

Request for Proposal (RFP)

Implementation of the Changemakers Incubation Programme 2026/2027 FY

Issued by: **Leruo Foundation NPO**

Date: **01 November 2025**

1. Introduction

Leruo Foundation NPO invites qualified service providers/consultants to submit proposals to implement the **Changemakers Incubation Programme**, a 10-month initiative designed to equip young entrepreneurs (“Youthpreneurs”) with practical skills, mentorship, and access to opportunities to grow sustainable businesses.

The purpose of this RFP is to identify an implementation partner who can deliver high-quality training, mentorship, and programme support aligned with Leruo Foundation’s mission to empower youth through entrepreneurship.

2. Background

The **Changemakers Incubation Programme** is the flagship initiative of Leruo Foundation. It provides selected Youthpreneurs with training workshops, mentorship, access to networks, and exposure to funding opportunities. The programme combines personal growth, business development, and social impact to create a new generation of sustainable entrepreneurs.

The inaugural programme commenced on **18 September 2025** and will run until **June 2026**.

3. Scope of Work

The selected service provider will be responsible for:

1. Programme Delivery

- Facilitate 10 in-person workshop modules (monthly, full-day sessions).
- Modules will include Legal & Regulatory Compliance, Financial Management, Marketing & Branding, Digital Transformation, Funding Readiness, Leadership & Governance, etc.

- Deliver supplementary virtual check-ins, masterclasses, and networking events.
- Coordinate the graduation ceremony at the end of the programme.

2. Mentorship & Coaching

- Provide structured mentorship matching between Youthpreneurs and industry experts.
- Monitor mentor-mentee progress and provide quarterly feedback.

3. Monitoring & Evaluation

- Track participant progress through surveys, reports, and business growth indicators.
- Submit monthly progress reports and a final programme impact report.

4. Logistical Support

- Assist with venue, catering, and training material preparation.
- Provide digital tools/platforms to manage programme activities.

4. Deliverables

- Programme implementation plan with timelines.
- 10 workshop sessions (facilitated and documented).
- Mentorship programme framework and delivery.
- Monthly progress reports.
- Graduation ceremony.
- Final impact report at programme conclusion.

5. Proposal Requirements

Interested service providers must submit the following:

- Company profile.
- Relevant experience in entrepreneurship development/incubation.

- Proposed methodology and implementation plan.
 - Team structure and bios of key facilitators/mentors.
 - Budget breakdown (professional fees, logistics, materials, VAT if applicable).
 - At least 5 references from similar past projects.
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6. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience & proven track record (30%).
 - Proposed methodology & innovation (30%).
 - Capacity of proposed team (20%).
 - Budget feasibility (20%).
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7. Submission Guidelines

- Deadline for submission: 30 November 2025
 - Submit proposals electronically to: Youthpreneurs@leruofoundation.org
 - Queries may be directed to: **Connie Matlejoane** – connie@leruofoundation.org | +27 70 605 2454 during office hours.
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8. Timeline

- RFP Issued: 01 November 2025
 - Deadline for Questions: 20 November 2025
 - Proposal Submission Deadline: 30 November 2025
 - Selection & Notification: 31 March 2026
 - Programme Kick-off: August 2026
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9. Terms & Conditions

- Leruo Foundation reserves the right to reject any or all proposals.
 - Costs incurred in preparing the proposal are the responsibility of the bidder.
 - The successful bidder will be required to sign a service level agreement (SLA).
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