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| **MERCY CORPS**Request for Quotations- **INVESTMENT READINESS WORKSHOP – MERCY CORPS VENTURES** **RFQ NUMBER – HQ252**Date; 11/11/2021 |

**Contents**

[I. Mercy Corps Overview 3](#_Toc69313939)

[II. Project Background and Context 3](#_Toc69313940)

[III. Desired Services & Scope of Work 4](#_Toc69313941)

[IV. Evaluation of Quotations 4](#_Toc69313942)

[V. Quotation Format & Requirements 4](#_Toc69313943)

[VI. Other Terms & Conditions 5](#_Toc69313944)

# Mercy Corps Overview

Mercy Corps is a global team of humanitarians, working together on the front lines of today’s biggest crises to create a future of possibility, where everyone can prosper.

Our mission: to alleviate suffering, poverty and oppression by helping people build secure, productive and just communities.

In more than 40 countries around the world, our nearly 6,000 team members work side by side with people living through poverty, disaster, violent conflict and the acute impacts of climate change. We’re committed to creating global change through local impact — 85 percent of our team members are from the countries where they work.

We bring a comprehensive approach to every challenge, addressing problems from multiple angles. Thanks to support from our extended global community, we’ve provided $4 billion in lifesaving assistance to meet the urgent needs of more than 220 million people over nearly 40 years. In addition to emergency aid, we partner with local governments, forward-thinking corporations, social entrepreneurs and people living in fragile communities to develop bold solutions that make lasting change possible.

**Through our impact, influence and innovations, in 2020 we:**

* Reached nearly 37 million people in more than 40 countries.
* Raised $60.5 million for our COVID-19 Resilience Fund and have reached 15.1 million people so far through our response.
* Provided 1.8 million people with emergency cash assistance.
* Our work in the Democratic Republic of the Congo alone reached more than 4.9 million people
* Secured $490 million in revenue from institutional and private funders in 2019.
* Piloted the use of 3D printing to support children with disabilities in Jordan’s Za’atari refugee camp.
* Sponsored the Global Fragility Act, together with a coalition of 70 grassroots organizations, which created the first-ever U.S. government strategy to tackle alarming levels of global violence around the world. The act was signed into law in December 2019 after receiving bipartisan support in Congress.
* Launched FInX with a $10M contribution from Ripple and Rippleworks with the goal to accelerate global financial inclusion by advancing innovative, responsible distributed ledgers, digital assets, cryptocurrencies and other digital financial solutions that help people join the global economy and lift themselves out of poverty.

See more details about our impact in 2020: <http://www.mercycorps.org>

# Project Background and Context

Mercy Corps Ventures (MCV) invests in and fuels high-impact enterprises that increase the resilience of people and communities in frontier markets. Founded in 2016 as an independent arm of global development agency Mercy Corps, we’ve supported 30+ early-stage ventures to scale and raise over $100 million in follow-on capital. Our portfolio focuses on enterprises developing solutions to build climate resilience and increase financial inclusion, so those living in frontier markets can withstand disruption and plan for the future. Our thought leadership and strategic collaborations further catalyze the ecosystem towards smarter investments and targeted support. Learn more at mercycorps.org/ventures.

Launched in 2018, and allocated 130 Million Euros, Digital Africa initiative’s mission is to reinforce the capabilities of digital entrepreneurs, to design and unfold disruptive innovations on a large scale, serving the real economy. One of multiple programs is the Seed Fund by Digital Africa, which has 15 million euros in resources and aims to find and develop the continent’s most innovative start-ups and support their ecosystem.

MCV, an operating partner of the Digital Africa initiative, is looking to invest in ecosystem development in order to accelerate the capital raising process for tech start-ups particularly in Francophone Africa where the capital pools are driest. Moreover, we recognise that access to capital for female entrepreneurs is particularly challenging, given the demographics of the investment ecosystem and a bias away from female-aligned business ideas (e.g. female health, female livelihoods in the home). Therefore, within this programme and in line with our gender-smart investing approach, we will focus on female-led start-ups in the Francophone region. We believe that by supporting women in the entrepreneurship ecosystem, we will help not only improve financial returns for investors, and more importantly increase the potential impact on underserved populations through the solutions female entrepreneurs have to offer.

MCV is proposing to partner with external consultants to host a three-day workshop offering investment readiness support to enterprises in order to prepare them for pitching to external investors.

# Desired Services & Scope of Work

MCV is seeking the services of a firm (preferably an incubator, accelerator, or other entrepreneur support organization) to conduct an investment readiness workshop for female led tech start-ups across Francophone Africa. The Consultant will be responsible for coordinating and preparing the workshop. The Consultant must have a good understanding of Francophone Africa tech ecosystems and possess significant experience organising entrepreneur support event.

Scope of Work

In partnership with MCV, the Consultant will coordinate the organization and hosting of a multi-part workshop to help female led tech start-ups in Francophone Africa enhance their readiness status and capacity to raise external capital. Although the Consultant will have agency to propose new ideas, we currently envisage that the workshop would include:

* tips from investor(s) within the ecosystem about building the investor/entrepreneur relationship
* coaching specific to female entrepreneurs, with suggestions of what to do/not to do
* 1:1 or small group pitch deck + live pitch support
* a final “pitch day” where start-ups can gain both feedback and possibly investment
* investor + entrepreneur networking opportunities

Working with MCV, the Consultant will draw up an execution plan, put out a call for application, select 10 applicants, finalize the curriculum, select and coordinate facilitators and handle general event planning/logistics associated with hosting such an event online.

