

Scope of Work

Purpose

To provide mentoring services to organisations on behalf of the POLICY Project. To oversee and provide guidance and support to the organisation in the administration and implementation of its small grant plan, as funded by the POLICY Project.

Key activity areas

Monitoring:

- Implementation of activities in relation to the plan.
- Record-keeping and correct reporting of activities.
- Financial reporting and reconciliation according to funded activities.
- Matching outcome of activities in relation to the desired results as set out in the plan.

Guidance, support and, where appropriate, direct assistance in:

- Implementing of the programme and programme-related matters.
- Fulfilling reporting requirements as provided by the POLICY Project.
- Organisational matters and strategic development of the organisation.
- Planning and measuring the impact of activities according to the goal and objectives.
- Organisational matters in relation to management, staff issues, reporting to the executive structure and organisational development and growth.

Evaluation:

- Provide evaluative feedback to the POLICY Project and accompany the POLICY Project during its site visit to the organisation.
- Identify areas that require further capacity and skills development within the organisation.
- Identify problem areas.

This will be done through:

- On-site visits.
- Participation in and observation of some of the planned activities.
- Telephonic support and assistance.

Time period:

The programme runs over a 10-month period.

During this period you will be required to plan 10 to 15 days of mentoring time engaging in Scope of Work as set out.

Reporting requirements:

- Furnish the POLICY Project with a bi-monthly report (every two months) recording the activities and a description of your work with the organisation and how this has impacted on and assisted the organisation.
- Maintain contact with the POLICY Project and notify the POLICY Project of concerns that are of a serious nature and cannot be left until the following report.