

REQUEST FOR PROPOSALS (RFP)

Provision of Application, Business Plan, Financials & Pitch Video review Services for the 2027 Tony Elumelu Foundation Entrepreneurship Programme



RFP title	Provision of Application, Business Plan, Financials & Pitch Video review Services for the 2027 TEF Entrepreneurship Programme
Issuing organisation	Tony Elumelu Foundation (TEF)
Date of issue	21 September 2026
Proposal submission deadline	9 October 2026, 5pm West Africa Time (WAT)
Submission format	Electronic copy only.
Submission and enquiries email	tender@tonyelumelufoundation.org

1. Background

The Tony Elumelu Foundation is the leading philanthropy empowering a new generation of African entrepreneurs, driving poverty eradication, catalysing job creation across all 54 African countries, and ensuring inclusive economic empowerment. The Tony Elumelu Foundation was founded in 2010 with a mission to catalyse Africa's economic transformation through entrepreneurship development. Since the launch of the TEF Entrepreneurship Programme in 2015, the Foundation has supported over 1.5 million young Africans on its training digital hub, TEFCConnect, and disbursed over USD120 million in direct funding to over 27,000 young African women and men who have collectively created over 1.5 million jobs and generated USD4.2 billion in revenue.

The Foundation's mission is rooted in the economic philosophy of Africapitalism, which positions the private sector, and most importantly entrepreneurs, as the key enabler of economic and social wealth creation in Africa.

Applications to the TEF Entrepreneurship Programme are received from across the African continent in four languages: English, French, Portuguese, and Arabic.

TEF is seeking a qualified consultant, or consortium of consultants for expert application review and to recommend entrepreneurs to TEF for selection into the 2027 Programme. This also includes the review Business Plan, Financials & Pitch Video of the shortlisted entrepreneurs.

2. Purpose of this RFP

TEF invites qualified consultants to submit technical and financial proposals for expert application review, recommend entrepreneurs to TEF for selection into the 2027 Programme and the review of Business Plan, Financials & Pitch Video of the shortlisted entrepreneurs for the 2027 TEF Entrepreneurship Programme, covering all four application languages. This is a single, consolidated engagement: bidders are expected to propose a solution covering the full scope described in Section 3, across all four languages. Bidders are, however, required to state their cost as a lump sum and further disaggregate on a per review basis separately for English and for non-English applications, as set out in Section 7.

3. Scope of Work

The assignment comprises two components, both delivered on TEF's proprietary digital platform, TEFCConnect. No application data will be reviewed, stored, or processed outside TEFCConnect.

3.1 Component 1: Application Review (Two-Stage)

Stage 1: Enumerator-Level Review

- The consultant is responsible for training the TEF-recruited enumerators. TEF will supply the evaluation metrics and scoring rubric to be used; the consultant's training must ensure enumerators apply this rubric consistently.

- Enumerators will conduct the first-level review of every eligible application on TEFCConnect, scoring each against the TEF-supplied rubric.
- The Stage 1 scores will then be used to shortlist the top-performing applications for Stage 2 review.

Stage 2: Expert-Level Review

- The consultant will provide qualified expert reviewers to conduct a second-level review of the applications shortlisted from Stage 1, on TEFCConnect.
- Expert-level review must incorporate a quality assurance function over the Stage 1 enumerator scoring, in addition to the expert reviewers' own assessment of the shortlisted applications.
- Following Stage 2, the consultant will recommend to TEF the entrepreneurs to be selected into the 2027 TEF Entrepreneurship Programme.

3.2 Component 2: Business Plan and Financials Review

Component 2 applies only to entrepreneurs who have already been selected into the 2027 Programme following Component 1. It is a structured review of the Business Plan, Financials & Pitch Video of the shortlisted entrepreneurs who are already part of the Programme.

- The consultant will develop, and submit to TEF for approval, a standardised framework and set of guidelines for the submission of business plans and financial statements by selected entrepreneurs, aligned with TEF's review metrics.
- The consultant will train selected entrepreneurs on how to use this framework and guidelines, so that submissions are made consistently and in a form that supports the intended review.
- The consultant will provide expert reviewers to review the business plans and financial statements submitted by selected entrepreneurs, in all four languages, on TEFCConnect.
- The review will include structured comprehensive feedback to the entrepreneurs and re-review where necessary.

