



2018 Board of Directors Nomination Attestation

I am requesting to be nominated to serve as a Director on NGMA's Board of Directors for a term beginning May 1, 2018.

Please check the boxes below that you can attest to:

- I understand that if I do not meet the minimum criteria established for nominees or I do not submit the requested materials about my qualifications **on or prior to Wednesday, January 31, 2018**, I will not be included on the slate of candidates.
- I understand that being accepted as a nominee does not guarantee being elected as a Director.
- I understand that the election will be based on a simple majority vote of the membership.
- I understand that the responses on the 2018 Board Nomination Application will be shared on NGMA's website.
- I understand that if I am not elected for a term beginning in 2018, I am eligible to be re-nominated for the 2019 election.

By signing below, I certify that everything checked above is true and accurate.

Benjamin Kofi Quansah

Name (print)

A handwritten signature in black ink, appearing to read "Benjamin Kofi Quansah", written over a vertical line.

Signature

Email this signed attestation form and the completed application below to Shelly Slebrch at shelly@ngma.org, no later than COB, January 31, 2018.



2018 Board of Directors Nomination Application

NAME: Benjamin Kofi Quansah

ORGANIZATION: Crown Agents Ltd, Complementary Basic Education Programme

TITLE: Finance and Grants Manager

ADDRESS: P.O. Box GP 13059, Accra.

PHONE: +233233238363/+233266238363 [When in the US, I use (513) 510-3292]

EMAIL: bkqcima@gmail.com

1) Brief background statement, including education, training, and career path.

My career in financial management has spanned over 20 years, 15 of which have been with development organizations funded by various international donors, including United States Agency for International Development (USAID), Department for International Development (DFID), the European Union (EU), and the World Bank. I am a Global Certified Management Accountant (GCMA), a Kaplan-Norton Balanced Scorecard Certified Graduate (KNBSC), and a Certified Grants Management Specialist (CGMS), having completed all the associated trainings and examinations for these certifications. I have an in-depth understanding of Management accounting tools and financial management activities, including Activity-Based costing, profit analysis, forecasting, budgeting, planning, auditing, and financial performance assessment. As an experienced Grants Specialist, I have demonstrated competency in compliance with grants-related policies and procedures, including grant design, implementation, and closure. I hold expert knowledge in USAID rules and regulations pertaining to financial management and grants procedures, monitoring and evaluating projects, using key performance indicators to assess financial performance, assessing overall financial capacity, and staff training and capacity building. I was recognized for my work in grants management by the National Grants Management Association and won the 2017 prestigious Newton Award, which recognizes outstanding and sustained leadership in the grants management field.

I have attended the following training as part of my professional development and building a solid career in Financial Management, Grants Management, and Strategy Execution:

- August 2017, National Grants Management Association's Webinar Training: Budget Building for Grant Developers: The "Total-Value" Framework for Crafting an Unbeatable Project Budget
- Budget for Crafting an Unbeatable Project Budget
- April 2017, National Grants Management Association, Annual Grants Training, Arlington, Virginia, USA
- Nov. 2016, Webinar Training- 5 Pillars of Confident Cash Flow- By Alex Glassey
- Nov. 2016, DFID Programme Financial Management, Fraud & Corruption, and Value for Money Workshop for Partners and Suppliers, Ghana.
- March 2016, Problem Solving and Decision Making Skills (Online)-Matt H. Evans



- Jan 2016, USAID Fraud Awareness Training to strengthen the management and integrity of USAID programs
- Dec 2014, Crown Agents Anti-Bribery and Corruption Training (Ghana)
- July 2013, Results-Based Management Framework, Mosaic.Net International, University of Ottawa, Canada,
- Sept. 2011, Kaplan-Norton Balanced Scorecard Certification Boot Camp, Boston, Massachusetts- USA
- August 2010, Performance Management, University of Stellenbosch, South Africa
- July 2010, Civil Society Organizations Effectiveness (Strategy meeting) - Africa CSO Platform on Principled Partnership, Kenya
- July 2010, European Union Financial Management and Reporting Training-Ghana.

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2) **Current professional position and description of grant-related duties.**

Current Professional Position: Financial and Grants Management Consultant

Description of my work: In my work as Finance and Grants Manager, which is a full-time consulting position, I design and implement financial and grant management procedures and processes, including procurement, preparation of Request for Proposals, bid evaluation, contract negotiation, drafting of grant agreements, planning, budgeting and forecasting, financial reporting and analysis, financial management assessments, and project close-out and audit. I maintain regular communication between implementing partners, the pass-through entity and the funding agencies (USAID and DFID) to improve project relationships and outcomes. I apply key performance indicators to assess the financial and operational performance of implementing partners. I have successfully conducted financial management assessments of implementing partners and identified organizations that were at high risk for non-compliance and provided necessary training and technical support to improve the quality of financial reporting and grant management.

3) **A statement of your vision/direction for NGMA and how you see us achieving this.**

My vision is to see an NGMA that has achieved breakthrough, sustainable performance improvements by 2020, evidenced by the 2017-2020 Strategic Plan.

