

Recruitment of Consulting Firm for Technical Mentor Sourcing – YIC 2025

Issued by: HapaSpace

Project: Youth Innovation Circles (YIC) 2025

Submission Deadline: 15th January 2025

Contact for Clarifications: evelyn@hapaspace.com

Contract Value: GHS 73,750.00

1. Background

The Youth Innovation Circles (YIC) is a UNDP-supported initiative designed to support atypical, grassroots innovators in rural and peri-urban areas of Ghana. In 2025, YIC is shifting focus from general mentorship to technical mentorship. This means innovators will now be matched with mentors who possess specific technical expertise relevant to their product or service sectors.

To implement this new direction, HapaSpace is seeking to engage a consulting firm to recruit and manage the onboarding of technical mentors across five regions.

2. Objectives of the Assignment

The selected consulting firm will be responsible for:

- Deploying **10 personnel** (2 per region) to work in the following five regions:
 - Ashanti
 - Bono
 - Bono East
 - Western
 - Ahafo
 - Collaborating with regional partners to:
 - Review the profiles of mentors from YIC 2024 and assess their technical suitability.
 - Assess the technical mentorship needs of the 2025 cohort of innovators.
 - Identify gaps between available mentor expertise and innovator needs.
 - Source and onboard additional technical mentors within each region to fill identified gaps.
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3. Scope of Work

The consulting firm will:

- Design and implement a methodology for mentor and innovator profiling.
- Work with regional partners to access past mentor databases.
- Interview innovators to determine technical mentoring needs.

- Identify, evaluate, and recommend new mentors from local technical networks.
 - Maintain documentation and a matching report detailing the final mentor-mentee pairings.
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4. Deliverables

1. Inception Report detailing the firm's methodology and timeline.
 2. Regional assessment reports on:
 - Existing mentor technical competencies (YIC 2024)
 - Innovator technical mentorship requirements (YIC 2025)
 3. A consolidated mentor gap analysis.
 4. Final report including regional deployment summary and pairing matrix.
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5. Duration and Timeline

The engagement will run for **six weeks**, commencing immediately after contract signing in **January 2025**.

6. Qualification and Experience Requirements

The consulting firm must:

- Have demonstrated experience in human capital development, mentoring programmes, or innovation ecosystem support.
 - Have strong regional networks and presence in the five YIC regions.
 - Possess the ability to deploy a qualified team of 10 within the required timeframe.
 - Demonstrate experience working with development partners or innovation hubs in Ghana.
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7. Submission Guidelines

Interested consulting firms are to submit:

- A proposal outlining their understanding of the assignment, approach, methodology, and timeline.
- A profile including relevant experience.
- Financial proposal including all taxes, not exceeding **GHS 73,750.00**.

All proposals should be sent by **15th January 2025** to: evelyn@hapaspace.com

8. Evaluation Criteria

Submissions will be evaluated based on:

Criteria	Description	Weight (%)
Experience	Number of years in business, past performance, and track record in similar procurements.	20%
Cost Effectiveness	Competitive pricing relative to value provided.	25%
Capacity to Assess and Source Technical Mentors	Ability to evaluate technical profiles of mentors and innovators, and identify regionally appropriate mentors to fill technical gaps	15%
Financial Consideration	Payment terms, financial stability, and ability to deliver within budget constraints.	20%
Compliance with Procurement Requirements	Adherence to legal, tax, and regulatory requirements.	20%

9. Contact for Clarification

All questions or requests for clarification must be sent via email to evelyn@hapaspace.com no later than **5th January 2025**.