

Scope of Work: Consultant for Blue Ventures' Programme Management Assessment

Introduction:

Blue Ventures is seeking the services of a qualified consultant to conduct a comprehensive assessment of our grant, project, and program management practices. The goal of this assessment is to evaluate our existing processes and systems for grant management, program execution, activity tracking and reporting across our portfolio. The consultant will identify strengths and weaknesses of existing processes and systems, provide recommendations and best practices, and offer a roadmap for building on and strengthening the project management cycle to improve information collation and sharing among various stakeholders, including our staff, board, and donors. This engagement will involve collaboration with multiple departments across Blue Ventures, including Development, Finance, Strategic Communications, and Program Teams, as well as consultation with external partners, with the final deliverables being a comprehensive written report and a summary of key findings and recommendations in a slide presentation for use by our Senior Management Team and Board of Trustees.

Background:

Blue Ventures has experienced significant growth in recent years, expanding its operations across multiple countries and diversifying its donor portfolio to include unrestricted and restricted grants, international development and government funding. To sustain this growth and continue to strengthen the organisation under our 2030 strategy, we seek to enhance our grant, project, and program management functions to:

- Streamline administrative tasks to promote efficiency and reduce duplication of effort.
- Improve monitoring and evaluation through standardised metrics and data collection.
- Extend organisational planning horizons
- Establish a structured program planning framework for scale and expansion.
- Enhance learning and adaptation across our portfolio.

Objectives:

The primary objectives of this consultancy are as follows:

- Evaluate current grant, project and program management practices
- Identify bottlenecks and system constraints affecting planning, tracking, monitoring, information sharing, and reporting and identify areas for improvement.
- Recommend strategies and best practices to enhance efficiency and streamline impact reporting.
- Provide actionable recommendations to improve coordination and collaboration across project management cycles.
- Offer insights into resource allocation, utilisation and efficiency.
- Develop a roadmap and suggest staffing roles for implementing changes and improvements.

Scope of Work:

1. Review and Documentation:
 - a. Review existing grant and program management documents, policies, and procedures.
 - b. Conduct interviews and discussions with staff and stakeholders.
 - c. Assess the alignment of grant activities with the organization's strategy and goals.
2. Grant and Program Management Assessment:
 - a. Evaluate grant planning and development processes.
 - b. Review coordination and communication mechanisms within and between teams.
 - c. Analyse resource utilisation and budget allocation.
 - d. Assess tracking, reporting, and documentation of grant progress and outcomes.
3. Stakeholder Engagement:
 - a. Engage with grant managers, program management and other staff and board members to understand their perspectives and challenges.
 - b. Consult with external stakeholders, such as program partners and funders, to gather their input on existing processes.

Interested candidates wishing to respond to this request for tender should contact kevin.moyes@blueventures.org for further information on this scope of work and details for applying. The deadline for applications is 11 October 2023.