I see this being achieved if NGMA is able to execute its 2017-2020 Strategic Plan.

I will support NGMA to execute its strategy using the Balanced Scorecard system, a proven methodology for effective strategy execution.

The strategic objectives of NGMA would be translated into specific targets and initiatives and a strategy map created.

NGMA as an organization will be aligned to the strategy by ensuring that all employees and the board understand and support the strategy. The strategy will be linked to the critical operational activities such as planning and budgeting so that it is not in isolation. Key Performance Indicators will also be developed to track progress.



4) Please describe what governance skill sets you will bring to the NGMA Board (check and describe all that apply).

Financial Management - My background in financial management has enabled me to turn around low-rated programs into an A+ score. The funding agency (DFID), in its annual program review, has severally praised the financial management component of the program as being highly satisfactory (DFID Annual Review 2016 and 2017). I have also received praises from the senior management of Crown Agents Ltd for my excellent accounting skills, going the extra mile to get things done, and my ability to juggle conflicting priorities extremely well

Financial Planning and Budgeting - I have a solid background in financial planning and budgeting as a Management Accountant. I have demonstrated my competence in this area through the following consultancy assignments I have undertaken:

(a) Project title: Local Government Capacity Support Project (LGCSP), Ministry of Finance. Consultancy to prepare a Strategy Paper on Budgeting for Local Government.

(b) Financial Management Expert, Ato Gharthey Associates, Project Title: Fiduciary review of the Ministry of Gender, Children and Social Protection (MGCSP). Funded by the World Bank

(c) Trainer/Facilitator for Deloitte Ghana, Planning and Budgeting training for Budget Co-ordinators of Ghana National Petroleum Corporation(GNPC) and development of a Budget Manual and Strategy Map

Education and Training - I have lectured professional courses (e.g. Chartered Institute of Management Accountants[CIMA] and Association of Chartered Certified Accountants [ACCA] in Financial Management, Management Accounting, Financial Analysis, and Performance Management. My teaching background will be brought to bear in the area of NGMA's Education and Training portfolio.

Professional Certification and Credentialing

Public Affairs and Marketing

Other (please describe)

5) Describe what additional skills/knowledge/strength you will bring to the NGMA Board.

- a. With my strong background in the use of the Balanced Scorecard system to execute an organization's strategy, execution of NGMA's 2017-2020 Strategic Plan is of keen interest to me. I'll gain an understanding of the existing situation from which I will develop a Strategy Map based on the 2017-2020 Strategic Plan. This will afford all employees the opportunity to know NGMA's overall strategy and where they fit in. It will help everyone to see how their day-to-day activities affect NGMA's strategic objectives and ensure focus. The focus of the Strategy Map will look at perspectives from which we want to manage performance, the objectives we want to achieve, Targets we want to achieve, the key performance indicators, and then Initiatives that will be undertaken to ensure the achievement of the objectives.
- b. My complex problem-solving skills and analytical ability will be an asset
- c. I have an eye for detail. That makes a lot of difference in delivering value to my constituents

6) Given resource restraints, what suggestions would you make to move NGMA forward?



Apart from emails I receive on NGMA events, I hardly see NGMA events on facebook, twitter, LinkedIn etc. They are not common place. NGMA should utilize the social media space (facebook, LinkedIn, Instagram, Twitter) to make it more visible to attract more new members (especially from Africa) to ensure its growth.

NGMA should also consider organizing Grants training in Africa as is done by INSIDE NGOs. Certified Grants Management Specialists in the respective African countries (if any) could be used as resource persons to provide the training. It is another way by which NGMA can increase its market presence and also enable it fulfill its mission as the membership association leader.

7) What is your availability and how much time can you devote to NGMA?

I'm very passionate about NGMA and very committed to its activities. I'm always available to commit whatever time that is needed to move NGMA forward. At a minimum, 10 hours per month on NGMA activities is assured.

8) Please address the criteria for candidates, as presented in the Call for Nominations by checking any appropriate boxes as they pertain to you and answering any question as you deem appropriate:

- Are you currently a member in good standing?** Yes
- Have you been a member in good standing for at least the past two full years?** Yes
- Have you demonstrated previous involvement in NGMA (involvement can include but is not limited to: served on the NGMA Board, serving on a committee, presenting for NGMA, etc.)?** I was part of the team that reviewed the GMBok Guide during the final stages of its development. I was also a moderator at the 2017 Annual Grants Training
- Do you agree to sign and uphold the NGMA Conflict of Interest and Confidentiality Agreement?**
Yes
- Will you uphold the NGMA Bylaws?** Yes
- Do you have the time and energy to actively contribute to the organization, including participation in meetings?** I have more time, and more energy to actively participate passionately in NGMA's activities
- Are you able to utilize email and other electronic communications to actively participate in the administration and operation of the organization?** Yes. I am on email and skype 24/7. I'm also easy to reach by phone
- If you did not check one of the boxes above, please explain why.**

Email the signed attestation form and the completed application to Shelly Slebrch at shelly@ngma.org, no later than COB, January 31, 2018.