3.3 Platform

All application reviews and Business Plan, Financials & Pitch Video reviews under this assignment will be conducted on TEFCConnect, TEF's proprietary digital platform.

3.4 Languages

All review activity under both components must be delivered in English, French, Portuguese, and Arabic, corresponding to the language in which each application or business plan was submitted.

3.5 Reporting and Governance

- The consultant will hold weekly meetings with the TEF team throughout the assignment, to review progress, numbers, and insights from the review process.
- The consultant will provide a standing reporting mechanism giving TEF ongoing visibility into review progress and any operational issues.

- The consultant will provide progress and results reporting disaggregated by contributory partner, in a format and frequency to be agreed with TEF.

4. Indicative Volume

For planning and costing purposes, in a typical Entrepreneurship Programme cycle, approximately 100,000 applications advance to Stage 1 (enumerator-level) review following TEF's internal eligibility screening. Of these, the top-performing approximately 10,000 applications are shortlisted to Stage 2 (expert-level) review, and the entrepreneurs recommended from Stage 2 proceed to selection into the Programme and, subsequently, to business plan and financials review under Component 2.

These figures are indicative and provided for planning purposes only. The actual number of applications advancing to Stage 1, the number shortlisted to Stage 2, and the number selected into the Programme for the 2027 cycle may vary and will not be known with certainty at the time of proposal submission. Bidders should price on a per-review basis, as set out in Section 7, rather than assume a fixed total volume.

5. Deliverables

1. A training plan for TEF-recruited enumerators, and the details of the expert reviewers including proposed numbers, qualifications, and language coverage.
2. Completed training of TEF-recruited enumerators on the TEF-supplied evaluation metrics and scoring rubric.
3. Completed Stage 1 (enumerator-level) review of all eligible applications, across all four languages, on TEFCConnect.
4. Completed Stage 2 (expert-level) review, including quality assurance of Stage 1 scoring, of applications shortlisted from Stage 1.
5. A recommendation to TEF of the entrepreneurs to be selected into the 2027 TEF Entrepreneurship Programme.
6. A submission framework and guidelines for business plans and financial statements, approved by TEF, for use by entrepreneurs selected into the Programme.
7. Completed training of selected entrepreneurs on the submission framework and guidelines.
8. Completed review of the business plans and financial statements submitted by selected entrepreneurs, across all four languages, on TEFCConnect.
9. Weekly progress meetings held with the TEF team throughout the assignment.
10. A standing reporting mechanism giving TEF ongoing visibility into review progress and operational issues.
11. Progress and results reporting disaggregated by contributory partner, in a format and frequency agreed with TEF.

6. Timeline

- This RFP is issued on 21st September 2026, giving bidders a three-week window to prepare and submit proposals.
- Proposal submission deadline: 9 October 2026.
- Application review (Component 1, Stage 1 and Stage 2), including all associated reporting and the recommendation of entrepreneurs for selection into the Programme, must be completed between 1 January 2027 and 10 March 2027, a period of approximately 10 weeks.

TEF reserves the right to adjust these dates and will notify bidders of any changes in writing.

Contract Duration and Renewal

The initial contract period shall be from 1 January to 31 December 2027. The Foundation may, at its discretion, renew the engagement for an additional one-year period (2028), subject to satisfactory performance, continued business need, availability of budget, and compliance with the Foundation's procurement policies. Renewal shall not be automatic and shall be subject to the required internal approvals.

7. Cost Proposal Requirements

This is a single consolidated engagement covering all scope described in Section 3. TEF is not publishing a fixed budget for this assignment. Bidders should submit their cost as a lump sum and further disaggregate on a per review basis, which TEF will evaluate against its own internal affordability and value-for-money assessment.

Bidders must price in lump sum and further breakdown on a per-review basis, with costs separately for English applications and for non-English applications (French, Portuguese, and Arabic combined), only performed by the expert reviewers.

Bidders should also disclose any minimum volume commitments, volume-based discounts, or other cost variables that would affect the final contract value, in a supporting note alongside the table.

8. Eligibility and Bidder Requirements

- Demonstrated experience managing large-scale application, business plan, or grant review assignments across multiple African countries.
- Demonstrated capacity to train large numbers of TEF-recruited enumerators, and to separately manage expert reviewers, at the volume required for this assignment.
- Demonstrated capacity to design a business plan and financials submission framework, and to train non-technical entrepreneurs on its use.
- Working proficiency in English, French, Portuguese, and Arabic across the proposed review team, either directly or through documented sub-contracting or partnership arrangements.

