

Scope of Work

Area of Expertise Required	Project Management
Assignment	Consultancy
Assignment Type/Location	Borderless Community Center, Ouzai
Duration and Level of Effort (LOE)	15 Days
Maximum Budget	
Brief Description	<p>Borderless NGO is seeking proposals from qualified and experienced consultants to develop a comprehensive Project Management framework for our organization. The selected consultant will be responsible for assessing and identifying inefficiencies and trends in project management, to prevent issues from arising, and enabling seamless project execution. The selected consultant will also create and implement contingency plans, define roadmaps, and providing periodic recommendations to ensure effective management of projects and programs. The consultant will assist Borderless to develop a Project and Programs Manual for the organization. The procedures should include specialized knowledge and skills that empower Borderless NGO to make informed decisions throughout the lifecycle of a project, from the planning stage to completion. The consultant will draft a plan for equipping Borderless with the required skills needed to enhance its project management practices.</p>

1. About the organization

Borderless is a non-governmental organization (NGO) with a mission to uplift marginalized communities, particularly in Lebanon. Our vision is to address structural barriers to overcoming hardships faced by disadvantaged and at-risk populations, including patterns of discrimination, lack of access to essential

services, conflict, and social disorder. Our focus areas include providing support to children, youth, and women through integrated programs aimed at education, livelihood, protection, advocacy, and capacity-building.

2. Assignment Overview

Conduct a capacity building program for Borderless' operations and programs team.

3. Tasks and Deliverables

- a. Conduct Project Management Assessment: Project and Programs Manual; best strategies and practices.
 - The consultant will conduct a thorough assessment of risks associated with Borderless NGO's operations, including but not limited to financial, operational, reputational, compliance risks, programmatic, social environmental risk, and risk escalation procedures. This assessment will involve reviewing current practices, policies, and procedures, as well as conducting interviews with key stakeholders.
 - Share the findings, recommendations and final assessment report with Borderless team
- b. Identify Key Risks
 - Based on the assessment, the consultant will identify and prioritize key gaps that pose the greatest threat to the organization's project management strategies, and develop the capacity building program based on the assessment.
 - Based on the findings, the consultant is required to submit an outline of the capacity building program covering the remaining days, with an estimated duration of each topic.
- c. Develop Project and Programs Manual Framework
 - Using the findings from the project management assessment, the consultant will develop a comprehensive Project Management Framework tailored to the specific needs and context of Borderless NGO. This framework will outline strategies, policies, and procedures for managing projects under several different sectors.
- d. Implement Project Management Strategies
 - The consultant will work closely with Borderless NGO's leadership team to implement the recommended project management strategies outlined in the Project Management Framework. This may include developing and managing budgets, utilizing resources efficiently, establishing monitoring mechanisms, coordinating with key stakeholders, identifying project risks, developing innovative solutions that help achieve organizational goals. and providing training to staff on project management best practices.
- e. Measuring Impact:

- Develop tools that measure the impact of the capacity building program (such as training feedback, pre/post assessments, etc.)
 - A final Project and Programs Manual should be established by the end of the capacity building program.
- f. The consultant must commit to:
- Sharing the assessment, capacity building program outline and training material with the Borderless team for final confirmation
 - Abide by Borderless' reporting mechanism to allow continuous monitoring of activities
 - Identify and communicate risks/challenges to Borderless team and call for intervention when required

2. **Key Deliverables:**

- a. Post the capacity building program, Borderless should have in place an enhanced Project and Programs Manual.
- Documentation and Reporting: The consultant will document all aspects of the project management process, including findings, recommendations, and action plans. Regular progress reports will be provided to Borderless NGO's management team, and a final comprehensive report will be submitted at the conclusion of the project.

Timeline:

15 days in person consulting program for Borderless' Director, Programs Manager, Operations Manager, Project Coordinators and department officers, MEAL Officer, and Finance Officer.

4. Skills and Experience Required

5. Required Documents

Interested candidates should submit the following documents by the specified deadline:

- Cover letter
- Curriculum vitae (CV)
- Samples of previous work
- Financial offer in USD
- Selection Matrix:

The applications will be assessed based on the following criteria:

Criteria	Weight
Profile of the organization (please include the CV of consultant who will deliver the training and conduct the need assessments)	10%
Proven experience in the field of training and capacity building, within risk management principles, methodologies, and best practices	35%
Provision of the technical proposal and the methodology used to conduct capacity building program	30%
Provision of the total cost (noting that the price should be submitted per training day)	25%

Please send the required documents to procurement@borderlessngo.org by July 18, 2024. Include "Project Management" in the subject line and specify how you learned about this opportunity. Incomplete applications will not be considered.