

## Terms of Reference

### General Information

<b>Project</b>	:	MEPI Tech Boost Project
<b>Activity Title</b>	:	Mapping Expert(s) and Capacity Assessment of the Participating Incubators
<b>ToR Number (Please refer to it when applying)</b>	:	TOR-MEPI-TB-01
<b>Location</b>	:	Palestine
<b>Date of Announcement</b>	:	April 17 <sup>th</sup> 2025

### Leaders International

Leaders International (LI) plans and delivers innovation and economic development interventions with a particular focus on private-sector development, entrepreneurship, job creation, digital transformation, and access to markets. The organization manages a multi-million active portfolio of grants and service contracts to ensure the economy's access to the necessary means and resources for development and economic prosperity. Through its projects, LI leverages its expertise in research, strategy, and management to provide its beneficiaries with sustainable technical and financial assistance and build their capacity and resilience to adapt to different economic challenges.

### Project Background

The West Bank Tech Boost Project aims to strengthen the Palestinian tech ecosystem by developing the internationalization potential of tech and tech-enabled startups. The project will enhance incubators' capacity to support startups, improve market readiness for global scaling, and facilitate new international market connections for Palestinian startups.

### Objective

Conduct a mapping and diagnostic analysis for existing incubators and accelerators across the West Bank, aiming to identify top incubators capable of operating a freelancing agency service line. The mapping study will analyze the nature of incubation markets in Palestine, the types of incubators and main players providing such services, the opportunities and incentives for the market, and the root causes that limit their impact.

## Scope of Work

### Mapping Expert

1. Conduct extensive desk research about existing incubators in the West Bank and Jerusalem. The data collection will come out with the following information:

#### General information

- Name of Incubator/Accelerator
- Location
- Website
- LinkedIn Account
- Sector of Activity/Investment
- Startup support Stage
- Previous experience in international partnerships or startup global expansion/scaling
- Team Capacities

#### Startups supported the Contacts of the Management Team

- Name
- Position
- Email
- Phone number

### Deliverables

1. Presenting the methodology and approach to conduct the mapping study
2. Draft report of the mapping of existing incubators with all requested information
3. Final report after receiving feedback and comments.

### Capacity Assessment:

1. Conduct a comprehensive capacity assessment of the participating incubators in the West Bank and Jerusalem with the following information:
2. Review existing documentation on the incubator's goals and how it aligns with MEPI.
3. Engage with key stakeholders, including incubator management, staff, and participating startups, for data collection.
4. Analyze key operational areas:
  - o Governance and leadership
  - o Staffing and skills
  - o Program offerings and market access support
  - o Infrastructure and resources
5. Assess the effectiveness of current market access programs.
6. Deliver a comprehensive assessment report, including:



- o Capacity strengths and weaknesses
- o Gap analysis
- o Recommendations for capacity enhancement aligned with MEPI objectives.
- o Reach out to the top two incubators to understand the obstacles, successes, and past experiences of these incubators.

### **Deliverables**

1. Inception Report: Detailing the assessment plan, timeline, and methodology of assessing the incubators (due within 2 weeks).
2. Final Assessment Report: Incorporating feedback from stakeholders (due within 4 weeks).

### **Reporting and Coordination:**

The selected consultant(s) will report directly to the MEPI Project Coordinator at Leaders Organization. Regular updates will be provided through bi-weekly meetings.

### **Duration of Work**

- **Period of Performance:** May - June, 2025
- **Level of Effort:** Up to 12 working days

### **Qualifications Required**

The selected consultant(s) shall have extensive experience in assessing stakeholders in the Palestinian ecosystem, in addition to:

- At least a Bachelor's degree in Entrepreneurship, Business Administration, Digital Innovation, or any relevant field;
- Strong analytical and report-writing skills;
- Strong research and analytical skills, including the ability to conduct desk research and qualitative interviews;
- Proven experience in conducting mapping studies or research projects, particularly in the field of business incubation or entrepreneurship;
- Familiarity with the startup ecosystem in the West Bank and Jerusalem, including knowledge of incubators and accelerators;
- Experience in data collection, analysis, and report writing;
- Proven minimum of 3 years of experience in capacity assessments for incubators or similar organizations;
- Previous work experience with donor-funded programs focusing on building training in technology or entrepreneurship (market access training would be appreciated);
- Knowledge of the Middle Eastern context, particularly the West Bank ecosystem.

## Taxes and Other Terms

- The offer should include VAT;
- For individual consultants, Applicable tax laws apply
- Please address the offer to: **Leaders Organization/ MEPI Tech Boost**
- Please mention the ToR number: **TOR-MEPI-TB-01** in the email subject
- Please submit your technical and financial offer (**attached to this ToR**), in addition to your company profile or CV (Individual Consultants) to:  
[palestineprocurement@leadersinternational.org](mailto:palestineprocurement@leadersinternational.org), no later than May 1<sup>st</sup> 2025 in **USD Currency**.



## FINANCIAL OFFER FORM FOR

### MEPI Tech Boost Project

Please fill in the table below and submit it along with your CV or company profile

To: [palestineprocurement@leadersinternational.org](mailto:palestineprocurement@leadersinternational.org)

Name of subject: **TOR-MEPI-TB-01 - Mapping Expert and Capacity Assessment of the Participating Incubators**

First Name, Last Name	
Address	
Mobile	
E-mail address	
Nationality (for tax purposes)	
Expected daily rate in <b>USD</b>	