

REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

OPERATIONS CONSULTANCY FOR THE IDEAS GRANT CONSORTIUM

WHO WE ARE

Ingressive for Good (I4G) is an NGO focusing our efforts on funding, education, and networking to yield a deeper and higher quality pool of tech talent, add value to both the startup and mature markets, and create commercially viable products/services with higher returns. We leverage our deep knowledge of and direct access to tech-enabled populations and millennials in Africa to develop a pipeline between technical skills development and startup funding along with the social infrastructure to support it.

IDEAS GRANT

The Innovation Development and Effectiveness in the Acquisition of Skills (IDEAS) grant is an initiative aimed at enhancing digital skills and fostering employment opportunities in Nigeria. The grant primarily focuses on developing the capabilities of Nigerian youth, including women and individuals with disabilities, to prepare them for the rapidly evolving digital economy. By equipping participants with essential digital skills, the initiative aims to enhance their employability and entrepreneurial capabilities.

The consortium comprising Ingressive for Good and Semicolon Africa plays a crucial role in the execution of the IDEAS grant. Ingressive for Good is known for its commitment to empowering African youth through technology education and career opportunities, while Semicolon Africa focuses on transforming Africa by grooming software engineers and tech entrepreneurs.

PROJECT OVERVIEW

The Operations Consultant plays a crucial role in ensuring the smooth functioning of the organization's operational aspects, with a focus on budget management, financial oversight, and human resources management for the IDEAS grant project. This position requires a versatile professional capable of analyzing and optimizing operational processes, implementing cost-effective solutions, and contributing to the overall efficiency of the project.

TERMS OF REFERENCE

OBJECTIVES OF THE CONSULTANCY

The specific objectives and expected outcomes of the Operations Consultant role in the implementation of the IDEAS grant through the consortium of Ingressive for Good and Semicolon Africa are as follows:

Financial Management: Develop and implement strategies for effective budgeting, financial planning, bookkeeping, and monitoring of expenditures to ensure financial health and sustainability of the IDEAS.

HR Management: Streamline human resources processes, from recruitment to employee development and retention, ensuring a productive and harmonious work environment.

Operational Efficiency: Identify and address operational inefficiencies, recommending improvements to enhance overall organizational effectiveness.

Compliance: Ensure adherence to legal and regulatory requirements related to financial and HR practices.

Risk Mitigation: Identify potential risks in operations and develop strategies to mitigate them.

SCOPE OF WORK

The key responsibilities and tasks expected from the Operations Consultant for the IDEAS grant project are as follows:

Budget Management:

- Develop, monitor, and manage organizational budgets.
- Conduct financial analysis to identify cost-saving opportunities.
- Ensure compliance with financial policies and procedures.

Financial Oversight:

- Implement financial controls and reporting mechanisms.



- Provide regular financial reports to management.
- Collaborate with stakeholders to ensure financial goals are met.

HR Management:

- Oversee the recruitment and onboarding process.
- Develop and implement HR policies and procedures.
- Manage employee relations and performance evaluations.

Operational Analysis:

- Conduct a comprehensive analysis of current operational processes.
- Identify areas for improvement and efficiency enhancement.
- Implement streamlined processes to optimize operations.

DURATION OF THE CONSULTANCY

The expected duration of the consultancy contract for the Operations Consultant role in the Ingressive for Good and Semicolon Africa consortium, in alignment with the IDEAS grant, is six months. This timeframe is set to ensure focused and dedicated leadership in the critical initial phase of the grant implementation.

The contract also includes the potential for extension, contingent upon the project's needs and the successful completion of the grant objectives. Moreover, there is an opportunity for the consultant, upon successful performance and achievement of key deliverables, to transition into a more permanent role. This transition is based on the evaluation of the consultant's effectiveness in meeting the project's goals.

DELIVERABLES

The key deliverables expected from the Operations Consultant for the IDEAS grant project managed by Ingressive for Good are as follows:

Budget Reports: Regularly updated and accurate budget reports.

Financial Analysis: Comprehensive financial analysis reports with recommendations.

HR Policies: Updated and effective HR policies and procedures.

Operational Efficiency Plan: Detailed plan for optimizing operational processes.

Compliance Reports: Documentation confirming adherence to financial and HR regulations.

QUALIFICATIONS AND EXPERIENCE

The required qualifications and experience for the role of Operations Consultant for the IDEAS grant project managed by Ingressive for Good include:

Education: Bachelor's or Master's degree in Business Administration, Finance, or a related field.

Experience: Minimum of 3 years of relevant experience in financial and HR management.

