

Job Description

Senior Program Development and Technical Advisor

Position Title	Senior Program Development and Technical Advisor	Date requested	September 2026
Type of position	Program	Grade (for HR use only)	
Department/Project Team	Program	Reports to	Country Director
Work Location	Vientiane Capital with travel to CARE program areas	Direct report	Partnership and Award Coordinator, Technical Advisors

Job Summary

The Senior Program Development and Technical Advisor provides strategic leadership for CARE International in Lao PDR's business development, program design, partnership development, resource mobilization and innovation. Reporting directly to the Country Director, the role converts the Country Strategy into a focused and diversified funding pipeline, leads high-quality concept and proposal development, and strengthens CARE's positioning with donors, CARE Member Partners, government, civil society, private sector and other strategic partners.

The Advisor provides functional excellence for the program development function by establishing clear standards, tools, decision points, performance indicators and learning processes from opportunity identification through award handover. The position directly supervises the Partnership and Award Coordinator, Technical Advisors and works closely with the Senior Program Delivery Manager, Finance and Operation Director, Communications and regional office and Care Member Partners to ensure new programs are strategic, feasible, compliant, partnership-led and positioned for impact at scale.

Responsibilities and Tasks

JOB RESPONSIBILITY 1: Business Development and Resource Mobilisation

30%
of time

- Lead and maintain the Country Office business development and resource mobilisation strategy, ensuring clear alignment with the Country Strategy and annual priorities.
- Maintain a forward-looking funding pipeline covering bilateral and multilateral donors, foundations, CARE Member Partners, private sector and other appropriate financing opportunities.
- Lead donor intelligence, opportunity scanning and positioning, including analysis of donor priorities, funding trends, competitor/partner landscape and likely future calls.
- Coordinate structured bid decision processes ensuring strategic fit, competitiveness, capacity, partnership value and risk are assessed before investment in a bid.
- Strengthen donor and CARE Member Partner relationships in Lao PDR and externally, including preparation of donor engagement plans, briefing materials and follow-up actions.
- Develop and monitor annual resource mobilisation targets and key performance indicators, including aligning records with regional and global offices around pipeline value, proposal submissions, win rate, strategic donor diversification and funding secured.
- Identify opportunities for innovative and blended financing, private sector collaboration and longer-term strategic partnerships that can advance CARE Laos priorities.

JOB RESPONSIBILITY 2: Program Design and Proposal Development

30%
of time

- Lead the end-to-end design process for new programs and projects (as part of CARE Project Cycle Management PCM), from early concept development through submission, ensuring designs respond to identified problems, evidence and community priorities.
- Coordinate cross-functional design teams involving Technical Advisors, Program Quality/MILKA, Program Delivery, Finance, Partnerships, Communications and relevant field teams.
- Ensure designs demonstrate clear theories of change, results frameworks, implementation approaches, partnership models, sustainability/exit pathways, risk management and realistic resourcing.
- Ensure CARE program approaches, gender equality and social inclusion, locally led development, safeguarding, accountability, climate resilience and other relevant standards are integrated appropriately into designs.
- Lead or coordinate development of concept notes, expressions of interest and full proposals, ensuring high-quality narrative, logical coherence, compliance with donor requirements and timely submission.
- Work closely with Finance and relevant teams to ensure proposal budgets, staffing structures and cost recovery are realistic, competitive and aligned with the technical design.
- Facilitate design reviews and quality assurance before submission and maintain an institutional record of proposal feedback, lessons and reusable design assets.
- Lead the formal handover of successful awards to the Senior Program Delivery Manager and implementation teams, ensuring the approved design, commitments, partner roles, budget assumptions, risks and donor conditions are clearly understood.

JOB RESPONSIBILITY 3: Partnership, Awards and Strategic Positioning

**20%
of time**

- Directly supervise and provide strategic guidance to the Partnership and Award Coordinator, ensuring clear priorities, workplans, performance expectations and professional development.
- Lead the strategic partnerships with national civil society organisations, women-led organisations, government, research/academic institutions, private sector actors, UN agencies, INGOs and other partners relevant to the Country Strategy.
- Ensure partnership approaches are based on mutual benefit, mutual accountability, complementarity, local leadership and transparent decision-making.
- Provide oversight of award start-up readiness from the program development perspective, ensuring donor conditions, partnership commitments, compliance requirements and key proposal assumptions are captured and handed over.
- Collaborate with Program Delivery and Finance on award and partnership risks that have implications for future funding, donor relationships or strategic positioning.
- Represent CARE Laos in selected donor, consortium, partnership and strategic networking forums as delegated by the Country Director, with clear objectives and follow-up.