Key activities:

* Finalize selection criteria with MCV Team
* Prepare an execution plan for the workshop
* Prepare an impact measurement approach for the workshop, including identifying key objectives with the MCV team
* Finalize curriculum (see draft outline in Annex 1) in conjunction with the MCV team
* Organize a call for application
* Coordinate the selection of 10 start-ups to benefit from the workshop
* Coordinate the selection, recruitment, and onboarding of facilitators
* Identify and invite appropriate investors to the culminating pitch event for the entrepreneurs
* Handle general event planning/logistics associated with hosting the event online.

Key deliverables.

* A well-organised and smoothly run workshop with a series of sessions, featuring a variety of start-ups, facilitators, investors and other stakeholders
* An end of assignment report outlining the key activities undertaken, the results achieved.

3.0 Duration of Service

The Consultant is expected to start by 22nd November 2021 with a view to delivering the workshop by early Q1 2022

# Analysis of applicationss

Applicationss will be analysed based on qualifications and experience of the proposed team, firm experience within the target region, similar projects handled and the cost reasonableness.

# Quotation Format & Requirements

Standard Quotations formats are acceptable provided the following information is included:

1. Name, address, telephone number and email address for the bidding firm.
2. Financial bid in USD- of the applicable fees (tax inclusive).
3. Examples of similar engagements undertaken previously, and the results achieved.
4. The applications must include detailed CVs of the proposed team members for carrying out the assignment, and a quotation of the applicable fees (tax inclusive).

Required qualifications and experience of the Consultant:

* A duly registered firm with a minimum two years’ experience in entrepreneur support activities
* Team members contributing to the scope of work must possess a minimum 3 years of relevant work experience working with start-ups and providing support for early-stage businesses
* Demonstrated experience and network within the tech ecosystems of the target countries.

RFQ CALENDAR/TIMELINE

• Date sent out invites 11th Nov 2021

• RFQ responses due 16th Nov 2021 at 5PM GMT +2

All quotations and submissions to be sent to tenders@mercycorps.org

All questions or request for clarification to be sent to Lkagai@mercycorps.org

# Other Terms & Conditions

**WITHDRAWAL OF RFQ**

Applications may be withdrawn before the RFQ submittal deadline by submitting a written request to the Contact Person. Re-submittal before the RFQ submittal deadline can be made; however, they may not be re-submitted after the deadline.

**RFQ COSTS**

All costs incurred in the preparation and presentation of quotations to the RFQ shall be completely absorbed by the responding party to the RFQ. All documents submitted as part of the RFQ will become property of the Mercy Corps. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

**AWARD BASIS**

At the option of the Mercy Corps, finalists for the Agent designation may be selected for a final round of negotiations; however, applicants are encouraged to present their best offers with their initial submission. Mercy Corps reserves the right to accept or reject any and all quotations, to waive any irregularities in any quotation process, and to make an award of contract in any manner in which Mercy Corps, acting in the sole and exclusive exercise of its discretion, deems to be in Mercy Corps best interest.

**CONTRACTUAL DEVELOPMENT**

Once an applicant is approved as the exclusive Agent, the successful respondent will enter into a contract with the Mercy Corps. Contract discussion and negotiation will follow the award selection. Bidders must be amenable to inclusion, in a contract, of any information provided whether herein or in response to this RFQ, or developed subsequently during the selection process.

**CONTRACT TERMS**

Firms that are selected as the exclusive Agent are eligible to enter into a service contract. Mercy Corps may terminate the contract upon written notice to the Agent of not less than thirty (30) days.

**EQUAL OPPORTUNITY**

Mercy Corps emphasizes that all respondents will receive full consideration without regard to race, color, religion, sex, national origin, sex, disability, age or sexual orientation. Minority and women-owned firms are especially encouraged to respond to this RFQ.

**LIMITATIONS**

Mercy Corps, reserves the right to reject any and all Quotations and to waive any informality in the solicitation process. Total quotation length excluding cover letter, details of professionals who will provide services, and contact information of client references, should not exceed 12 pages.

Annex 1.

**PROPOSED OUTLINE OF CURRICULUM FOR INVESTMENT READINESS WORKSHOP**

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| Day 1 |  |
|  | Strategy & Growth Session Technology Infrastructure SessionBranding, Marketing, PR & Communications Session Branding, Marketing, PR & Communications Workshop Fundraising Session  |
| Day 2 |  |
|  | 1:1 Mentorship Sessions Global Accelerators (YC, TechStars etc.) Applications Preparation Workshop  |

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|  | People Operations Session Business Development & Sales SessionFinance WorkshopPitching Skills Session Pitch Practice & Deal Day Dry Run |
| Day 3 |  |
|  | 1:1 Mentorship Sessions  **PITCH Day** |
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