

(Provision of Organisation and Management of Stem Fellows)

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 will launch a programme to find Ghana's best university students in STEM and give them opportunities to apply their knowledge practically in a work environment through a structured 8-week internship program with select participating organizations.

The Organisation's research indicates that Ghana produces between 20,000 and 30,000 STEM graduates each year, thousands of whom end up unemployed or unemployable. Considering the national push for students to go into STEM tracks, it is counter-productive for students to pursue STEM tracks, excel at them, and not be able to apply their knowledge in the real world.

On the other hand, employers report that many local STEM talents are not job-ready and cannot effectively contribute to the enterprise. In addition, there are many STEM-related business ideas floating around with no plan or support to bring them to fruition and scale.

The Organisation's research further shows that the mismatch between the demand and supply of STEM skills is partly because many students do not get work experience opportunities before graduation. But among the tens of thousands of STEM students are gems that can be developed into high performers and contributors to the Ghanaian economy.

The Organisation aims to help bridge that critical transition between university and work by picking the most gifted and motivated students and giving them relevant, high-quality work opportunities to boost their value to the country as employees or entrepreneurs.

This Request for Proposal (RFP) invites your organisation to submit a proposal to be the Implementing Partner (IP) to set up and manage this STEM Fellows Programme ("The Programme"). Considering the nature of the work, you may partner with other organisations with complementary capabilities if needed or bid for one or two of the three parts of work as outlined in Section 2.0 below.

2. Summary of Scope of Work

The work of the Implementing Partner(s) will be in three main parts:

1. Promote the Programme and select Fellows and participating organisations;
2. Design and organize a three-day leadership training and retreat for Fellows before the internship and a one-day debrief after the internship; and

Monitor progress of Fellows and impact of Fellowship

2.1.1 Details of Programme

(Provision of Organisation and Management of Stem Fellows)

The three parts of work, as conceptualised, will flow as follows:

- The Implementing Partner will engage stakeholders, including universities, potential participating organisations, the STEM community, and the media, to build buy-in.
- At the beginning of the recruitment cycle, participating companies will submit to the Programme's managers a list of internship opportunities they wish to fill.
- The Programme will advertise for students going into their final year in selected STEM degrees across all relevant universities to apply.
- Criteria such as Grade Point Average will be used to limit the number of applications to a manageable number.
- Selection of Fellows out of the pool of applicants will include aptitude tests for quantitative and qualitative reasoning as well as case interviews such as those used for management consulting job applications. These criteria will test candidates' abilities to think and apply rather than their technical knowledge.
- Quotas will be allocated for special groups such as women, students from universities in all regions, students with disabilities, and students who normally live in rural areas.
- Selected Fellows will together go through three days of intense orientation and leadership training. The orientation will be built around rectifying some of the deficiencies identified by employers as missing in many Ghanaian graduates: critical thinking, problem-solving, teamwork, basic understanding of business, writing, and presentation. The orientation will also have sessions on entrepreneurship.
- Fellows will be placed in the participating organisations.
- Implementing Partner will periodically check on the experience of Fellows and their respective host organisations.
- After the eight weeks, fellows will reconvene for a one-day debrief.

For the first year, the plan is to aim for 30 Fellows.

(Provision of Organisation and Management of Stem Fellows)

2.1.2 Impact measurement

The Fellowship programme may be measured with the following indicators:

- Amount of practical experience the Fellows have acquired when they graduate compared with other STEM graduates from the same course of study in university (peers).
- Time it takes for Fellows to get jobs after graduation, compared with peers.
- Satisfaction of employers of Fellows (for both internship and jobs after graduation) compared with peers.
- Satisfaction of Fellows and sense of preparation compared with peers at graduation.
- Percentage of Fellows who stay in STEM from first year to graduation compared with peers.
- Percentage of Fellow who stay in STEM related roles (jobs or entrepreneurship) for 10 years after graduation compared with peers.
- Number/percentage of Fellows who build STEM related businesses; number of jobs they create; number of indirect jobs created through their supply chain; amount of tax they pay; other contributions to the national economy.

The Organisation is open to ideas to improve the design of the Fellowship and process.

2.1.3 Summary of Implementing Partner(s)' activities

The Implementing Partner's activities will include the following:

- Promote the Programme
- Recruit partner organisations
- Solicit applications for Fellowship. (This task might include presentations at universities around Ghana)

(Provision of Organisation and Management of Stem Fellows)

- Coordinate selection of Fellows in partnership with professional recruiters, staff of The Organisation, and volunteer interviewers
- Organise a three-day orientation for Fellows. (This task will include selecting hotels, preparing training material, and finding guest speakers and professional trainers)
- Track progress and impact of Programme according to the criteria outlined above.

2.2 Proposal preparation and evaluation & contract awards process

2.2.1 Requirements for proposal preparation

Please submit your proposal in the following format with the specified information and any additional information that you believe will assist us in making our selection decision.

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.
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 different parts of the Programme, including:

- Their knowledge, expertise, experience, continuous professional development, and range of contacts in the field; and
 - References from other clients, if any, for whom similar work has been conducted.
3. **Management plan;** Details on your draft plan for managing the Programme. This can include your ideas for promotion, recruitment, staffing, monitoring, reporting, and quality control.
 4. **Fees and expenses;** This section of the proposal should provide your fees for delivery of this Service and all other projected expenses including hotels and any third parties that you will have to hire. If you are applying for all three parts of the programme, break your fees up accordingly. Keep in mind that some aspects of the Programme will be year-round and as such will require

(Provision of Organisation and Management of Stem Fellows)

dedicated staff even if they are part time.

5. **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.
6. **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/or mobile telephone numbers; and their email addresses.
3. **Contract Duration:** The duration of this contract is for a period of 1 year.