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Accra - Ghana
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Request for Quotation (RFQ) Development of Digital Platform and Tools to facilitate Research-Industry Collaboration

June 21, 2023

Invitation letter

Dear Sir/Madam,

Impact Investing Ghana (hereinafter referred to as IIGh) is pleased to invite prospective bidders to submit a quotation for the development of a Digital Platform/Database, as detailed in Annex 1 of this RFQ.

Quotations may be submitted on or before Friday, 30th June 2023 by midnight via email to this address info@impactinvestinggh.org and copy julius.lampzey@impactinvestinggh.org.

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements of services as stated in this RFQ and submit it via this email by the deadline for quotation submission.

Software developers/firm are required to submit the following;

- Quotation – the proposed bill for each phase of the project should be clearly stated
- Work Plan - a work plan showing how the deliverables will be delivered with the timeframe required.
- Past works – Two or more relevant past works for review.
- Names and profiles of key team members

We look forward to receiving your quotation.

Approved by:

Julius Lampzey

Senior Research and Policy Officer



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About Impact Investing Ghana

Impact Investing Ghana (IIGh) is the Ghana National Advisory Board for Impact Investing. We are an independent private sector led initiative promoting sustainable development and advancing the development of the impact investment ecosystem in Ghana. Established as a nonprofit, IIGh is Ghana's representative to the Global Steering Group (GSG) for Impact Investing, the successor to the Social Impact Investment Taskforce established by the G8. The GSG's National Advisory Boards (NABs) currently cover 33 countries and provide a global platform to drive investment and increase visibility for its members globally. IIGh aims at tackling Ghana's pressing social and environmental challenges by driving more capital to deliver real impact. We are a local platform representing all the stakeholder groups needed to redirect significant capital flows towards social and environmental impact. Private sector led, yet in close partnership with the national government, we raise awareness, create market intelligence, change policies, and mobilize additional financial resources for public good. IIGh brings together leaders from the worlds of finance, business, government, social organizations, and philanthropy. IIGh has an ambitious plan to support the growth of impact ventures and to catalyze \$1 billion in impact funds for investment in impact ventures in Ghana and the West African sub-region.

Terms of Reference (Annex 1)

1. Introduction

The Ghana Impact Investing Research Industry Collaboration (GIIRIC) aims to foster collaboration among researchers, private sector companies, industry associations, government entities, international development partners, and other stakeholders in Ghana. The primary objective of this initiative is to contribute to Ghana's development by enhancing collaboration in the fields of business, entrepreneurship, innovation, social finance, and product development. The proposed digital platform will serve as a comprehensive directory of existing and potential research areas in these domains.

2. Background

GIIRIC is a national collaborative that brings together stakeholders from various sectors across the entire value chain. The collaborative seeks to promote collaboration in business, entrepreneurship, innovation, and social finance. GIIRIC intends to develop a user-friendly digital platform that will facilitate knowledge sharing, provide a repository of relevant research, offer periodic training, and enable participation in collaborative forums and conferences. The platform will play a vital role in fostering research-industry collaboration and establishing connections within the wider ecosystem.

3. Objective

The objective of this assignment is to develop a digital platform and associated tools that will serve as a comprehensive directory of existing and potential research areas in business, entrepreneurship, innovation, social finance, and product development. The platform should provide a seamless user experience and robust functionality to support collaboration and knowledge sharing among Research and Industry members. The selected consultant will be responsible for designing, developing, and deploying the digital platform, ensuring that it meets the specific needs and requirements.

4. Scope of Work

The consultant's scope of work includes, but is not limited to, the following:

- Allow Research and Industry partners to set up accounts.
- Allow Admin to approve Research and Industry Partners and also create user accounts and upload research.
- Allow users (researchers) to share their profiles:



- Researchers: title, full name, institution, designation, email, areas of specialisation, and publications (title of article/paper/book, summary of key findings/issues, key words, funding, related links)
- Research Institutions: institution, name of representative, designation, email, focus areas, and consulting work (title of project, summary of key issues, results achieved, key words, funding, related links)
- Allow researchers to indicate which research institution they are affiliated with.
- Allow users (industry) to share their profiles including institution, name of representative, designation, email, focus areas, research needs, and any research work done (title of project, summary of key issues, results achieved, key words, funding, related links) based on the following categories:
 - Private businesses
 - Industry associations
 - CSOs, NGOs, etc
 - Government institutions
 - Development partners
- Design and develop a scalable and user-friendly digital platform that serves as a directory of research areas in business, entrepreneurship, innovation, social finance, and product development. The build should allow easy addition and removal of features in the future.
- Implement robust functionality to enable knowledge sharing, collaboration, and networking among research and industry partners.
- Create an intuitive search and filtering system to facilitate easy navigation and exploration of research areas and match-making (connect to research partners vs address research needs of industry).
- Integrate a secure user authentication and access control system to ensure confidentiality and data protection.
- Allow for monitoring and tracking of interactions using dashboard (data analytics)
- Provide training and technical support to GII RIC secretariat to facilitate effective use of the digital platform.
- Deliver the final digital platform and tools within the specified timeframe of **three (3) months**.

Duration: 3 months

Maximum Available Budget: \$ 5,400

Mode of work: Remote

5. Proposal Submission

Interested consultants are requested to submit their proposals, including the following information:

- Past Work - Consultant's profile, highlighting relevant experience in developing similar digital platforms.
- Work plan - Methodology and approach for developing the digital platform, including a work plan and timeline.
- Quotation - Costs for the development, deployment, and maintenance of the digital platform.
- Names and profiles of key team members

6. Evaluation Criteria

The proposal received will be evaluated based on the following criteria:

- A. Experience and expertise in developing digital platforms for collaborative initiatives.
- B. Work plan and technical approach.
- C. Capacity of team and ability to deliver within the required timeframe
- D. Cost-effectiveness and value for money.

7. Timeline

The following timeline provides an overview of the key milestones for this assignment:

- Proposal submission deadline: Friday, 30 June 2023
- Evaluation of proposals: Thursday, 6 July 2023
- Consultant selection and notification: Friday, 7 July 2023
- Project initiation and kickoff meeting: Monday, 10 July 2023

8. Terms and Conditions

- a) Impact Investing Ghana reserves the right to accept or reject any proposal and to annul the selection process at any time.
- b) The selected consultant will be required to sign a legally binding contract with Impact Investing Ghana.
- c) All intellectual property rights developed as part of this assignment will be the sole property of Impact Investing Ghana upon project completion.
- d) Payment terms and conditions will be negotiated and specified in the contract.

9. Proposal Submission



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Please submit your proposal electronically to the following email address:

info@impactinvestinggh.org and copy julius.lamptey@impactinvestinggh.org. on or before **Friday 30th June 2023**. The subject line of the email should be **"Proposal Submission - Development of Digital Platform for GIIRC."**

For any inquiries or clarifications regarding this Request for Proposal, please contact Julius via julius.lamptey@impactinvestinggh.org.

We look forward to receiving your proposal and appreciate your interest in working with Impact Investing Ghana.