JOB RESPONSIBILITY 4: Country Strategy, Innovation and Functional Excellence

**15%
of time**

- Lead functional excellence for program development and innovation by defining and maintaining common standards, tools, workflows, decision gates, templates and accountabilities for business development, design, innovation, partnership development and award handover.
- Translate the Country Strategy into an annual program development and innovation agenda, identifying priority themes, geographies, populations, partnership models, innovation opportunities and funding gaps that should guide opportunity pursuit and investment.
- Initiate innovation pipeline that identifies promising ideas, research opportunities, technologies, delivery models and partnerships emerging from CARE programs, communities, partners and the wider development sector.
- Facilitate structured testing and piloting of priority innovations, with clear hypotheses, success criteria, evidence requirements, risk assessment and decisions on adaptation, scaling or discontinuation.

- Work with Technical Advisors, MILKA, Program Delivery and partners to identify evidence-based approaches that can be adapted or scaled across projects, sectors and geographies, including appropriate digital and data-enabled solutions.
- Coordinate regular portfolio and pipeline reviews with the Country Director and relevant senior team members to assess progress against strategy, funding balance, strategic gaps and upcoming decisions.
- Establish a concise performance dashboard for program development, including agreed KPIs and quarterly analysis of performance, bottlenecks, learning and corrective actions.
- Promote continuous improvement and innovation by conducting bid reviews, design reviews and after-action learning; use evidence from successful and unsuccessful proposals, pilots and implementation experience to strengthen future designs, test new approaches and inform scaling decisions.
- Ensure program development systems connect effectively with program quality and program delivery standards so that strong design translates into feasible implementation and measurable results.
- Contribute to Country Office strategic planning, annual planning and relevant Senior Management Team discussions where program growth, positioning and portfolio direction are considered.

JOB RESPONSIBILITY 5: Team Management

**5%
of time**

- Provide effective line management to the Partnership and Award Coordinator and Technical Advisors, including annual and quarterly work planning, regular one-to-one meetings, coaching, performance management and development support.
- Create a collaborative business development culture in which technical, finance, delivery, partnership and support functions understand their roles and contribute on time to priority opportunities.
- Promote national staff leadership, shared accountability and respectful cross-functional working.

CARE Staff Commitment

- Participate fully in CARE performance processes, including annual appraisal, mid-year review and regular one-to-one meetings, ensuring objectives are reflected in annual work plans.
- Promote a safe and secure work environment and consistently follow CARE safety and security policies, procedures and directives.
- Demonstrate commitment to gender equality, women's empowerment, diversity, inclusion and cultural sensitivity.
- Uphold and promote CARE commitments on safeguarding, prevention of sexual harassment, exploitation and abuse, and child protection.
- Follow CARE staff code of conduct and uphold high standards of honesty, integrity and accountability.

Qualifications

Education/Training

- Minimum Graduate Degree in business, economics, social sciences, public policy or another relevant field, or equivalent professional experience.
- Professional training or demonstrated expertise in business development, proposal design, partnership development, fundraising/resource mobilisation or donor compliance is highly desirable.

Experience and Qualifications - Required

- At least 7 years of progressively responsible experience in international development or a similar sector, including substantial responsibility for program development, business development or resource mobilisation.
- Demonstrated experience leading complex program/project designs and competitive proposals for institutional donors and/or other major funders.
- Proven experience developing donor relationships, managing funding pipelines and coordinating cross-functional proposal teams under tight deadlines.
- Strong understanding of development in Lao PDR and the donor, government, civil society and partnership environment.

- Demonstrated ability to develop equitable partnerships strategic actors.
- Experience supervising staff and strengthening the capacity of colleagues and partners through coaching and practical support.
- Strong analytical, writing and synthesis skills, including the ability to translate strategy and evidence into clear, compelling and fundable program propositions.
- High-level organisational and time-management skills and the ability to manage multiple concurrent opportunities and deadlines.
- Excellent liaison, facilitation and negotiation skills, with the ability to build and maintain trusted relationships across diverse stakeholders.
- Demonstrated commitment to gender equality, women's empowerment, locally led development, inclusion and CARE values.

Desirable

- Experience working with international NGO, donor agency or development consulting organisation.
- Knowledge of CARE program quality frameworks, donor compliance requirements and proposal processes.
- Experience with private sector engagement, blended finance, climate finance or other innovative financing approaches.
- Knowledge of Lao language and experience working with national partners and government counterparts in Lao PDR.

Problem Solving

Selected Level: 3 - Complex / non-routine

Why does the position fall into this category?