Academic Qualifications: A bachelor's degree or certificate in Business Administration, Finance or a related field. Advanced degrees (such as a Master's or MBA) in these fields are highly desirable.

Experience: A minimum of 3 years of proven experience in financial and HR management.

Skills:

- Strong financial analysis and budgeting skills.
- In-depth knowledge of HR practices and regulations.
- Excellent communication and interpersonal skills.
- Problem-solving and decision-making abilities.

EVALUATION CRITERIA

The evaluation of EOIs for the Operations Consultancy role in the IDEAS grant project managed by Ingressive for Good will be based on the following criteria:

- Strategic Approach: Depth of understanding of partnership development and fundraising strategies for the IDEAS grant project.
- Relevant Experience: Evaluation of the candidate's proficiency in financial analysis, budgeting, and HR management.
- Problem-solving: Demonstration of the ability to identify and solve operational challenges.
- Communication Skills: Evaluation of the candidate's ability to communicate effectively with stakeholders.
- References: Verification of the candidate's performance in previous roles through references.

Each EOI will be evaluated comprehensively based on these criteria to ensure that the selected Operations Consultant is the best fit for achieving the objectives of the IDEAS grant project.

SUBMISSION REQUIREMENTS

Format of the EOI:

- Your EOI should be typed and submitted in a clear, readable format, preferably in PDF.
- Ensure that all sections of the EOI are clearly labeled and organized.

Required Documents:

- Cover Letter: Introduce yourself and explain why you are the best candidate for this role. Highlight your relevant experience and motivation for applying.
- Curriculum Vitae (CV): Provide a detailed CV that includes your educational background, professional experience, and any relevant skills or certifications.
- Technical Proposal: Outline your approach and methodology for managing the project. This should include your understanding of the project's objectives, proposed strategies, and how you plan to achieve the deliverables.
- Financial Proposal: Provide a detailed budget that outlines all costs associated with your consultancy. This should include a breakdown of costs and a clear justification for each expense.

Submission Deadline:

- EOIs must be submitted by February 3rd, 2024.
- Late submissions will not be considered.

Submission Method:

- EOIs should be sent via email to sean@ingressive.org
- Ensure that the subject line of the email is clearly marked: "EOI for Operations Consultant Role – IDEAS Grant Project".

Confirmation of Receipt:

Upon submission, you will receive an email confirming the receipt of your EOI.

If you do not receive a confirmation within 24 hours, please contact fawzy@ingressive.org

Additional Information:

- It is advisable to keep a copy of your EOI for your records.
- Any queries regarding the EOI submission should be directed to Fawzyyah Danmole | Communications Manager.

CONTACT INFORMATION

Fawzyyah Danmole | fawzy@ingressive.org | +234 912 693 7936

Sean Burrowes | sean@ingressive.org | +234 706 288 0535 / +1 228 300 9230

TERMS AND CONDITIONS

When submitting an EOI for the consultancy role of Operations Consultant for the IDEAS grant project, it's important to be aware of the following specific terms and conditions:

Confidentiality Requirements:

- The consultant will be required to sign a confidentiality agreement to ensure that all information related to the project, including sensitive data, intellectual property, and internal communications, remains confidential.
- Unauthorized disclosure of any confidential information may lead to legal action.

Intellectual Property Rights:

- Any materials, reports, documents, or systems developed by the consultant during the course of the project will be the property of the Ingressive for Good and Semicolon Africa consortium.
- The consultant may be required to waive any intellectual property rights over materials created specifically for the project.

Payment Terms:

- Payment schedules and terms will be outlined in the consultancy contract. Typically, payments are made upon completion of specified deliverables or milestones.
- Late or incomplete deliverables may result in delayed payments or adjustments to payment amounts.

Conflict of Interest:

- The consultant must disclose any potential conflicts of interest that may impact their ability to perform duties impartially and effectively.
- Engaging in activities that conflict with the interests of the project during the consultation period is prohibited.

Termination Clause:

The contract will include provisions for termination, detailing the circumstances under which either party can terminate the agreement and the notice period required.

Liability and Indemnification:

The consultant may be required to indemnify the consortium against any liabilities, damages, or costs arising from their services.

Compliance with Laws and Regulations:

The consultant must comply with all applicable laws and regulations in the execution of their duties.

Performance Review:

- The consultant's performance may be reviewed periodically, and continuation of the contract could be contingent upon satisfactory performance.
- It's crucial to thoroughly read and understand all terms and conditions outlined in the consultancy contract before signing, as these will govern the professional relationship and expectations throughout the project duration.