from Redhill train station, which has direct links to London and the South Coast. There is free parking available on site depending on availability.

**Travel** - Due to the nature of our work, all IMC contracts require job holders to be able to travel overseas to our overseas projects when required and when safe to do so.

**Salary** – Competitive salary, depending on experience

**Annual leave** – 25 days annual leave plus public holidays. The holiday year is 1st January – 31st December.

**Benefits** – Buying and selling of annual leave, health cash plan, private medical insurance, life assurance, company contributory pension and cycle to work scheme.

IMC also supplies free refreshments and fruit, and there is a dress down day every Friday.

## PERSON SPECIFICATION: Frameworks Consultant

	Essential	Desirable
<b>Qualifications, understanding &amp; training:</b>		
Degree qualification	X	
Master's degree		X
<b>Experience:</b>		
Experience of working/studying in the international development sector	X	
Experience in a business development role within international development		X
Experience of preparing project tenders and proposals	X	
Strong interest in and good knowledge and understanding of international development cooperation	X	
Experience of working with donors such as DFID, EC, EIB, EBRD, USAID and MCC		X
Experience of remotely managing development projects	X	
<b>Abilities &amp; skills:</b>		
Excellent planning, management and organisational skills, with ability to multi-task under tight deadlines	X	
Strong communication, interpersonal and negotiation skills	X	
Good numeracy skills	X	
Good attention to detail	X	
Ability to multitask	X	
Co-operative and supportive team player	X	
Excellent written and verbal communication skills	X	
Additional language skills		X
<b>Personal:</b>		
Self-motivation and pro-active attitude	X	
Confidence and enthusiasm	X	
Flexible attitude to meet the needs of the role	X	
Commitment to IMC's objectives, ethics, values and Equalities and Diversity Policy	X	
Excellent work ethic	X	

## IMC Competency Framework: Frameworks Consultant

Competency Level	D	I	A	S
	Consultant	Senior Consultant		
IMC Values and Ethics	X	X		
Business Insight	X	X		
Bid and Project Management	X	X		
Technical/Area specialisation	X	X		
Relationship Management and Working with Others	X	X		
Leadership and Resilience	X	X		
Impact and Influence	X	X		
Decision Making and Planning and Organising	X	X		
Results Orientation and Continuous Improvement	X	X		
Financial and Commercial awareness	X	X		

**Key:**

*D – Developing*

*I – Independence*

*A – Accomplished*

*S – Senior Management Level*