

## **Request For Proposal**

### **The Development of a Diagnostic Tool:**

### **Entrepreneurship Ecosystems for Higher Education Institutions in Sub-Saharan Africa**

#### **Invitation**

The Education Collaborative at Ashesi University [client], represented by the Entrepreneurship Ecosystem Development project team, is soliciting proposals from qualified firms, individuals, or a team of individuals [contractor] to develop a diagnostic tool to help higher education institutions check and evaluate (diagnose) their entrepreneurship ecosystems [EE] on factors stated in our research study documented in our EE matrix, and recommend interventions to enhance their EE.

#### **Background and Brief**

Higher education institutions [HEIs], ranging from universities to vocational institutes, play a critical role in developing talents, skills, and leading innovations for economic transformation. Developing entrepreneurs and entrepreneurial students require considerable resources and varied stakeholders, students, institutions, regulators, industry, and funders. Higher education institutions worldwide have taken different approaches to this, through core curriculum courses, extra-curricular activities, and co-curricular activities. This project aims to explore, share, and implement a method and best practices for entrepreneurship ecosystem development on HEI campuses across Sub-Saharan Africa [SSA] using successful ecosystems on the continent as the benchmark. It will engage HEIs as collaborators in the process of reviewing, developing, and tracking the ecosystems on their campuses. Partner HEIs will receive a small grant tied to specific outcomes to support the initial implementation of areas developed. Partner HEIs will form and grow the entrepreneurship ecosystems Community of Practice. The outputs will contribute to a framework guiding HEIs and key stakeholders on formal entrepreneurship education in Africa. The main output of the initiative will be an e-playbook for building, developing, and improving sustainable entrepreneurship ecosystems from the ground up using models from Sub-Saharan African HEIs. Additionally, there will be a case book of exemplar HEIs for other HEIs on the continent to read about and learn from.

Learn more about the Entrepreneurship Ecosystem Development Project:

<https://educationcollab.ashesi.edu.gh/entrepreneurship-ecosystem-project/>

## **Scope of Work**

The selected contractor shall be required to provide the following services:

1. Map and measure the existing entrepreneurship ecosystem indicators and enablers of SSA HEIs as contained in the current project documentation.
2. Data management and analysis of e-surveys, interviews, and other related research output to serve as a database for the diagnostic tool.
3. Develop the diagnostic tool which will function like a personality test, to be completed by SSA HEIs to help them check the status of their EE.
4. Pre-testing of the diagnostic tool, running a pilot, and finalizing it to be used as the backend of an EE e-playbook for HEIs in SSA.
5. Submission of periodic progress: HEI matrix mapping; data analysis and synthesis; diagnostic tool design protocol; methodology for pre-test and pilot; pre-test and pilot; final report as well as any additional documentation which will be produced from this work.

The selected contractor will be expected to communicate and report to the project team at least, weekly, throughout the agreed period and will sign a confidentiality contract in the form of an NDA to protect the data to be shared with them. They will as well not have any rights to the data or own any intellectual property or patents that will be generated by virtue of the execution of this contract.

## **Bidding and Selection process**

Bidders shall submit a technical and financial proposal in electronic formats. Following the completion of proposal reviews, **only** shortlisted firms, individuals, or teams of individuals, will be invited to make a presentation to the client and project team to evaluate and select.

## **Proposal Requirements**

Your proposal should contain the following considerations along with any additional content the contractor deems necessary:

1. A preamble describing your understanding of the project deliverable and context as well as your approach to executing the assignment.
2. The proposed methodology for the execution of the task considering the deliverables attached.
3. Experience of your firm evidenced by a list of similar work done in the past.
4. Your staff/team assignments and availability to commence and complete the development of the diagnostic tool.

5. Detailed work plan based on a reasonable timeline.
6. A signed letter from the team lead stating your Expression of Interest.
7. Your fee proposal to conduct the activities based on the scope of work
8. Any other relevant documents to support your capacity to undertake the assignment should be stated in the Appendix.

The final decision on the selection of the firm to conduct the assignment will be made by The Education Collaborative.

### **Timeline**

The project team expects this assignment to be completed in no more than eight (8) months. As such, bidders are encouraged to work within this timeline when developing the work plan, as stated in the project requirements.

### **Submission**

Please submit your technical and financial proposal to the following email address: [education.collaborative@ashesi.edu.gh](mailto:education.collaborative@ashesi.edu.gh) with the subject: **Ecosystem Diagnostic Tool Bid**, no later than 7<sup>th</sup> October 2022 at 17:00 GMT.