

(Set Up and Management of Science & Technology Centres)

1. Background

The Organisation seeks to implement a social investment programme to boost Science, Technology, Engineering, and Mathematics (STEM) education and training in Ghana. In furtherance of that goal, the Organisation seeks to sponsor the building and operation of community STEM Centres for 10-18-year-olds (the Centres) to address the limited opportunity for students at primary and secondary school levels to see STEM concepts in real life and apply their knowledge practically whilst studying.

The Centres will be places where students can receive instruction in science and mathematics outside their classrooms and access computers and other digital, science, and mechanical tools to conduct experiments and carry out projects. Through these activities, the students will be expected to build digital literacy skills, perform better in science and mathematics, and learn to apply their education. The Centres will be in the Western Region starting with a pilot Centre in a to-be-determined location in the region.

This Request for Proposal (RFP) invites your organisation to submit a proposal to set up and manage the pilot Centre (the Pilot Centre). If successful, your organisation will be considered to set up and manage other Centres.

2. Summary of Scope of Work

The Pilot Centre will be an open space where young people of Junior High School (JHS) and Senior High School (SHS) age (10-18 years) can pick up or beef up skills in using and applying various technological tools under the guidance of specialised staff and volunteers. The Pilot Centre is meant to enhance or supplement the school curriculum with practical application. The environment and resources of the Pilot Centre should foster experimentation, critical thinking, data literacy, and soft skills, such as communication and teamwork, needed to succeed in the new economy.

The equipment at the Pilot Centre will include cameras, desktop computers, tablet computers, smartphones, projectors, microscopes, LEGO bricks, 3D printers, mechanical tools, and robots.

The Pilot Centre will be a self-directed learning environment in which participants can typically choose their own areas of activity based on their respective interests. Occasionally, there will be joint activities that require participation by all Pilot Centre users.

The suggested vision for the physical design of the Pilot Centre is as set out below. However, the Organisation is open to any other ideas and suggestions.

- Total floor size of about 150 square metres: hall for classes, creative room, maker space.
- The creative room will have computers along the walls and a big conference-style table in the middle. Users can convene freely around the table to do homework, hold meetings, or work on projects.
- The creative room will also have microscopes, LEGO bricks, and robotics tools.
- The creative room will be separated from the maker space by glass so that users may pick an interest in what someone else is doing.

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The Centre should be open to users 48 hours per week, from 10 a.m. to 6 p.m. on weekdays. Whilst the two-track SHS system is still in operation, the track of SHS students who are out of school will use the Pilot Centre in the morning, with JHS students coming in the afternoon. Therefore, these requirements should be taken into account when scheduling of access to and use of the Pilot Centre.

The successful candidate organisation's role will include the following;

- Set up the Pilot Centre (includes designing space, procuring equipment, and training staff)
- Recruit students and young people from the community around the selected site to use the Pilot Centre
- Regulate access to and use of the Pilot Centre and its equipment
- Manage equipment stock, including keeping inventory and coordinating maintenance
- Develop and implement programs of activities
- Recruit and manage guest speakers and instructors
- Promote the Pilot Centre in the media
- Organize field trips
- Coordinate volunteers
- Organize training for teachers on how to use new technology tools
- Manage the Centre's website and social media accounts
- Prepare budgets and
- Submit reports to the Organisation.

2.1 Proposal preparation and evaluation & contract awards process

2.1.1 Requirements for proposal preparation

1. Background to and context of the Service

This section of the proposal should set out your understanding of the background to and context of the assignment, including any additional knowledge and information that would help achieve the purpose of the initiative as described in Sections 1 and 2 above.

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2. **Information on your company – background, capabilities and experience**

Provide a brief description of your company or organization with a link to websites and social media accounts if applicable.

This section should also set out detailed information on the individual(s) who will run the Pilot Centre on a day-do-day basis, including;

- Knowledge, expertise, experience, and range of contacts in science and technology, education;
- References from other clients, if any, for whom similar work has been conducted; and
- Experience in setting up and running a similar centre.

1. **Management plan;** Details on how you intend to set up and manage the Centre. This can include your ideas on staffing, scheduling of activities, and rules for use of facilities.

2. **Sample calendar of activities;** Propose a sample calendar of activities over a two-week period, based on opening hours from 10a.m. to 6 p.m. from Monday to Saturday.

a. Fees and expenses

This section of the proposal should provide your fees for delivery of this Service. The fees should have two main parts. One part should propose the fee for setting up the Centre. The other part should indicate a monthly rate for each person intended to be involved in the management of the Centre, including for oversight, and an estimate of any other expenses you expect to be associated with the Service.

b. Miscellaneous

This section should include any points and issues that you wish to raise in relation to the proposal or the Service which are not covered above.

c. Contact details

This section should include the following contact details:

- Full physical, postal and email addresses and main telephone numbers of the individual or company.
- Name of main contact person for the purposes of this RFP and, if different, of the person who will have main responsibility for delivering the Service; direct landline and mobile telephone numbers; and their email addresses.

Tullow Ghana Limited

SCOPE OF WORK

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3. Contract Duration: 1 year