<table>
<thead>
<tr>
<th>TSC Category</th>
<th>Business Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSC</td>
<td>Proposal Writing</td>
</tr>
<tr>
<td>TSC Description</td>
<td>Research, strategise and draft business proposals to respond to business opportunities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>STP-BDV-3006-1.1</td>
<td>STP-BDV-4006-1.1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respond to requests for proposals (RFP) or other solicitations from potential customers with specific business needs</td>
<td>Propose strategic action plans to engage and capitalise on new potential business opportunities proactively</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Knowledge**
- Organisational processes and procedures related to proposal development
- Purpose of proposals
- Proposal specifications
- Potential sources of information
- Relevant regulations
- Sources of information to gather useful information
- Market research
- Customer needs analyses
- Methods of assessing business opportunities
- Marketing and chartering strategies

**Abilities**
- Identify proposal objectives based on understanding of customer needs
- Gather and collate information to support proposal development
- Draft proposals in accordance with proposal outline
- Refine proposals in consultation with relevant stakeholders
- Identify necessary information and sources of information
- Analyse market potential for business opportunities
- Conduct customer needs analysis to determine market demand
- Evaluate business opportunities to assess viable options
- Draft and refine proposals to capitalise on viable business opportunities