- Willingness and technical capacity to conduct all review work on TEF's TEFCConnect platform.
- Registered legal entity, able to enter into a contractual agreement with TEF and to provide references from prior comparable engagements.

9. Data Confidentiality and Security

Applications and business plans contain personal and financial information belonging to entrepreneurs across Africa. Bidders must address the following in their technical proposal:

- A signed confidentiality undertaking or non-disclosure agreement (NDA) covering all enumerators, expert reviewers, and any subcontracted staff with access to applicant data.
- Assurance that all applicant data will be accessed and reviewed solely within TEFCConnect, with no downloading, copying, printing, or storage of applicant data outside the platform.
- A description of the consultant's access control measures, including how enumerator and expert reviewer accounts will be provisioned, monitored, and deactivated at the end of the assignment.
- A description of vetting or background-check procedures applied to personnel who will have access to applicants' personal and financial information.
- A commitment to comply with applicable data protection laws in the jurisdictions where the consultant's reviewers are based, and with TEF's own data protection requirements.
- A defined procedure for reporting any data breach or unauthorised access to TEF without delay.
- Confirmation that all access to applicant data will be revoked, and any residual local records (if any) securely destroyed, upon completion or termination of the assignment.

10. Evaluation Criteria

Proposals will be evaluated against the criteria below. TEF reserves the right to adjust these weightings prior to finalising the evaluation and to seek clarification from bidders during evaluation.

Criterion	Weight	What is assessed
Understanding of the assignment and proposed methodology	35%	Clarity of the bidder's grasp of the two-stage application review process, the distinct roles of TEF-recruited enumerators versus consultant-provided expert reviewers, the post-selection nature of Component 2, and the soundness of the proposed approach on TEFCConnect.
Relevant experience and track record	30%	Evidence that the bidder has previously delivered comparable large-scale, multi-

Criterion	Weight	What is assessed
		language application or Business Plan, Financials & Pitch Video review assignments, with verifiable references.
Team structure, key personnel, and language coverage	15%	Adequacy of the project team and expert reviewers, their qualifications, and demonstrated capacity across English, French, Portuguese, and Arabic.
Data security and confidentiality	5%	Adequacy of proposed data handling, access control, and confidentiality safeguards for applicant personal and financial information.
Cost	15%	Competitiveness and clarity of the cost across both components and both language groupings.

11. Proposal Submission Guidelines

Interested bidders should submit a single proposal document comprising the following sections:

1. Cover letter, confirming understanding of the scope and confirming the bidder's ability to deliver across all four languages.
2. Technical proposal, addressing the scope of work in Section 3, the staffing and training plan, the quality assurance approach, and the data confidentiality measures in Section 9.
3. Financial proposal, using the cost proposal table in Section 7.
4. Company profile and evidence of relevant past experience, including at least two references from comparable assignments.
5. Confirmation of legal registration and any relevant certifications.

Proposals must be submitted electronically only; TEF will not accept hard copy submissions. Proposals must be submitted by **9th October 2026 to tender@tonyelumelufoundation.org**. Late submissions will not be considered.

Enquiries regarding this RFP should also be directed to tender@tonyelumelufoundation.org.

12. Intellectual Property

All information pertaining to this project belonging to the Tony Elumelu Foundation, which the consultant may come into contact with in the performance of duties under this consultancy, shall remain the property of the Tony Elumelu Foundation, which shall have exclusive rights over its use. Except for the purposes of this assignment, such information shall not be disclosed to the public nor used in any manner without the written permission of the Tony Elumelu Foundation.



13. General Terms and Conditions

- This RFP does not commit TEF to award a contract, and TEF reserves the right to reject any or all proposals without obligation to give reasons.
- TEF reserves the right to request clarifications, additional information, or a presentation from any bidder during evaluation.
- All costs incurred by bidders in the preparation and submission of proposals are the sole responsibility of the bidder.
- Proposals submitted must remain valid for a minimum of 120 days from the submission deadline.
- Any contract resulting from this RFP will be subject to detailed terms and conditions to be agreed between TEF and the successful bidder.
- This RFP and any contract resulting from it shall be governed by, and construed in accordance with, the laws of the Federal Republic of Nigeria.
- All information shared by TEF for the purposes of this RFP, including evaluation rubrics and applicant data structures, is confidential and must not be shared with third parties.