
REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

PROJECT DIRECTOR 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.

JOB OVERVIEW

The Project Director is a key figure in ensuring the successful deployment of the IDEAS grant funding. This individual is responsible for overseeing the entire project, including the planning, execution, and monitoring of various activities. The Project Director ensures that the project objectives are met within the stipulated timelines and budgets. They also play a vital role in coordinating with consortium partners, managing resources, and maintaining the quality of the program's deliverables. The effectiveness of the Project Director directly impacts the success of the program and its ability to achieve its intended outcomes.

TERMS OF REFERENCE

OBJECTIVES OF THE CONSULTANCY

The specific objectives and expected outcomes of the Project Director's role in overseeing the implementation of the IDEAS grant through the consortium of Ingressive for Good and Semicolon Africa are as follows:

Project Implementation Oversight: The Project Director is responsible for ensuring that the project is executed efficiently, in line with the outlined objectives and strategies of the IDEAS grant. This involves overseeing the various stages of project implementation, from initiation to completion.

Adherence to Timelines and Budgets: A critical objective is to ensure that the project stays on schedule and within the allocated budget. The Project Director must develop effective strategies to monitor progress and control costs, ensuring that resources are utilized optimally.

Coordination with Consortium Partners: The role involves regular coordination with consortium partners, Ingressive for Good and Semicolon Africa, to ensure a unified approach towards project goals. The Director must facilitate effective communication and collaboration among all stakeholders.

Monitoring and Reporting: Continuous monitoring of the project's progress is essential. The Project Director should establish a robust monitoring framework to track key performance indicators. Regular reporting on project status, challenges, and achievements to stakeholders is also a crucial part of this role.

Quality Assurance and Compliance: Ensuring the project meets the high standards of quality and compliance with all relevant regulations and grant conditions is a significant objective. The Director must implement quality control processes and regularly review the project's compliance status.

Risk Management: Identifying potential risks to the project and developing strategies to mitigate these risks is an important objective. The Project Director should proactively address issues that may impede project success.

Stakeholder Engagement and Management: The Director is expected to manage relationships with a diverse range of stakeholders, including funders, government entities, project beneficiaries, and community leaders. Effective stakeholder management is key to the project's success.

The overall outcome of the Project Director's role is the successful delivery of the IDEAS grant objectives, which includes enhancing digital skills and creating employment opportunities in Nigeria. This role is pivotal in achieving the desired impact of the project, contributing to the development of a skilled workforce and supporting the economic growth of the region.

SCOPE OF WORK

The key responsibilities and tasks expected from the Project Director overseeing the IDEAS grant for the Ingressive for Good and Semicolon Africa consortium are as follows:

Developing and Executing Project Plans: The Project Director is responsible for creating comprehensive project plans that outline the scope, timelines, resources, and milestones. This includes developing strategies for effective implementation and ensuring that the project aligns with the objectives of the IDEAS grant.

Leading and Managing Project Teams: The Director will lead the project team, ensuring that all members are clear on their roles and responsibilities. This includes providing guidance, motivation, and support to the team, as well as managing any conflicts or challenges that arise.

Liaising with Consortium Members and Other Stakeholders: A crucial part of the role involves maintaining strong relationships with consortium partners and other stakeholders. This includes regular communication and meetings to ensure alignment of goals, sharing of resources, and resolution of any partnership-related issues.

Ensuring Compliance with Grant Requirements: The Project Director must ensure that all project activities comply with the stipulations of the IDEAS grant. This includes adhering to financial guidelines, reporting requirements, and any specific conditions set by the grantors.

Monitoring Project Progress and Addressing Issues: Regular monitoring of the project's progress against the set goals and objectives is essential. The Director should identify any deviations from the plan and take corrective actions as necessary. This also involves problem-solving and risk management to address any issues that may impact the project's success.

Quality Assurance and Impact Evaluation: Ensuring the quality of the project's deliverables and evaluating the impact of the project on its beneficiaries. This may involve setting up and overseeing a monitoring and evaluation framework to assess the effectiveness of the project interventions.

Resource Management: Overseeing the allocation and utilization of resources, including finances, personnel, and technology, to ensure that the project is well-equipped to achieve its objectives.

Reporting and Documentation: Keeping accurate records of project activities and progress. Preparing and presenting regular reports to the consortium leadership, grantors, and other relevant parties.

Capacity Building and Training: Developing and implementing training programs for project staff and beneficiaries, as necessary, to enhance their skills and knowledge in line with project objectives.

These responsibilities are critical to ensuring that the project achieves its goal of enhancing digital skills and creating employment opportunities, thereby contributing to the socio-economic development of Nigeria.

DURATION OF THE CONSULTANCY

The expected duration of the consultancy contract for the Project Director 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 as the Executive Director. This transition is based on the evaluation of the consultant's effectiveness in meeting the project's goals and their ability to lead the initiative into its next phase.

This structure ensures that the Project Director is motivated to deliver results within the specified timeframe while also providing a pathway for continued leadership and contribution to the project's long-term success.

DELIVERABLES

The key deliverables expected from the Project Director for the IDEAS grant project managed by the Ingressive for Good and Semicolon Africa consortium are as follows:

Project Implementation: The Project Director must execute the detailed project implementation plan that outlines the project's scope, objectives, timeline, resource allocation, and key

milestones. This plan should serve as a roadmap for the entire project lifecycle and include strategies for risk management and contingency planning.

