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## TERMS OF REFERENCE FOR ENGAGEMENT OF PROJECT MANAGEMENT CONSULTANT

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### BACKGROUND

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PIND is a Nigerian non-profit Foundation established in 2010 with initial funding by Chevron Corporation to support a portfolio of socio-economic development programs for Nigeria's Niger Delta to improve the standards of living for communities in the region. PIND supports projects in collaboration with a diverse range of donor partners including bilateral and multilateral aid agencies, federal and state government agencies in Nigeria, private companies, and foundations. With an overarching goal of increasing income and employment in the region, the Foundation has two distinct but interrelated program areas. They are:

- An **economic development program** focused on generating opportunities for pro-poor market development and employment generation.
- A **peace-building program** that strengthens conflict resolution mechanisms for enabling integrated peace and economic growth.

### Project Background

Since 2012 PIND has implemented various activities and interventions across the Niger Delta working with partners to build peace and equitable economic development in the Niger Delta region with initial funding from Chevron Corporation. Over the years, PIND has also received funding from other donors to implement specific projects in addition to its core mandate. As PIND continues to expand its portfolio of projects and seeks to maximize its impact, it recognizes the need for professional project management structure and support.

Given the expanding scope of its project portfolio, an effective project management system is crucial for ensuring that new external donor-funded projects are executed efficiently, meet their objectives, and deliver the intended benefits to the communities it serves while incorporating and imbibing PIND's project implementation strategies and culture. To this end, we are seeking to engage a Project Management Consultant (firm or individual) with a proven track record of setting up a project management organization and managing externally funded projects.

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#### Head Office- Abuja

25 Jimmy Carter, Off Mahmud Ribadu  
Off Shehu Shagari Way, Asokoro, Abuja, Nigeria  
Phone: +234 (09)2910454

#### Economic Development Center- Port Harcourt

DL House, 50B/C, Omerelu Street, GRA Phase 1,  
Port Harcourt, Rivers State, Nigeria  
Phone: +234 (0) 817 2401 581, +234 (0) 9034577987  
+234 (0) 8110521802

#### Economic Development Center- Warri

No. 1 PIND-EDC Drive, Egbokodo-Itsekiri,  
Warri, Delta State, Nigeria  
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+234 (0) 9030808794, +234 (0) 9056718980

### **Purpose of the Assignment**

The primary objective of this engagement is to provide professional project management services, including review, design, and set up of a project management office (PMO) for managing all externally funded projects/programs of PIND Foundation.

### **SCOPE OF WORK**

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The Project Management Consultant shall undertake the following tasks:

#### **PMO Office Design and Set up:**

1. Conduct an initial review/assessment of PIND's current project management practices, including strengths, weaknesses, opportunities, and threats
2. Develop a comprehensive PMO strategy, and framework, including organizational structure, roles, responsibilities, and governance mechanisms.
3. Set up systems, tools, documents, and policies for managing all externally-funded projects/programs
  - This will include Human resourcing, financial management, client management, project management, business development, etc.).
4. Provide Capacity support/handholding to PIND team members to implement the strategy.
  - This will entail first testing out the tools/ docs developed above and then supporting the staff of PIND to do it on their own.
5. Set up KPIs and actively monitor the performance of the set-up structures after handing over implementation to PIND.

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**ACTIVITIES, LOE AND ASSOCIATED DELIVERABLES**

S/N	Output	No of days	Associated Deliverables (Codes)
T1.	Conduct an initial review/assessment of PIND's current project management practices, including strengths, weaknesses, opportunities, and threats	10	D1
T2.	Develop a comprehensive PMO strategy, and framework, including organizational structure, roles, responsibilities, and governance mechanisms.	10	
T3.	Set up systems, strategies, tools, documents, and policies for managing all externally- funded projects/ programs within PIND  This will include Human resourcing, financial management, client management, project management, business development, etc.).	10	D2
T4.	Provide Capacity support/handholding to PIND staff team members to implement the strategy.  This will entail first testing out the tools/ docs developed above and then supporting the staff of PIND to do it on their own.	10	
T5.	Set up KPIs and actively Monitor the performance of the set-up structures after handing over implementation to PIND staff.	10	D3
	<b>TOTAL</b>	<b>50 days</b>	

**DELIVERABLES**

In line with the overall scope of work for the Project management consultant, as specified above, the below listed are therefore not exhaustive of the deliverables of the Project management consultant:

Item		Due date
D1.	<ul style="list-style-type: none"> <li>• Assessment report</li> <li>• PMO framework document outlining the organizational structure, roles, responsibilities, and governance mechanisms.</li> </ul>	TBD
D2.	<ul style="list-style-type: none"> <li>• Project management processes and methodologies documentation.</li> <li>• Recommendations for project management tools and technologies.</li> <li>• Training materials and documentation for PMO personnel.</li> </ul>	TBD
D3.	<ul style="list-style-type: none"> <li>• Implementation plan with timelines, milestones, and deliverables.</li> <li>• Regular progress reports and status updates</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> <li>• Monthly and on demand</li> </ul>

## DURATION

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The Consultant will be engaged for a period of 50 days (LOE) spread over 3 months for this assignment

## COSTS

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The Consultant will be hired based on previous relevant experience and shall be paid professional fees which shall be based on the tasks and deliverables listed above and in line with PIND procurement policy.

Travels and associated costs (accommodation, transportation, per-diem, and phone calls) will be covered for all pre-approved travel relating to this engagement in line with PIND travel policy and guidelines and reimbursed by PIND on the presentation of receipts and related payment instruments.

## QUALIFICATIONS

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The following qualifications and experiences are required:

- A proven track record in project management, particularly in setting up PMOs, and managing externally funded projects for NGOs or development organizations.
- Strong analytical and problem-solving skills.
- Excellent communication and team management skills.
- Familiarity with the economic and socio-cultural context of the Niger Delta is an advantage.

## HOW TO APPLY

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Eligible consultants are invited to submit a **detailed technical proposal** which should include evidence of carrying out a previous similar activity (add website references or contact references as may be necessary), an outline of the proposed approach for delivering on the objectives, and a suitability statement on why you are the best candidate for the assignment, and a **cost proposal AS SEPARATE DOCUMENTS** which should be emailed to [procurement@pindfoundation.org](mailto:procurement@pindfoundation.org) along with the following mandatory item/supporting documents listed below. This application is only open to Nigerian firms or individual consultants. All completed applications should be submitted latest by 5PM Nigerian time on 26th of March, 2024.

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**Mandatory Required items from vendors who intend to bid on any work or service in PIND**

1. Certificate of Business Registration/Mean of Personal Identification
2. Profile of organization or resume in case of a consultant.
3. Most Recent Tax Clearance Certificate
4. Completed PIND bio data form in case of consultants.
5. Tax Identification Number
6. Full physical contact address
7. Bank Reference Letter
8. **Stamp Duty Notification Applicability:**

All bidders are advised to take note that Stamp Duty (1%) applies to the total value specified in all contracts/grant agreements, as stipulated by the Stamp Duties Act of 2004. The deduction will be done at source and remitted to the Federal Inland Revenue Service (FIRS).

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