

1. Meet stakeholders
2. Carry Out Assessment to ascertain baseline
3. Review strategic plan if any
4. Review business plan if any
5. Review financial information/budgets if any
6. Review partnership agreements
7. Review Board Governance if any
8. Meet stakeholders to review Assessment
9. Decide on Key strengthening priorities and timelines
10. Create Theory of Change
11. Set monitoring and evaluation indicators for success
12. Create strategic plan if missing
13. Create business plan if missing
14. Create budgets if missing
15. Create/Sign/update partnership Agreements between the core partner and OEF
16. Strengthen Board Governance if required - Board Matrix/ Board Training/ Recruitment/ Interview/Hosting AGMs/Election/ Appointment/ Sign Directors Agreement/Policies and procedures
17. Document programs and curriculums if required
18. Draft Policies and Procedures if required
19. Strengthen ED if required - Non Profit Leadership Certification/ NGO Management/Financial Management/ Fundraising & Development
20. Recruit ED/staff if required - writing JDs/ Exec Search/ Recruitment/ Interview/ Appointment/ Sign Contract
21. Strengthen Volunteer Network if required - presentations at town hall meetings/ workshops/ educational seminars on NGOs/
22. Strengthen marketing if required - marketing plan/social engagement plan
23. Create website or update where required
24. Write grant proposals for funding if required
25. Write work plans/resource mobilisation plans to execute business plan
26. Execute project management if required
27. Quarterly Monitoring of Progress and Reporting Function