



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

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## **Request for Quotation**

**Consultant/Team of Expert to develop resource materials and build capacity of research and industry partners in GRIC learning workshops**

August 12, 2024



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## Invitation letter

Dear Sir/Madam,

Impact Investing Ghana (hereinafter referred to as IIGh) is pleased to invite individual consultants or team of experts to submit a quotation to conduct learning workshops, as detailed in Annex 1.

**Quotations may be submitted on or before 30 August 2024 by midnight via email to this address [info@impactinvestinggh.org](mailto:info@impactinvestinggh.org) and copy [julius.lamptey@impactinvestinggh.org](mailto:julius.lamptey@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 via the aforementioned emails by the deadline for quotation submission.

The Consultant is 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
- Submit CV and details of similar work done

We look forward to receiving your applications.

Approved by:

Akua Asare

Procurement Officer



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## **1.0 About Impact Investing Ghana**

Impact Investing Ghana (II Gh) is the Ghana National Advisory Board for Impact Investing. We are an independent, nonprofit initiative focused on advancing the development of Ghana’s impact investment ecosystem. 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 currently cover 40 countries and provide a global platform to drive investment and increase the global visibility of its members. Our aim is to tackle Ghana’s pressing social and environmental challenges by driving more capital to deliver genuine impact. Private-sector-led yet closely partnered with the national government, we raise awareness, create market intelligence, work to change policies, and mobilise financial resources for the public good. As a local platform that represents all the stakeholders needed to redirect capital flows towards social and environmental impact, II Gh brings together leaders from the worlds of finance, business, government, social organisations, and philanthropy. Our ambitious vision for 2021–2025 is to catalyse \$1 billion in impact funds for investment in ventures in Ghana and the West African subregion in pursuit of the United Nations Sustainable Development Goals (SDGs).

To learn more about II Gh, visit our website at <https://impactinvestinggh.org>

## **Terms of Reference (Annex 1)**

### **2.0 Introduction**

The Ghana Research and Industry Collaborative (GRIC), hosted by Impact Investing Ghana, is a national collaborative aimed at fostering collaboration and innovation between researchers and industry stakeholders and facilitating financing for such initiatives. Comprising universities, applied research institutions, firms, government entities, and international partners , GRIC operates under a Steering Committee with three sub-committees focusing on collaboration, capacity-building and fundraising.

As a catalyst for collaboration, GRIC identifies industry research needs, mobilises research outputs, supports research development, facilitates stakeholder collaboration, organises learning workshops, hosts policy dialogues, and advocates for resources to bolster research and innovation. By bridging the research-industry gap, GRIC aims to unlock Ghana’s untapped potential in research and innovation for national development.

### **2.1 Project Overview**

GRIC seeks to engage individual consultants or a team of experts to develop resource materials and conduct a one-day learning workshop at scheduled times for research and industry partners in areas of mutual interest. This initiative aims to build the capacity of these partners, thereby strengthening the collaboration between research and industry stakeholders. The ultimate goal is to enhance research uptake, promote practical applications of research findings, and facilitate financing for innovative projects.

### **3.0 Scope of work**

The consultant’s scope of work includes the following::

- Develop resource materials
  - create training manual tailored to the needs of research and industry partners, covering
  - key topics such as research commercialisation, collaboration strategies, funding opportunities, practical application of research findings, impact measurement and management, ESG, etc

- Design and prepare engaging presentation materials to support the workshop content
- develop additional resources such as handouts, guides, and reference documents to facilitate ongoing learning and application
- Conduct learning workshop
  - design a one-day interactive workshop aimed at enhancing the skills and knowledge of participants in areas of mutual interest between research and industry
  - deliver the workshop using various instructional methods to effectively engage participants and address their specific needs
  - provide post-workshop resources and materials to support ongoing learning and practical application.
- Evaluation workshop outcomes
  - with support from the GRIC Secretariat, collect and analyse feedback from participants to assess the effectiveness of the workshop
  - prepare a report summarising workshop outcomes, including participant feedback and recommendations for future capacity-building initiatives

#### **4.0 Deliverables**

The expected deliverables include:

- Resource Materials
  - Training manual on topic of interest relevant to research and industry partners
  - Presentation materials comprising slides and materials to be used during the workshop
  - Additional resources such as handouts and guides for participants
- Learning workshop
  - Workshop design, i.e. a structured one-day workshop programme tailed to the needs of participants
  - Workshop delivery using effective instructional methods
  - Post-workshop materials such as resources provided to participants to support ongoing learning
- Evaluation and Reporting
  - Feedback collection to evaluate the effectiveness of the workshop
  - Outcome report detailing workshop outcomes and providing recommendations for future initiatives

### **5.0 Confidentiality:**

All information obtained or provided during the consultancy shall be treated as confidential and used solely for the purpose of fulfilling the requirements of this TOR.

### **6.0 Budget for the project: GHS6,000**

### **7.0 Qualifications**

Interested consultants should possess the following qualifications:

- proven experience in developing educational and training materials
- demonstrated expertise in conducting workshops or training sessions, particularly in the context of research and industry collaboration
- strong understanding of the research and innovation landscape in Ghana
- excellent communication and facilitation skills
- ability to work collaboratively with diverse stakeholders
- Advanced degree in a relevant field (e.g. business, education, science, technology, or a related discipline)

### **8.0 Evaluation Criteria**

The submitted RfQ will be evaluated based on the following criteria:

- Experience and expertise in delivering similar project
- Technical approach and work plan
- Capacity and ability to deliver within the required timeframe
- Cost-effectiveness and value for money

### **9.0 Timeline**

This following timeline provides an overview of the key milestones for this activity:

- **proposal submission deadline:** Friday, 30 August 2024
- **evaluation proposals:** On a rolling basis until a suitable consultant is selected
- **consultant selection and notification:** Tuesday, 10 September 2024
- **Project initiative and kickoff meeting:** Thursday, 12 September 2024
- **Project duration:** 1 day workshop

## **10.0 Proposal submission**

Interested consultants or consulting team are invited to submit their proposals, including the following information:

- Quotation – the proposal 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
- Submit CV and details of similar work done

Please submit your proposal electronically to the following email address **on or before 30 August 2024 by midnight via email to this address [info@impactinvestinggh.org](mailto:info@impactinvestinggh.org) and copy [julius.lamprey@impactinvestinggh.org](mailto:julius.lamprey@impactinvestinggh.org)**. The subject line of the email should be **“Proposal Submission – GRIC Learning Workshop Consultant”**

### **To Apply:**

All responses to this **Request for Proposals are due by 30 August, 2024, at midnight GMT.**

Please email your response to info@[impactinvestinggh.org](mailto:info@impactinvestinggh.org)