REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

PROJECT MANAGER-PROGRAMS 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 Programs Manager 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 Programs Manager 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 Programs Manager directly impacts the success of the program and its ability to achieve its intended outcomes.

TERMS OF REFERENCE FOR RFQ

OBJECTIVES OF THE CONSULTANCY

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

Program Design and Implementation: Develop and implement innovative programs that address the needs of participants and align with the organization's goals.

Talent Placement: Facilitate the placement of program participants in suitable job opportunities, including internships, apprenticeships, and full-time employment.

Training and Development: Provide training and development opportunities to enhance the skills and employability of participants, preparing them for the workforce.

Monitoring and Evaluation: Establish a robust monitoring and evaluation framework to track the progress and impact of programs, ensuring continuous improvement.

Stakeholder Engagement: Collaborate with internal and external stakeholders, including employers, educational institutions, and government agencies, to support program objectives.

The overall outcome of the Program Manager role is the successful delivery of the Programs(Training and Placement) to achieve 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 Programs Manager overseeing the IDEAS grant for the Ingressive for Good and Semicolon Africa consortium are as follows:

Program Design and Development: Design and develop programs that address the needs of participants and align with the organization's objectives, ensuring relevance and effectiveness.

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Program Implementation: Oversee the implementation of programs, including planning, resource allocation, and coordination of activities to ensure smooth execution.

Talent Placement: Work closely with hiring managers to identify job opportunities for program participants, facilitate the placement process, and provide ongoing support.

Training and Development: Develop and deliver training sessions, workshops, and other learning activities to enhance the skills and employability of participants.

Monitoring and Evaluation: Establish a monitoring and evaluation framework to track program progress, evaluate impact, and identify areas for improvement.

Stakeholder Engagement: Build and maintain relationships with stakeholders, including employers, educational institutions, and government agencies, to support program objectives and foster collaboration.

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 Programs Manager 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 and their ability to lead the initiative into its next phase.

This structure ensures that the Programs Manager 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 Programs Manager for the IDEAS grant project managed by the Ingressive for Good and Semicolon Africa consortium are as follows:

Program Plans: Well-defined program plans outlining objectives, activities, timelines, and resource requirements.

Talent Placement Reports: Regular reports on talent placement activities, including the number of participants placed, types of placements, and feedback from employers.

Training and Development Materials: Training materials, workshop outlines, and other resources used for participant training and development.

Monitoring and Evaluation Reports: Periodic reports on program progress, including monitoring data, evaluation findings, and recommendations for improvement.

Stakeholder Engagement Documentation: Records of stakeholder engagement activities, including meetings, collaborations, and outcomes.

These deliverables are crucial for ensuring that the programs are progressing as planned, achieving their 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 Programs Manager 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 Education, Business Administration, or a related area. Certifications in project management (e.g., PMP) would be an added advantage.

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

Skills: Strong leadership and communication skills, with the ability to work effectively with diverse stakeholders. Experience in designing and delivering training programs is an advantage.

Industry Knowledge: Knowledge of the tech industry, particularly in Africa, and an understanding of the skills and competencies required for success in this sector.

Results-Oriented: A track record of achieving results in program management, including successful talent placement and training initiatives.

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

EVALUATION CRITERIA

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

- **Relevance of Experience:** Demonstrated experience in program management, particularly in talent development, placement, and training.
- **Leadership Skills:** Strong leadership abilities with a track record of leading successful programs.
- **Communication Skills:** Excellent communication and interpersonal skills, with the ability to engage effectively with stakeholders.
- **Industry Knowledge:** Understanding of the tech industry, particularly in Africa, and the skills required for success in this sector.
- **Results-Oriented:** Proven track record of achieving results in program management, including talent placement and training initiatives..

Each EOI will be evaluated comprehensively based on these criteria to ensure that the selected Programs Manager 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:

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- 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 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.

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.