



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

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Request for Proposal (RFP)

Consultant - Strategy Development

April 5, 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 - Strategy Development, as detailed in Annex 1 of this RFP.

Quotations may be submitted on or before April 19th, 2024 by midnight via email to this address akua.asare@impactinvestinggh.org and info@impactinvestinggh.org.

If you are interested in submitting a quotation 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:

Akua Asare
Procurement 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)

Context

In 2021 Impact Investing Ghana developed a strategy that included the set-up of a fund of funds to unlock pension funding for small and growing businesses that advance the attainment of the SDGs. As part of the development of an ecosystem-building strategy for the Fund of Funds, IIGh is seeking the services of a qualified consultant to assist in the development of a comprehensive strategy. The strategy will help the organization to focus on the key actions that will enable it to accomplish its mission of catalyzing impact investing to achieve an equitable, inclusive society through collaboration and strategic partnerships. The strategy will serve as a roadmap for achieving the organization's objectives over the next 5 - 10 years and enable the unlocking of significant financing for impact in Ghana and beyond.

The primary objectives of this consultancy are:

1. To conduct a thorough assessment of the organization's current state, including its strengths, weaknesses, opportunities, and threats (SWOT analysis).
2. To facilitate stakeholder consultations and engagement sessions to gather input and insights for the strategy planning process.
3. To develop a clear and actionable strategy plan that aligns with the organization's mission and goals.
4. To outline key performance indicators (KPIs) and monitoring mechanisms to track progress and success against the strategic objectives.

Scope of Work

The strategy should be developed in a collaborative process with the board, management, members, collaboratives and partners. The consultant will be responsible for the following tasks but not be limited to:

1. Reviewing relevant organizational documents, including mission and vision statements, previous strategic plans, financial reports, and operational documents.
2. Conducting interviews and focus group discussions with key stakeholders, including board members, staff, collaboratives, partners and beneficiaries, to gather input on strategic priorities, opportunities and challenges/gaps.
3. Analyzing data and feedback gathered to identify key trends, opportunities, and challenges that impact the supply of funds, the demand for funds and the growth of a strong ecosystem to enable the growth of both supply and demand.
4. Facilitating strategic planning workshops or retreats to develop the strategy in

collaboration with organizational stakeholders.

5. Drafting the strategy document, including sections on vision and mission, goals and objectives, strategies and tactics, resource allocation, and implementation timelines.
6. Presenting the draft strategy to the key stakeholders and to the organizational leadership for feedback and revisions.
7. Finalizing the strategy based on feedback received and preparing a comprehensive final report.

Deliverables

1. The consultant will be expected to deliver the following:
2. An inception report outlining the proposed methodology and work plan
3. Stakeholder consultation summary report, including key findings and recommendations.
4. Final strategy document incorporating revisions and feedback received.
5. Presentation of the final strategy to stakeholders and organizational leadership.

Contract length/Time Demand: April 2024 to December 2024

Budget for the project: \$3,500

Timelines

- RFP Posting - April 5, 2024.
- RFP Responses- April 19, 2024
- Selection Process and Announcement- April 24, 2024

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

Requirements:

The consultant should possess the following qualifications and experience:

1. Proven experience in developing strategy for non-profit organizations or similar entities.
2. Strong facilitation and communication skills, with experience in conducting stakeholder consultations and workshops.
3. Expertise in strategic planning methodologies and tools.
4. Familiarity with the impact investing landscape and understanding of relevant trends and challenges.

5. Ability to work independently and deliver high-quality results within the specified timeframe.

Interested consultants are invited to submit a proposal outlining their approach, methodology, relevant experience, and proposed budget. **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 Quotation
 - Fee estimate based on the Scope of Work set out above (expressed in terms of 'max number of hours' x 'hourly rate')

Selection Criteria

1. Experience with similar assignments (30%)
2. Technical approach (30%)
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 Proposals are due by April 19, 2024, at midnight GMT.**

Please email your response to akua.asare@impactinvestinggh.org and info@impactinvestinggh.org.

Label the email – **RFP - Strategy Development Consultant**