
REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

PROJECT MANAGER - FUNDRAISING & PARTNERSHIPS MANAGEMENT CONSULTANT 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 Project Manager - Partnerships Fundraising, as a key member of the team, will be responsible for developing and implementing strategies to secure partnerships and funding for the IDEAS grant project. This individual will play a crucial role in identifying potential partners, cultivating relationships, and securing financial support to ensure the successful execution of the project.

TERMS OF REFERENCE

OBJECTIVES OF THE CONSULTANCY

The specific objectives and expected outcomes of the Program Manager - Partnerships Fundraising role in the implementation of the IDEAS grant through the consortium of Ingressive for Good and Semicolon Africa are as follows:

Partnership Development: Identify and cultivate strategic partnerships with organizations, institutions, and individuals to support the IDEAS grant project's objectives.

Proposal Development: Lead the development of compelling funding proposals and pitches for potential partners and donors.

Relationship Management: Build and maintain strong relationships with partners and donors to ensure ongoing support and collaboration.

Fundraising Strategy: Develop and implement a comprehensive fundraising strategy with a focus on funding partners to secure financial support for the IDEAS grant consortium.

SCOPE OF WORK

The key responsibilities and tasks expected from the Program Manager - Partnerships for the IDEAS grant project are as follows:

Partnership Development:

- Systematically identify and engage potential partners aligned with the IDEAS grant objectives.
- Create custom partnership models and agreements that benefit both the project and the partners.

Proposal Development:

- Lead the drafting and refining of funding proposals.
- Develop compelling narratives and pitches tailored to various potential partners and donors.

Relationship Management:

- Foster and sustain strong, mutually beneficial relationships with partners and donors.

- Implement strategies for regular communication and engagement.

Fundraising Strategy:

- Formulate and execute a detailed fundraising strategy.
- Identify and target a diverse range of funding sources.

Marketing and Communications:

- Develop marketing materials and communication plans to support fundraising and partnership efforts.
- Utilize various platforms to enhance visibility and attractiveness of the project to potential funders.

Reporting and Analysis:

- Prepare regular reports on partnership and fundraising activities and outcomes.
- Analyze data to inform strategy adjustments and improvements.

Compliance and Ethics:

- Ensure all activities align with legal, ethical, and grant requirements.
- Maintain transparency and accountability in all operations.

This role requires a blend of strategic thinking, relationship-building skills, and the ability to effectively communicate and market the IDEAS grant project to a diverse range of stakeholders.

DURATION OF THE CONSULTANCY

The expected duration of the contract for the Program Manager - Partnerships & Fundraising 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 Fundraising Partnership Manager for the IDEAS grant project managed by Ingressive for Good are as follows:

Partnership Development Plan: A comprehensive plan outlining potential partners, strategies for engagement, and a timeline for establishing partnerships.

Funding Proposals and Pitches: A portfolio of tailored funding proposals and pitches for various potential donors and partners, including presentation materials.

Partnership and Donor Database: A well-maintained and up-to-date database of all current and potential partners and donors.

Regular Progress Reports: Regular updates and reports on partnership development and fundraising activities, including successes and challenges.

Fundraising Strategy Document: A detailed fundraising strategy, including target goals, timelines, and tactics for diversifying funding sources.

Marketing and Communication Materials: A suite of marketing materials designed to support fundraising and partnership efforts.

Financial and Analytical Reports: Detailed reports analyzing the effectiveness of fundraising strategies, budget utilization, and ROI of partnership initiatives.

Compliance and Ethics Report: Documentation ensuring that all activities comply with legal, ethical, and grant-related requirements

QUALIFICATIONS AND EXPERIENCE

The required qualifications and experience for the role of Fundraising Partnership Manager for the IDEAS grant project managed by Ingressive for Good include:

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

Experience in Fundraising: A minimum of 3 years of proven experience in fundraising, partnership development, or related roles, particularly in the non-profit sector or social impact organizations.

Strategic Thinking: Demonstrated ability to think strategically and develop innovative fundraising strategies to achieve organizational goals.

Relationship Management: Strong relationship-building skills with the ability to engage and collaborate with diverse stakeholders, including partners, donors, and internal teams.

Proposal Development: Experience in developing compelling funding proposals, grant applications, and pitches for donors and partners.

Project Management: Proficiency in project management tools and methodologies to effectively plan, execute, and monitor fundraising activities.

EVALUATION CRITERIA

The evaluation of EOIs for the Program Manager - Partnerships & Fundraising Consultant 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:** Proven track record in fundraising, partnership development, or related roles, particularly in the non-profit sector or social impact organizations.
- **Proposal Quality:** Demonstrated ability to develop compelling funding proposals and pitches for donors and partners.
- **Stakeholder Engagement:** Ability to engage and collaborate effectively with diverse stakeholders to achieve fundraising goals.

Each EOI will be evaluated comprehensively based on these criteria to ensure that the selected Program Manager - Partnerships Fundraising 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 or in the body of the email.

Required Documents:

- Introduction Email / 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.

Submission Deadline:

- EOIs must be submitted by February 9th, 2024.
- Late submissions will not be considered.

Submission Method:

- Expressions of interest should be sent via email to sean@ingressive.org / cc: fawzy@ingressive.org
- Ensure that the subject line of the email is clearly marked: “Program Manager - Partnerships & Fundraising 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.

TERMS AND CONDITIONS

When submitting an EOI 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.