The role operates in a variable funding and partnership environment where the strategic objective is known, but the best route to achieve it is often not defined. The Advisor must analyse donor priorities, organisational capacity, strategic fit, partnership options, risks and competitive positioning; develop alternatives; advise the Country Director on investment decisions; and coordinate complex design processes involving multiple functions and external actors. Problems are frequently non-recurring and require judgement, negotiation and adaptation rather than application of a fixed procedure.

Competencies

A. Core Competencies

Relationship Building: 3. Inspirational. Develops internal and external trusting and professional relationships and purposefully develops networks to build value through collaboration.

Inclusion: 3. Inspirational. Creates an environment where people feel valued for their differences and empowered to participate and contribute.

Dynamic Learning Mindset: 4. Transformational. Continuously seeks opportunities to learn, questions past approaches, owns growth and applies learning from success and failure.

Delivering Results: 4. Transformational. Plans for results, maintains quality standards, follows through on commitments and adapts when circumstances change.

Communication: 3. Inspirational. Communicates effectively to build relationships, influence decisions and navigate difficult situations with diplomacy and cross-cultural sensitivity.

B. Leadership Competencies

Strategic Leadership & Execution: 3. Inspirational. Connects long-term vision to practical priorities, invests in analysis and planning, and ensures business goals are monitored and adjusted.

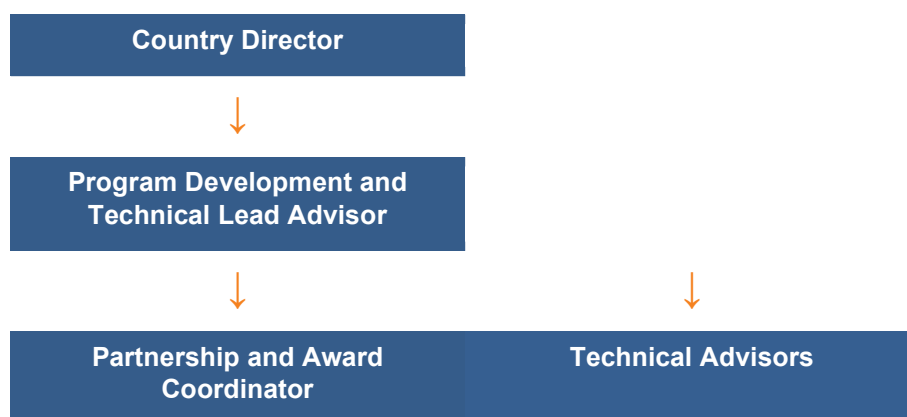
People Leadership: 2. Capable. Inspires, coaches and empowers direct reports and cross-functional colleagues while managing performance and creating space for others to lead.

C. Functional Competencies

Functional Competency	Expected Proficiency	Application in Role
Business development and resource mobilisation	3. Inspirational	Builds funding pipelines, donor strategies, competitive positioning and disciplined bid decisions.
Program design and proposal leadership	3. Inspirational	Leads evidence-based, strategic and technically coherent designs and converts

Functional Competency	Expected Proficiency	Application in Role
		them into compelling proposals.
Partnership and stakeholder development	3. Inspirational	Builds equitable strategic partnerships, negotiates roles and creates mutual value while protecting CARE standards and commitments.

Organization Structure



Key cross-functional collaboration: Senior Program Delivery Manager • Technical Advisors • Finance • Communications • Regional Office and CARE Member Partners

Indicative Key Outputs and Performance Measures

Key Output	Indicative Measure
Country Office funding pipeline and Resource mobilisation performance	Pipeline maintained and reviewed quarterly; opportunities clearly linked to Country Strategy priorities, emerging opportunities and areas for innovation. Annual funding target, submission value, win rate, donor diversification and new financing opportunities tracked and analysed.
Program design quality	Priority proposals pass internal quality review and demonstrate technical coherence, innovation, partnership, feasibility, sustainability, GEDSI integration and cost realism.
Innovation and scalable solutions	Innovative program approaches, technologies, partnerships and financing models maintained; priority innovations tested or incorporated into program designs, with evidence and learning used to inform adaptation and potential scaling.
Strategic partnerships	Priority partners, including CSOs, government, private sector, research/technical institutions and other strategic actors, identified and engaged early; partner roles, capacity, innovation potential and resourcing integrated into designs.
Functional excellence	Common program development standards, templates, decision gates and dashboard in use; quarterly performance and learning reviews identify improvements and opportunities for innovation.
Strategy-to-program alignment	Program concepts, partnerships and funding opportunities

Key Output	Indicative Measure
	demonstrate clear contribution to Country Strategy priorities, with emerging trends and innovative approaches used to strengthen strategic positioning.