

## Job Vacancy Description:

### Proposal Writer

Reference: 19/004

#### 1. The company

Trama TecnoAmbiental (TTA), with headquarters in Barcelona (Spain), is an international engineering and consulting firm in business since 1986 in the field of renewable energies and specialized in distributed generation and energy access. TTA's multidisciplinary team has comprehensive experience at both technical and management levels and has been exposed to numerous international projects all over the world.

With its more than 30 years of experience, **TTA offers a full range of cross-cutting engineering & consulting services** for all kind of renewable energy and energy access projects, such as:

- *Consultancy in energy access and renewable energy projects (on-grid and off-grid).* Project identification and evaluation; Technical and Economic feasibility studies; Assessment of renewable energy sources, Engineering studies; Social and environmental impact assessments; Owners Engineering services; Preparation of technical specifications and bidding documents; Support during procurement; Construction supervision; Monitoring services; Operation and Management services; Project promotion and dissemination.
- *Engineering Procurement & Construction (EPC) of micro-grids.* Design, supply, installation and commissioning of micro-grid projects.
- *Energy efficiency and green buildings.* Evaluation, design and monitoring of energy efficiency projects; Energy auditing; Integration of renewable energies into buildings and green building practices.
- *Institutional, Policy and Regulatory Support.* Design of rural electrification policies, programmes, strategies and action plans; Policy development and planning; Development of business models and tariff schemes; Market potential assessments.
- *Product development.* Development of products specific for renewable energy and rural electrification projects.
- *Capacity Building.* Capacity building and specialized trainings.
- *R&D.* Publication of articles, documents, guidelines, case studies, and presentations at international conferences.

TTA is a **pioneer firm in renewable energy-based generation and solar PV Hybrid mini-grids**. At the forefront, TTA was the driving force for the implementation of the first micro-grid projects in Spain in the early 1990s, and later on applying its expertise in Latin America, Africa and the Mediterranean. TTA has implemented mini-grids as EPC contractor in Ghana, Chad, Cape Verde, Ecuador, Palestine, Morocco, etc. some of which have been operated and maintained by TTA. Having collaborated in various tasks of the International Energy Agency (IEA), TTA was awarded with the EUREC Technology Prize 2001 “for developing excellent system technology for rural electrification based on renewable energy sources, combined with an innovative, user-oriented approach for its implementation”. Furthermore, in September 2015, TTA was awarded with the Prize “Off-Grid Experts Awards” by the company Off-Grid Phaesun together with ARE (Alliance of Rural Electrification), for

excellence in the performance in the field of Off-Grid power supply, in the Category A “product” for TTA’s “Electricity Dispenser”, an advanced meter for mini-grids.

In terms of **publications**, TTA has been the main contributor of the IRENA’s Innovation Outlook: Renewable Mini-grids (2016) and is author of the World Bank’s ESMAP Benchmarking study of Solar PV mini grids investment costs (2017 & 2018). TTA’s first hand field experience in the Operations and Maintenance of Mini-grids has been used by IRENA’s Policy Toolkit. These are just some of the latest references in which TTA has participated.

Another significant milestone in the sector is TTA’s lead organization of the **International Conference on Solar Technologies & Hybrid Mini Grids to improve energy access**, a relevant sector event conducted on October 2018 in Mallorca (Spain) and which was supported by renowned organizations such as the ESMAP, World Bank, EnDev, the GIZ or SNV.

**TTA track record** in the field of Renewable Energies and Rural Electrification is demonstrated by the extensive list of projects carried out around the globe for project developers, contractors, power utilities, governments as well as all major International Organizations such as the World Bank, IFC, UNDP, UNOPS, UNIDO, UNICEF, GEF, UNESCO, IDB, OAS, European Commission, AECID, GIZ, KfW, and other cooperation and development agencies, NGOs, local communities and individuals.



Figure 1. Countries of experience

TTA is also member and collaborates with the following organizations and Groups. TTA is a founding member of the **Alliance for Rural Electrification (ARE)** and its Director served as Board member for three years until 2015.



Further information: [www.tta.com.es/en](http://www.tta.com.es/en)

## 2. Job description

TTA is seeking a **Proposal Writer** to join its **Proposal Department**. Under the supervision of the Proposal Manager, the Proposal Writer will assist in developing a proposal structure, the budget, and writing methodology and approach to best match the Term of References from various Request for Proposals. He will consider inputs from the Business Developers, partners, and TTA's experience. The nature of the projects will mainly be related to energy access through solar distributed PV or Mini-Grids and could be services, work, or goods. This might concern the **full range of cross-cutting engineering & consulting services** mentioned above.

During period of low opportunities, the Proposal Writer may assist the TTA's consultants on writing reports.

## 3. Responsibilities

The Proposal Writer will mainly provide support to:

- Determine proposal concept by identifying and clarifying needs; studying requests for proposal (RFPs); attending strategy meetings.
- Meet proposal deadline by identifying sources of information, gathering, writing, reviewing information; entering and monitoring data; coordinating requirements with contributors;
- Develop proposal including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, CVs, budget, experience list, standards of performance, and evaluation; **writing, revising, and editing** drafts.
- Prepare submission by evaluating text, graphics, and binding; coordinating printing.
- Maintain quality results by using/improving templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.
- Obtain approvals by reviewing proposal with key providers and proposal manager.
- Improve proposal-writing results by evaluating and re-designing processes, approach, coordination; implementing changes.
- Manage and follow-up offer database, analysis of it, with statistics of trends to provide guidance to business developers.

## 4. Profile

The ideal candidate for this position will have the following competences:

1. **Educational Background.** A Master's degree. Specific education in renewable energies and/or energy access will be an advantage.
2. **Previous Work Experience.** Minimum 2 years of experience in distributed solar PV, mini-grids and/or rural electrification and/or development projects is required.
3. **Proposal writing.** Previous work experience related to proposal writing or similar is required.
4. **International Experience.** Despite not required, it is highly desirable.
5. **Languages.** Fluency in English with excellent writing, editing and proofreading skills. Fluency in French highly desirable.
6. **Computer Skills.** Excellent command in Microsoft Word and Excel are required.

## 7. Skills.

- Ability to take complex technical information and rewrite it concisely and clearly, with grammatical perfection, strong compliance, and accurately.
- Ability to work in a deadline-driven environment.
- Graphic Design Skills.
- Analytical skills, efficient designing and implementing of processes.
- Ability to manage multiple proposals simultaneously.
- Methodical and well organized.
- Problem-solver, pro-active and results-oriented.
- Cross-cultural communication and interpersonal skills.
- Experience of the proposal process, especially from World Bank, European Union, GIZ, UN, or similar is desirable, but not essential.

## 5. Conditions

- **Salary and benefits:** Annual gross salary 20,000 – 30,000 EUR depending on profile.
- **Starting date:** Immediate.
- **Position based in:** Barcelona, Spain. With the experience, other locations might eventually be considered.

**Apply** >> If you are interested in applying for this position, please click on the following link where you will find the procedure to follow (upload CV and fill-in form): <https://goo.gl/forms/i05SOg847G7bsybE3>

Only shortlisted candidates will be contacted.