



📍 14th Senchi Street, Airport Residential Area
Accra - Ghana

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Request for Proposal (RFP)

Consultant - Evaluation Specialist

April 3, 2024

Invitation letter

Dear Sir/Madam,

Impact Investing Ghana (hereinafter referred to as IIGh) is pleased to invite prospective bidders to submit a quotation for a Consultant - Evaluation Specialist with extensive experience in outcome mapping and harvesting, as detailed in Annex 1 of this RFP.

Quotations may be submitted on or before April 16th, 2024 by midnight via email to this address info@impactinvestinggh.org.

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

Please provide a proposal that includes the following components:

1. Technical proposal

- A brief summary/profile of the consulting firm or consultant
- Relevant past experience
- Proposed technical approach and work plan

2. Financial Proposal/Quotation

- Fee estimate based on the Scope of Work set out above (expressed in terms of 'max number of hours' x 'hourly rate')

We look forward to receiving your quotation.

Approved by:

Mary Afenyie-Abekah

Program Coordinator, Impact Investing Ghana



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About Impact Investing Ghana

Impact Investing Ghana (II Gh) 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, II Gh 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. II Gh 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. II Gh brings together leaders from the worlds of finance, business, government, social organizations and philanthropy. II Gh 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)

Context

Impact Investing Ghana is implementing a series of programs under its broad strategic objectives: 1) Conduct research to drive action & develop the field locally, 2) Build capacity & increase collaboration between ecosystem players, 3) Unlock \$ 1 billion in funding for Ghana and WA 4) Influence the creation of an enabling environment and 5) Support growth of Impact Investing in West Africa & globally. IIGh is seeking an Evaluation Specialist to assess and document changes/results that occurred within the ecosystem of its boundary partners as part of its program activities during the financial year of IIGh's operations and what progress has been made toward the strategic objectives. The objective of this evaluation is to prepare a detailed report that captures significant changes experienced by the boundary partners within the ecosystem of impact investing resulting from activities initiated, facilitated or managed by IIGh, the perceptions of these groups on the quality of services, support and facilitation received, and the contribution played by the IIGh in bringing about these changes.

Specifically, the assignment will validate the reports from implementation of the various activities under each broad strategic objective, follow up and document with intended and unintended outcomes from the activities under each strategic objective by focusing on:

1. What has changed?

- a. What has changed or is changing among boundary partners including partner organizations following engagement/participation in IIGh-facilitated programs?
- b. Are these changes expected/intended or unexpected/unintended?
- c. How sustainable are these changes?

2. What caused the change?

- a. To what extent can you attribute the changes seen to IIGh-led activities?
- b. How were these observed changes achieved/happened? (i.e. what specific factors/services /activities facilitated by IIGh resulted in these changes?)
- c. What other factors apart aside from IIGh-inspired interventions led to the changes?

3. How the different beneficiaries have experienced the change: with a particular focus on those within IIGh's sphere of influence who are experiencing the change.

The study will focus on the IIGh's programs for the 2023 FY and its findings and recommendations will inform ongoing programming, review of IIGh's approach, evidencing strategy, and results showcasing.

Scope of Work

The study will broadly follow an outcome-harvesting approach process and thus involve the following steps

1. **Design of the Outcome Harvest:** The Consultant will develop the study methodology and questions to guide the study based on the agreement reached with IIGh on what information needs to be collected and from whom to answer the questions.
2. **Review of documentation and draft outcome descriptions:** The Consultant will review available data and reports from IIGh and key actors including boundary partners, identify and draft outcome descriptions and what IIGh and its partner organizations did to contribute to them. This will inform the areas to be investigated further through the additional data collection and will inform the question guides for the various interviews (target populations of IIGH).
3. **Data collection and substantiation:** The Consultant will select the outcomes to be verified in order to increase the accuracy and credibility of these outcomes. Where possible, the Consultant/s will obtain additional data in the field to verify and substantiate the data by engaging directly with target populations of the IIGH through FGDs and KIIs.
4. **Report production:** The Consultant will prepare a report that has analytical depth and well evidenced using the data collected/collated. The report will only capture results arising from the study that are relevant to IIGH and informative to the impact investing ecosystem.

Deliverables

1. A detailed report outlining the methodology of the study and expected outcomes, inclusive of summaries of case studies and conclusions for a non-academic audience.
2. A detailed report summarizing the findings of the outcome harvest study. Ensure the report has analytical depth and is well-evidenced using the collected and collated data.

Contract length/Time Demand: 25th April 2024 to 30th December 2024

Total 8-12 weeks of work

Estimated Budget for the project: \$2000

Timelines

- RFP Posting - April 3, 2024.

- RFP Responses- April 16, 2024
- Selection Process and Announcement- April 19, 2024
- Kick-off Meeting with Project Management Team - April 23, 2024

There will be periodic reviews of the reports, and the dates for the reviews will be communicated based on the milestones achieved.

Data protection and intellectual property

On completion of the evaluation, the results are the intellectual property of IIGH and can only be copied, used, or published in any form, only after authorization has been given by IIGH, and IIGH is duly cited.

Requirements:

Please provide a proposal that includes the following components:

1. Technical proposal
 - A brief summary/profile of the consulting firm or consultant
 - Relevant past experience
 - Proposed technical approach and work plan
2. Financial Proposal/Quotation
 - Fee estimate based on the Scope of Work set out above (expressed in terms of 'max number of hours' x 'hourly rate')
 - The consultant is expected to cost the entire assignment which should include fees, direct costs, and expenses.

Selection Criteria

1. Experience with similar assignments (40%)
2. Technical approach (20%)
3. A realistic work plan that shows an ability to deliver on time (20%)
4. Competitive price (20%)

To Apply:

All responses to this **Request for Proposal are due by April 16th, 2024 at midnight GMT.**

Please email your response to Mary Afenyie-Abekah, IIGH Program Coordinator
info@impactinvestinggh.org and label the email – RFP Consultant - Evaluation Specialist