Request for Quotation: Profiles of ACE Africa Entrepreneurs

ICLEI Africa seeks to appoint a service provider who will photograph and interview our entrepreneurs, and collate this alongside other curated information.

Proposals due: 04 April 2022

Email proposals to Daniel Adeniyi at daniel.adeniyi@iclei.org
ICLEI – Local Governments for Sustainability is a global network of more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, ICLEI influences sustainability policy and drives local action for low emission, nature-based, equitable, resilient and circular development. The organisations’ Members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability.
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1. Introduction and background

Circular economy is a growing area of interest for achieving sustainability across multiple sectors, and it is clear that, in Africa, private sector is leading the transition to circular economy. However, there exists limited skills and technical resources, particularly for start-ups and SMEs in setting up and running sustainable businesses with a life-cycle perspective in many African cities.

The Accelerating Circular Economy Innovation for Food, Climate and Health in Africa (ACE Africa) project aims to support the growth of circular economy businesses in Southern Africa. The ACE Africa project is guiding selected entrepreneurs and new start-ups through an incubation programme and providing a platform for exposure to, and interaction with, mature circular economy businesses, funders and government officers. The project is implemented by ICLEI Africa and Stellenbosch University LaunchLab.

As part of the support being provided is the production of a booklet which profiles ACE Africa entrepreneurs and showcases their businesses and impact. The booklet is intended to be used to showcase the entrepreneurs, their businesses and impact on diverse platforms including websites, social media, webinars and conferences, among others. The ACE Africa team is therefore requesting interested individuals or parties to submit quotations for the development of photographic and text profiles of 18 ACE entrepreneurs.

Applications will be accepted until 04 April 2022.

2. Scope of work and deliverables

ACE Africa intends to profile and showcase its entrepreneurs through the production and promotion of an ACE Africa Entrepreneurs booklet. To do so, we require a service provider who can collate, compile, and curate information about our entrepreneurs. This must be in a form in which it can be easily designed or transformed into a compelling, attractive and visually appealing document.

Responses to this RFQ are welcomed from individuals or organisations who will hereafter be referred to as the service provider.

In order to achieve the objective of this RFQ, which feeds into the overarching objectives of the ACE Africa project, the appointed service provider is expected to undertake the following activities:

- Travel to entrepreneurs across the Western Cape.
- Take digital photographs of ACE Entrepreneurs and their businesses or business ideas for profiling
- Conduct interviews with ACE Entrepreneurs to develop captivating profiles of the entrepreneurs and/or businesses.
- Produce a modular profile of the entrepreneurs. Information will include:
  - Beautiful pictures of team/entrepreneur
  - Value proposition statement and explanation of the business intentions and description of what the business does
  - Compelling quote from the CEO/entrepreneur (related to their business mission and why it is vital for the circular economy)
Business potential (money and impact; i.e. what could the business turn into if it is ‘enabled’)

The expected deliverables include:

1. An inception meeting with the ACE Africa team to clarify scope, roles and deliverables, and determine ways of working.
2. High resolution digital images (.jpeg or .png) of ACE Africa entrepreneurs (or team picture) (4 pictures per entrepreneur; a mix of landscape and portrait orientation).
3. Eighteen completed profile templates of the entrepreneurs which provides information on their businesses, the relevance of the businesses for circularity transition, their value proposition, business potential etc.
4. A final report (2 pages) that confirms the activities have been undertaken and completed.
5. Bi-weekly check-in meetings throughout the duration of the assignment.

3. Key requirements

The service provider should have experience in profiling individuals and organisations both in the private and non-profit sectors. The service provider should demonstrate expertise in:

- photo-journalism
- interviewing
- communications and content curation

4. Budget

The budget submitted should be organised by staff time and disbursements, which shows budget breakdown by activity. ICLEI Africa will not pay for any unbudgeted items. Effective use of budget must be demonstrated.

5. Submission requirements

Proposals may be submitted by individuals, organisations or by a consortium of two or three (2-3) individuals. Only complete proposals, written in English, will be considered. Proposals must include the following sections:

1. Clear description of each of the proposed activities and anticipated outputs, as well as a short explanation of how each activity will be done (methods) and by whom.
2. A detailed work plan and time schedule of activities should be submitted
3. Company profile
4. Short bios of the people who will work on this assignment, indicating their respective roles and responsibilities.
5. CVs of relevant persons who will work on the assignment, detailing qualifications, skills, experience and past track record, particularly in relation to the main requirements and skills and competencies requirements for service providers as outlined above.

6. Location of your office(s).

7. The company’s BBB-EE Certificate

8. Demonstrated experience: A table or list of relevant projects, including the name, project description, client, monetary value, your role in the overall project and contact details of project reference(s). Also provide examples of writing, photos or similar projects.

9. Detailed budget denominated in Rands (ZAR) and excluding VAT, broken down into:
   a. Daily charge out rate for all members of the team for 2022, and structured according to the deliverables as shown in the above table;
   b. Expenses associated with the specified activities to be implemented in 2022, including but not limited to printing and stationary.

6. Submission process and timeline

Applications should be submitted to daniel.adeniyi@iclei.org in electronic format by 17h00 (SAST), 04 April 2022.

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>18 March 2022</td>
<td>RFQ released and distributed</td>
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<tr>
<td>04 April 2022</td>
<td>RFQ submission deadline</td>
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<tr>
<td>06 April 2022</td>
<td>Notification to winning applicant</td>
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<td>12 April 2022</td>
<td>Inception meeting</td>
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<td>03 May 2022</td>
<td>Submission of first round of ACE Entrepreneur profile document</td>
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<td>17 May 2022</td>
<td>Submission of finalised ACE Entrepreneur profile document</td>
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5. Proposal evaluation process

Functionality is of utmost importance in the evaluation. Budget considerations will include a balance between a clear understanding of the scope and complexity of the task, and affordability. Refer to the list below for an indication of technical evaluation criteria. The overall evaluation scoring will be as follows:

- Technical score – out of 60;
- Budget score – out of 30;
- BEEE score – out of 10.

List of technical evaluation criteria

- Service provider qualifications. Indicator: CVs indicating skills, expertise and qualifications
- Relevant experience in the appropriate field/s of study. Indicator: track record / completed projects, examples of work
- Interpretation of the scope and complexity of the task. Indicator: description of the approach to the tasks and associated methodologies
- Locality of service provider offices
5. Additional information

This RFQ contains information believed to be reliable at the date of its release but may not provide all the necessary or desirable information. Neither ICLEI Africa nor its employees guarantee the completeness of this information. The document is solely intended for the information of the party to whom it is issued.

ICLEI Africa reserves the right not to appoint a service provider.