Regular Progress Reports: The Director is expected to provide regular progress reports documenting the status of the project. These reports should include updates on milestones achieved, challenges encountered, and any deviations from the original plan. They should also provide insights into the resource utilization and any adjustments made to the project strategy.

Final Project Report Including Assessment of Outcomes: At the conclusion of the consultancy period, the Project Director must submit a comprehensive final report. This report should summarize the project's overall performance, including an assessment of the outcomes against the initial objectives. It should detail the impact of the project, lessons learned, and recommendations for future initiatives.

Financial Reporting and Budget Utilization: As part of the reporting process, the Director should provide detailed accounts of budget utilization, ensuring transparency and adherence to the financial guidelines set by the grant and consortium.

Stakeholder Engagement and Feedback Documentation: Documentation of stakeholder engagement activities, feedback received, and how this feedback was incorporated into the project execution.

Quality Assurance Documentation: Evidence of quality assurance measures implemented throughout the project, including any audits or evaluations conducted.

Training and Capacity Building Records: If applicable, records of any training sessions or capacity-building activities conducted, including participant feedback and assessments of the training's effectiveness.

These deliverables are crucial for ensuring that the project is progressing as planned, achieving its objectives, and providing transparency to stakeholders, including the grant providers and consortium members.

QUALIFICATIONS AND EXPERIENCE

The required qualifications and experience for the role of Project Director for the IDEAS grant project managed by the Ingressive for Good and Semicolon Africa consortium include:

Academic Qualifications: A bachelor's degree in a relevant field such as Project Management, Education, Business Administration, or a related area. Advanced degrees (such as a Master's or PhD) in these fields are highly desirable.

Certifications in project management (e.g., PMP, PRINCE2) would be an added advantage.

Experience in Project Management: A minimum of 4 years of proven experience in project management, particularly in the education, technology, or development sector.

Demonstrated experience in successfully managing large-scale projects, including planning, execution, monitoring, and closing projects.

Experience in managing projects funded by international donors or grants is highly beneficial.

Leadership Skills: Strong leadership abilities with a track record of leading multidisciplinary teams. Experience in strategic planning, team building, and conflict resolution.

Communication Skills: Excellent communication and interpersonal skills, including the ability to effectively communicate with a variety of stakeholders such as consortium partners, donors, government officials, and project beneficiaries.

Proficiency in report writing and presentation skills.

Financial Management: Experience in budgeting and financial management of large projects.

Ability to oversee financial resources efficiently and transparently.

Stakeholder Engagement: Strong skills in stakeholder engagement and partnership building.

Experience working with diverse groups, including government entities, NGOs, private sector, and communities.

Monitoring and Evaluation: Knowledge of monitoring and evaluation methodologies and experience in implementing these to assess project impact.

Problem-Solving Skills: Strong analytical and problem-solving skills, with the ability to make decisions based on accurate and timely analysis.

Adaptability and Innovation: Ability to adapt to changing environments and challenges, and to propose innovative solutions to meet project goals.

Cultural Sensitivity and Local Context Knowledge: Understanding of the local context, particularly in Nigeria or similar environments, is highly valuable.

Cultural sensitivity and ability to work effectively in diverse cultural settings.

The combination of these qualifications and experiences will equip the Project Director to effectively manage the complexities of the IDEAS grant project and contribute significantly to its success.

EVALUATION CRITERIA

The evaluation of EOIs for the Project Director role in the IDEAS grant project managed by the Ingressive for Good and Semicolon Africa consortium will be based on the following criteria:

- **Technical Expertise:**
 - Depth of understanding of the project requirements as demonstrated in the EOI.
 - Relevant academic and professional qualifications.
 - Knowledge and experience in project management, particularly in the education or development sector.
 - Expertise in areas critical to the project's success, such as digital education, capacity building, and stakeholder engagement.

- **Past Performance:**
 - Proven track record in successfully managing similar projects.
 - References or case studies from previous projects that demonstrate the ability to deliver results.
 - Evaluation of past projects in terms of their impact, effectiveness, and adherence to timelines and budgets.

- **Financial Proposal:**
 - Overall cost-effectiveness of the proposal.
 - Transparency and detail in the budget breakdown.
 - Justification of costs in relation to the scope of work and expected deliverables.

- **Methodological Approach:**
 - Clarity and appropriateness of the proposed methodology and approach to managing the project.
 - Innovation and creativity in problem-solving and project implementation strategies.

- **Stakeholder Engagement:**
 - Strategy for engaging with consortium partners, beneficiaries, and other stakeholders.
 - Demonstrated understanding of working in multicultural and diverse environments.

- **Adaptability and Flexibility:**
 - Ability to adapt to changing project needs and challenges.
 - Willingness to collaborate and adjust strategies as required.

- **Timeliness and Feasibility:**
 - Realism and feasibility of the timeline proposed for project completion.
 - Ability to mobilize quickly and efficiently commence work.

Each EOI will be evaluated comprehensively based on these criteria to ensure that the selected Project Director 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 9th, 2024.
- Late submissions will not be considered.

Submission Method:

- EOIs should be sent via email to sean@ingressive.org; cc fawzy@ingressive.org
- Ensure that the subject line of the email is clearly marked: "EOI for Project Director 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 Project Director 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.

