

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

Service Category	Monitoring, Evaluation, and Learning (MEL)
Delivery Format	On-site engagements, remote consultations, or hybrid delivery depending on client context and needs
Ideal Use Cases	• Slow approvals or unclear roles • Audit findings or donor rejections • High manual workload • Scale-up or restructuring • Pre-grant readiness or mid-grant course correction
Scope of Work	• Process Mapping & Diagnostic Review – mapping and analyzing workflows for inefficiencies and risk points • Stakeholder Engagement – structured workshops and interviews for input and consensus • Process Redesign & Optimization – developing streamlined processes using best practices and technology • Implementation Planning – creating detailed action plans with roles, timelines, and indicators • Training & Change Management – capacity building, communication, and support for staff readiness • Monitoring & Continuous Improvement – establishing performance metrics and evaluation mechanisms

Tools Used	• Policy Audit Frameworks • Stakeholder Workshops & Surveys • Compliance & Control Checklists (donor/audit mapping) • Version Control Systems (Microsoft Forms, ClickUp)
Delivery Process	1. Initial Consultation & Scoping 2. Process Mapping & Data Collection 3. Diagnosis & Root Cause Analysis 4. Solution Design & Stakeholder Feedback 5. Implementation Roadmap Development 6. Training, Change Management & Support 7. Monitoring & Continuous Improvement Setup
Deliverables	• Process maps and workflow documentation • Diagnostic report with gap and risk analysis • Redesigned process workflows and SOPs • Implementation roadmap with action items and KPIs • Training curriculum and change management plan • Monitoring framework and continuous improvement tools
Add-On Services	• Customized digital tools and dashboards for process tracking • Specialized training on process management and Lean Six Sigma • Executive summary reports for donors and stakeholders
Sample Size	Suitable for organizations of all sizes and operational scopes
Duration	1–4 weeks (adjustable for scale and complexity)
Staff Time	Rapid response and expedited services available
Geographic Coverage	
Pricing Structure (Individual)	
Pricing Structure (Organization)	Starts from USD 2,500 (for 2–3 core processes)
Pricing Logic	Tiered by the number and complexity of processes
Team Composition	• Process Improvement & Organizational Development Specialists • Subject Matter Experts in Compliance, Governance, and Technology

Key Considerations	• Do-no-harm to operations – phased improvements and pilots • Process before tools – fix flow before adding tech • Sustainability – assign process owners and periodic reviews • Data protection & versioning – single source of truth, audit-ready trails
Lead Consultant Profile	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.

Contact	
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