



14th Senchi Street , Airport Residential Area  
Accra - Ghana  
info@impactinvestinggh.org  
www.impactinvestinggh.org

## **Request for Proposal**

### **Consultancy Service to Support Fundraising and Sustainability Activities of GRIC**

May 08, 2025

### **Invitation letter**

Dear Sir/Madam,

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

**Proposals may be submitted on or before 30 May 2025 by midnight via email to this address [info@impactinvestinggh.org](mailto:info@impactinvestinggh.org) and copy [doris.mensah@impactinvestinggh.org](mailto:doris.mensah@impactinvestinggh.org).**

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

The Consultant is required to submit the following:

- Financial Proposal – 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 within the timeframe required
- Submit CV and details of similar work done

We look forward to receiving your applications.

Approved by:

Doris Mensah

Procurement Officer



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## **1.0 About Impact Investing Ghana**

Impact Investing Ghana (IIGh) is the GSG Impact National Partner for Impact Investing. We are an independent, nonprofit initiative focused on advancing the development of Ghana's impact investment ecosystem. 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 Impact's National Partners 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, IIGh 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 IIGh, visit our website at <https://impactinvestinggh.org> 3



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

#### **2.0 Introduction**

The Ghana Research and Industry Collaborative (GRIC), hosted by Impact Investing Ghana and supported by the RISA Fund, is a national collaborative aimed at fostering collaboration and innovation between researchers and industry stakeholders while facilitating financing for impactful innovations. It comprises universities, applied research institutions, firms, government entities, and international partners with a steering committee and sub-committees focused on collaboration, capacity-building, and fundraising in driving the mission of GRIC. GRIC works to deepen research uptake, promote commercialisation of innovations, and unlock financing for market-ready research outputs.

As part of its ongoing efforts to improve its long-term operational sustainability, GRIC is seeking a qualified consultant or expert team to support the design and implementation of its fundraising and sustainability strategy. This consultancy will provide dedicated support to

enhance GRIC's fundraising mechanisms, engage with strategic stakeholders, including potential donors, and build a monitoring and evaluation framework to assess fundraising and sustainability activities.

## 2.1 Project Overview

The primary objective of this assignment is to support the GRIC Secretariat to:

- Strengthen and diversify GRIC's fundraising streams.
- Improve engagement with existing and prospective donors or supporters.
- Establish a basic M&E framework to track fundraising efforts and their contribution to sustainability goals.

## 3.0 Scope of work

The selected consultant will be responsible for the following:

- Fundraising strategy support
  - Review existing fundraising efforts and identify key challenges and opportunities
  - Develop a targeted fundraising strategy and action plan aligned with GRIC's objectives
  - Identify and map potential funding sources, including donors, foundations, corporations, and development partners
- Stakeholder engagement
  - Support the preparation of compelling communication materials and value propositions for donor engagement

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Facilitate or support strategic meetings with potential funders and stakeholders ◦ Build a simple stakeholder database to support ongoing relationship management • Monitoring, Evaluation and Learning

- Develop a basic results-based M&E framework to assess the progress and effectiveness of fundraising and sustainability activities
- Support the integration of M&E indicators into ongoing reporting templates
- Recommend mechanisms for internal learning and adaptive management of sustainability efforts

## 4.0 Deliverables

The expected deliverables include:

- Fundraising strategy document – including donor mapping and action plan
- Stakeholder engagement pack – pitch deck or value proposition materials for engagement

- M&E framework document – with proposed indicators, data sources, and templates
- Bi-monthly progress updates – brief reports highlighting key activities, engagements, and lessons learnt
- Final consolidated report – summarising key outcomes, recommendations, and next steps (max. 7 pages)

## 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

- Consultancy fee: US\$1,160
- Activity-related costs: US\$ 600

## 7.0 Qualifications

Applicants must demonstrate:

- Proven experience in resource mobilisation, sustainability planning, or stakeholder engagement for development, innovation, or research organisations.

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Understanding the Ghanaian research and innovation ecosystem and/or development finance landscape.

- Strong communication and strategic planning skills.
- At least a bachelor's degree in development, business, communications, innovation management, or a related field is required.
- Familiarity with results-based management and basic monitoring frameworks.

## 8.0 Evaluation Criteria

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

- Cost-effectiveness and value for money (50%)
- Experience and expertise in delivering similar projects (30%)
- Work plan, capacity and ability to deliver within the required timeframe (20%)

## 9.0 Timeline

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

- **Proposal submission deadline:** Friday, 30 May 2025
- **Evaluation proposals:** Rolling basis
- **Consultant selection and notification:** Friday, 6 June 2025
- **Project initiative and kickoff meeting:** Monday, 9 June 2025
- **Duration:** 6 months

## 10.0 Terms and Conditions

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

## 10.0 Proposal Submission

Interested consultants should submit:

- Financial Proposal – Clearly state the cost breakdown for each phase of the project
- Work Plan – Outline how deliverables will be met within the required timeframe

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- CV and Portfolio – Details of relevant experience and similar past work

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