



Proposal / Scope of Work (SOW)

1) Overview

BridgeReady Subgrants is a cohort-based implementation program purchased by a foundation and assigned to its grantees/subgrantees to install a minimum viable accountability system aligned to the foundation's requirements. The program reduces monitoring burden, improves reporting consistency, and lowers compliance/audit risk by standardizing traceability and evidence.

2) Target audiences

Buyer

- **Intermediary/re-granting funders:** managing portfolios of subgrants across countries; need scalable standardization
- **Direct grantmaking foundations:** need defensible evidence and comparable reporting across grantees with limited monitoring capacity

Participants

- Grantee/subgrantee teams (typically **1–2 staff per project**): program lead + admin/finance (and/or MEL focal point)

3) Program goals (what success looks like)

By the end of the cohort, participating organizations can:

- Maintain a **single source of truth** for documentation
- Track expenses with traceability to activities and evidence
- Apply minimum viable procurement/contracting documentation
- Produce **donor-ready reports with links**, not attachments overload
- Provide verifiable evidence on request under the **5 expenses / 30 minutes** standard

4) Duration options (choose one)

- **6 weeks (Accelerator):** fast installation; best for experienced partners
- **8 weeks (Standard-Fast):** balanced pace; good for strong baseline capacity
- **10 weeks (Recommended):** best outcomes; includes dedicated capstone + remediation planning
- **12 weeks (High-Support):** extra clinics + deeper verification simulation

5) Delivery model

- **70% asynchronous** (videos, templates, checklists, examples)
- **30% live** weekly session (60–75 minutes, recorded)



- Office hours / cohort channel support (tier-dependent)
- Works with Google Drive or SharePoint; low-bandwidth alternatives supported
- Multi-country scheduling supported

6) Tailor-Made Customization Package (included)

We embed the foundation's standards into the cohort and templates:

1. **Clause → Control → Evidence mapping (table)**
Clause → meaning in practice → required evidence → where it lives in the kit → owner
2. **Integration of foundation formats**
Reporting templates, KPIs/definitions, budget categories, procurement thresholds, eligibility rules
3. **Foundation monitoring checklist alignment**
We translate what the monitoring team actually checks into evidence rules and implementation routines
4. **Co-branded certificate**
"Approved by [Foundation]" based on pass criteria and verification rubric

"No chaos" scope guardrails (to ensure scalability)

- One foundation standard per cohort (single source of truth)
- Customization includes defined templates + defined iteration rounds
- Reviews are milestone-based and rubric-driven (not unlimited rewriting)

7) Deliverables

7.1 Participant deliverables (BridgeReady Kit)

Each participating organization implements:

1. Folder + monthly index
2. Financial tracker (budget vs actual) with links + alerts + monthly close routine
3. Minimum documentation checklist by expense type
4. Procurement Lite (thresholds, quotes, vendor comparison, documented exceptions)
5. Contracting package templates + one completed sample package
6. MEL Lite matrix (5–10 indicators) + two tools + evidence rules (consent as applicable)
7. Donor-ready narrative + financial report template with links
8. Risk matrix
9. One-page incident protocol



10. Practical data protection minimums (quick data map + baseline consents as applicable)

7.2 Funder deliverables

- **Cohort dashboard** (progress, statuses, red flags, due dates)
- **Aggregated findings report** (patterns + recommendations to improve guidance/templates)
- **Verification rubric** aligned to the foundation's monitoring checklist
- **Customization outputs** (mapping table + adapted templates)

8) Verification & completion

Verification standard: sample **5 expenses / 30 minutes** (support, approvals, proof of payment, activity linkage, MEL evidence).

Completion statuses: Approved / Approved with pending items (30 days) / Behind (30/60-day plan).

9) Included free bonus (value-add)

Funder Spot-Check & Monitoring Calibration Clinic (90 minutes)

Timing: Week 2–3

Participants: grants management, compliance, MEL, program staff

Outputs:

- Live spot-check simulation using the cohort evidence rules
- Alignment on “what good looks like” for consistent reviewer feedback
- A **1-page Monitoring Quick Guide** (sampling tips, red flags, escalation triggers)