

# ADROIT SNAPSOLUTIONS SERVICE PACKAGE

## *Snap Business Process Improvement (BPI)*

We deliver rapid, evidence-based optimization of core workflows—procurement, HR, finance, MEL, grants, logistics, and program delivery—so teams work faster, errors drop, and compliance strengthens. Converts fragmented routines into lean, documented, and measurable operating procedures without disrupting work.

### What You Gain

- Increased operational efficiency and productivity
- Reduced process complexity, duplication, and errors
- Enhanced compliance with donor and regulatory standards
- Data-driven insights for continuous improvement
- Sustainable workflows aligned with strategy
- Empowered staff through collaborative process redesign

<b>Service Category</b>	Monitoring, Evaluation, and Learning (MEL)
<b>Delivery Format</b>	On-site engagements, remote consultations, or hybrid delivery depending on client context and needs
<b>Ideal Use Cases</b>	<ul style="list-style-type: none"> <li>• Slow approvals or unclear roles</li> <li>• Audit findings or donor rejections</li> <li>• High manual workload</li> <li>• Scale-up or restructuring</li> <li>• Pre-grant readiness or mid-grant course correction</li> </ul>
<b>Scope of Work</b>	<ul style="list-style-type: none"> <li>• Process Mapping &amp; Diagnostic Review - mapping and analyzing workflows for inefficiencies and risk points</li> <li>• Stakeholder Engagement - structured workshops and interviews for input and consensus</li> <li>• Process Redesign &amp; Optimization - developing streamlined processes using best practices and technology</li> <li>• Implementation Planning - creating detailed action plans with roles, timelines, and indicators</li> <li>• Training &amp; Change Management - capacity building, communication, and support for staff readiness</li> <li>• Monitoring &amp; Continuous Improvement - establishing performance metrics and evaluation mechanisms</li> </ul>

<b>Tools Used</b>	<ul style="list-style-type: none"> <li>• Policy Audit Frameworks</li> <li>• Stakeholder Workshops &amp; Surveys</li> <li>• Compliance &amp; Control Checklists (donor/audit mapping)</li> <li>• Version Control Systems (Microsoft Forms, ClickUp)</li> </ul>
<b>Delivery Process</b>	<ol style="list-style-type: none"> <li>1. Initial Consultation &amp; Scoping</li> <li>2. Process Mapping &amp; Data Collection</li> <li>3. Diagnosis &amp; Root Cause Analysis</li> <li>4. Solution Design &amp; Stakeholder Feedback</li> <li>5. Implementation Roadmap Development</li> <li>6. Training, Change Management &amp; Support</li> <li>7. Monitoring &amp; Continuous Improvement Setup</li> </ol>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Process maps and workflow documentation</li> <li>• Diagnostic report with gap and risk analysis</li> <li>• Redesigned process workflows and SOPs</li> <li>• Implementation roadmap with action items and KPIs</li> <li>• Training curriculum and change management plan</li> <li>• Monitoring framework and continuous improvement tools</li> </ul>
<b>Add-On Services</b>	<ul style="list-style-type: none"> <li>• Customized digital tools and dashboards for process tracking</li> <li>• Specialized training on process management and Lean Six Sigma</li> <li>• Executive summary reports for donors and stakeholders</li> </ul>
<b>Sample Size</b>	Suitable for organizations of all sizes and operational scopes
<b>Duration</b>	1-4 weeks (adjustable for scale and complexity)
<b>Staff Time</b>	Rapid response and expedited services available
<b>Geographic Coverage</b>	
<b>Pricing Structure (Individual)</b>	
<b>Pricing Structure (Organization)</b>	Starts from USD 2,500 (for 2-3 core processes)
<b>Pricing Logic</b>	Tiered by the number and complexity of processes
<b>Team Composition</b>	<ul style="list-style-type: none"> <li>• Process Improvement &amp; Organizational Development Specialists</li> <li>• Subject Matter Experts in Compliance, Governance, and Technology</li> </ul>

<b>Key Considerations</b>	<ul style="list-style-type: none"> <li>• Do-no-harm to operations – phased improvements and pilots</li> <li>• Process before tools – fix flow before adding tech</li> <li>• Sustainability – assign process owners and periodic reviews</li> <li>• Data protection &amp; versioning – single source of truth, audit-ready trails</li> </ul>
<b>Lead Consultant Profile</b>	<p>Lead consultants bring over a decade of experience in institutional strengthening, operational optimization, and process excellence across humanitarian and development sectors. Skilled in BPMN, Lean, and Six Sigma methodologies, they ensure redesigns improve efficiency while aligning with strategy and compliance standards.</p>

## Contact

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