



JOB ADVERTISEMENT

SENIOR COST/PRICING SPECIALIST

Full-time staff position, based in Washington D.C.

August 2020



R-ID-121

Introducing Integrity

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change.

We work across all phases of the programme and project cycle, delivering ten complementary services: research, evidence and analysis / monitoring, evaluation and learning / data and knowledge management / programme and project management / grant and fund management / risk management / technical assistance / capability and capacity development / stakeholder engagement / communications. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 50 specialists deliver a diverse and global portfolio of projects for a range of government clients and international institutions including DFID, USAID, the FCO, US State Department and the World Bank.

We are guided by an organisational vision, mission and commitment.

Vision: Integrity sets the international standard for ethically delivered, expert services in conflict, post-conflict, and fragile contexts. We transform conflict and build stability, accountability, and prosperity.

Mission: We help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate: we listen, comprehend, and recommend.

Commitment: We uphold the highest ethical standards in our service delivery, our employment of staff and our interaction with people. This ensures not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work.

Further information about Integrity can be found at www.integrityglobal.com.

How the Senior Cost/Pricing Specialist fits into the Integrity Team

The Sr. Cost/Pricing Specialist will be a management role at Integrity, providing leadership on cost proposal efforts, indirect pricing methodologies and project financial management.

You will work closely with our Head of Programs in the DC office and Business Development Manager to oversee a growing 20+ project pipeline that includes several prime, multi-year projects across the world. These include MEL platforms, research projects, M&E assignments on implementation programmes and work for donors including USAID, DoS, MCC, and the World Bank.

Your position sits within our Business Function which leads the organisation's strategy and execution of finance management and compliance management.

Scope of Work

You will work closely with colleagues across Directorate Corporate and Directorate Business and with technical experts from Directorate Services to drive the development and submission of best-of-sector bids and proposals.

Integrity is hiring a Senior Cost/Pricing Specialist to support its growing portfolio of work with the US Government. The role offers an experienced development sector professional the chance to lead on commercial and financial development and contribute to business strategy across Integrity's global portfolio.

The Senior Cost/Pricing Specialist will be the lead resource with Cost/Price Volume production responsibility for complex price proposals. The Specialist will establish cost and pricing data for the development of proposals in accordance with government's RFP, analyze and convey to leadership the necessary requirements of government's RFP, prepare the cost volume (including cost proposal, reps and certs, and cost narrative), maintain all proposal documentation and supporting files, and work with subcontractors in relation to the proposal. In coordination with financial advisors and the Corporate team the Specialist will develop our indirect pricing methodology and strategy. The Specialist will assist with other budget development tasks and project financial management on an ad hoc basis.

The specialist will be managed by the US Office Head of Programs and may manage relevant team members depending on future team growth. The position will be based in Washington D.C. with international travel as required.

Terms of Reference

A. Business Development (70%)

- Responsible for all aspects of the cost proposal.
- Coordinates with the technical proposal team on strategic issues involving proposal budgets.
- Ensures proposals comply with Integrity and donor policies.
- Collects, prepares and analyzes historical cost data for use in budgeting.
- Creates and/or modifies budget spreadsheet templates in accordance with client requirements.
- Manages assigned subcontractors as a part of the proposal process and perform activities including: developing budget templates, providing budget assumptions, negotiating budgets, reviewing budgets and notes, and ensuring final submissions conform to client requirements.
- Supports leadership in assessing risks of bids to wider company operations.
- Facilitate training to staff related to cost and pricing and business compliance

B. Financial management (30%)

- Coordinate with financial advisors and Corporate team to develop indirect pricing methodology and strategy
- Assists with other budget development activities such as contract/subcontract budgets, task orders and pipeline analyses and review project budgets as needed during non-proposal periods
- Develops and manages standard budget templates; including the development of project budget trackers
- Reviews project budget modifications and assist with project financial management on an ad hoc basis

Your Experience and Expertise

You will have:

- Bachelor's degree and a minimum of 4 years of relevant cost/pricing experience in government contracting, strong preference to experience with a USAID implementer.
- Strong understanding of USAID rules and regulations including familiarity with the FAR and AIDAR.
- Working knowledge of all contract types including: CPFF, CPAF, FFP, T&M and IDIQ.
- Demonstrated experience working cross-functionally on complex projects.
- Experience working under hard deadlines and managing multi-deliverable projects.
- Ability to take full ownership of the cost volume with minimal oversight.
- Strong Microsoft Excel skills.
- Written and oral fluency in English

It is **desirable** that you will also have:

- Exposure to Monitoring, evaluation, and learning (MEL) in the international development or consultancy sectors.

Languages:

- Written and oral fluency in English, with the ability to write clear and compelling narrative;
- Proficiency in an additional language ideally Arabic, French, or Swahili.

Core Competencies

You should also demonstrate the following core competencies:

Level 1: Team competencies	Level 2-4: Management competencies
<ul style="list-style-type: none"> • Ethics • Leadership • Planning and Organising • Development and Continual Learning • Results Focus and Initiative • Teamwork • Customer Orientation • Communication • Managing Change 	<ul style="list-style-type: none"> • Analytical and Flexible Thinking • Achievement Focus • Managing Resources • Teamwork and Team Leadership • Customer Orientation • Influencing • Organisational Knowledge • Organisational Alignment • Strategic Thinking • Accountability • Developing Talent

How to Apply

If you are interested in applying for this position, please complete the application form at <http://www.integrityglobal.com/apply-sm/> and attach a CV and Cover Letter at the bottom of your application.

The closing date for applications is **30 October 2020**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

If you would like more detail about this role, please contact Yvette Reid (Head of Human Resources) at Yvette.Reid@integrityglobal.com

Candidates must have the right to work in the US.

Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by UK data protection laws.



**LISTEN
COMPREHEND
RECOMMEND**