

Terms of Reference

General Information

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| Project | : West Bank Tech Boost Project |
| Activity Title | : Capacity Building Training for two selected incubators |
| ToR Number (Please refer to it when applying) | : TOR-MEPI-TB-02 |
| Location | : Palestine, West Bank |
| Date of Announcemen | : June 4 th , 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-dollar 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 enhancing 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

To strengthen the capacity of 2 selected incubators in the West Bank and Jerusalem to effectively support startups in accessing international markets by delivering targeted training and equipping them with the skills, tools, market access strategies and frameworks to deliver them independently to startups.

Scope of Work

The selected consultant(s) Key tasks include:

Delivering two-day Capacity Building training sessions for the selected incubators that will include:

- Startups Market access Readiness and Investment Readiness.
- Global business development and partnerships, improve incubators' ability to network, pitch, and engage globally.
- Legal, Financial, and Operational considerations and challenges in target markets, especially (US, GCC).
- International partnership building and matchmaking approaches.

Deliverables

1. Inception Note: A brief plan submitted within 5 days of contract start, outlining the proposed methodology, work plan, timeline, and engagement approach for both incubators.
2. Training materials and Capacity Building Toolkit for incubators:
 - A complete slide deck for all delivered training sessions.
 - Relevant templates
 - Implementation guides for incubators to apply the training in their operational context.
3. Training Delivery Report: Documentation of the capacity-building four sessions delivered to incubator staff, including:
 - Summarizing the sessions, including observations on the engagement.
 - Pre-assessment feedback
 - Post-assessment feedback
4. Final Summary Report: A consolidated report capturing all activities conducted, lessons learned, key insights, and recommendations for future capacity development and internationalization support initiatives.

Reporting and Coordination:

The selected consultant(s) will report directly to the MEPI Project Coordinator at Leaders Organization. Regular updates will be provided during the two-week engagement to ensure progress and alignment.

Duration of Work

June 2025 - August 2025

Qualifications Required

- Bachelor's degree (Master's preferred) in International Business, Innovation Management, Entrepreneurship, or a related field.
- Minimum 5 years of experience in capacity building, program design, or startup internationalization.
- Proven experience working with incubators, accelerators, or entrepreneurship support organizations.
- Strong facilitation and coaching skills.
- Deep understanding of startup market access strategies and export readiness.
- Knowledge of the Levant entrepreneurial ecosystem, especially Palestine, is a strong asset.
- Experience with donor-funded programs and results-based reporting.

Taxes and Other Terms

- The offer should include VAT.
- This ToR may be split between more than one consultant if deemed necessary to meet the scope of work effectively.
- 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-02** 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, no later than June 18th 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

Name of subject: **TOR-MEPI-TB-02 - Capacity Building Training for two selected incubators**

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