



LAGOS STATE GOVERNMENT

LAGOS STATE EMPLOYMENT TRUST FUND (LSETF)

LSETF/S-C/NCB/008/2026

**REQUEST FOR PROPOSALS: ENGAGEMENT OF QUALIFIED TRAINING PROVIDERS FOR THE
TALENT DEVELOPMENT PROGRAMME**

MAY 2026

Deadline for Submission: 7th June, 2026

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SECTION I - REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS: ENGAGEMENT OF QUALIFIED TRAINING PROVIDERS FOR THE TALENT DEVELOPMENT PROGRAMME

Lagos State Employment Trust Fund, LSETF, was established by the Lagos State Employment Trust Fund Law in 2016 to drive initiatives that tackle unemployment and enable wealth creation for all Lagos residents. LSETF provides entrepreneurship and employment opportunities through the acquisition of skills to get better jobs, improve access to finance, strengthen the institutional capacity of micro, small, and medium enterprises, and formulate policies designed to improve the business environment in Lagos State. In addition, LSETF develops programmes designed to train and place unemployed residents of Lagos in jobs.

The Lagos Innovates hosts a Talent Development Programme that is designed to strengthen the pipeline of job-ready tech talent to meet the evolving needs of Lagos' digital economy and startup ecosystem.

LSETF is soliciting proposals from qualified training organisations for the talent development programme.

In this Request for Proposal document, you will find detailed instructions relating to the submission of your proposal; **you are requested to strictly follow the instructions and provide the mandatory documents for your proposal to be considered for the Consultant Prequalification exercise.**

Please submit your Proposal titled “**Engagement of qualified training providers for the Talent Development Programme**” no later than close of business (4:00 p.m.) on **Sunday, 7th June 2026** through: <https://lsetf.ng/tenders>

Requests for clarification can be made to the below email address, on or before **Monday, 1st June 2026**: procurementunit@lsetf.ng

This RFP is solely for preparing and submitting a Proposal and confirmation of your ability to provide the required services. All information, both written and oral, which is obtained or provided in connection with this RFP is confidential.

Kindly note that submission of a proposal does not guarantee engagement. Applicants selected to work with the LSETF will be notified via email, alongside necessary information to continue with the selection process.

Those not selected will also be notified via email; LSETF is under no obligation to disclose the reason for rejection.

LSETF is NDPR compliant. By submitting your information and documents to us, you are agreeing to the storage and usage of your data by LSETF, in accordance with our privacy policy.

Yours truly,

Feyisayo Alayande
Executive Secretary

SECTION II – INSTRUCTIONS TO CONSULTANTS

A. INTRODUCTION

<p>1. General</p>	<p>This RFP is issued for submission of proposal for the Engagement of qualified training providers for the Talent Development Programme.</p>
<p>2. Definitions</p>	<p>«Day» means calendar day;</p> <p>«LSETF» means the Lagos State Employment Trust Fund;</p> <p>«NDPR» means National Data Protection Regulations;</p> <p>«Project Name» means "Request for Proposal - Engagement of qualified training providers for the Talent Development Programme.</p> <p>«Proposal» means a Proposal submitted by a Consulting firm, pursuant to this RFP;</p> <p>«RFP» means this Request for Proposal;</p> <p>«TOR» means the Terms of Reference, setting out the detailed scope of work required from the consulting firm.</p>

B. REQUEST FOR PROPOSAL

<p>3. Contents of the Request for Proposal</p>	<p>3.1. This RFP describes the procedure, terms, qualifications, requirements, and conditions for the submission of a Proposal. This RFP consists of the following:</p> <ul style="list-style-type: none"> ❖ The Letter of Request for Proposal ❖ Instructions to Bidders ❖ The Terms of Reference
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- 3.2. The Consultant shall examine the instructions, sample documents and requirements provided in this RFP and adhere to all instructions and requirements herein, in submitting a Proposal.
4. **Amendment of RFP**
- 4.1. At any time prior to the deadline for submission of Proposals, the LSETF, may for any reason at its own initiative or in response to a clarification requested by a consultant, modify the RFP.
- 4.2. All Firms that have received/access the RFP will be notified in writing or by standard electronic means of any amendments to the RFP.
- 4.3. In order to afford the firms reasonable time in which to take the amendments into account in preparing their Proposals, following a request for clarification LSETF may, at its discretion, extend the deadline for submission of Proposals.

C. PREPARATION OF PROPOSAL

5. Language	The Proposal and all related correspondence shall be in English.
6. Contents of Proposal	<p>6.1. The Proposal shall comprise of the Technical Proposal and the Financial Proposal.</p> <p>6.2. The Financial Proposal shall consist of the following documents:</p> <ul style="list-style-type: none"> ❖ A written letter signed by the authorized representative of the Firm; and ❖ The detailed breakdown of the estimated cost i.e. summary of cost and breakdown of prices <p>6.3. The Technical Proposal shall consist of the following documents:</p> <ul style="list-style-type: none"> ❖ The Profile of the Firm, setting out its organizational structure, relevant experience in leading or providing advisory on labour market, employment and policies to public or private organizations, its resource plan and the proposed methodology, work plan and team composition clearly indicating the team leader, and other key experts.

	<ul style="list-style-type: none"> ❖ Any other information which the firm reasonably believes is necessary, having reference to the contents of the TOR. 6.4. The Technical Proposal shall not contain any pricing information whatsoever. Pricing information shall be separated and only contained in the Financial Proposal. 6.5. Any information which the Firm considers confidential shall be clearly marked as such and shall be treated accordingly.
7. Currency of the Proposal	The prices in the Financial Proposal should be quoted in Naira . Payment will be budgeted and disbursed as Naira.
8. Validity of the Proposal	The validity period of the Proposal shall be 30 days .
9. Cost of Preparation of Proposal	The Firm shall bear all costs associated with the preparation and submission of its Proposal. LSETF shall in no case be responsible or liable for any costs associated with submitting Proposals, regardless of its conduct or the outcome of the Proposal. The LSETF reserves the right to annul the Proposal process at any time prior to awarding the contract, without thereby incurring any liability to the Firm.

D. SUBMISSION OF PROPOSAL

10. Sealing and marking of Proposal

The Firm shall place the Technical Proposal (and its supporting documents), and the Financial proposal (and its supporting documents) in **separate documents**, marked as such.

10.1 The documents shall indicate the name and address of your **Organization**, the **name and address of LSETF**, the **Project Name** and **reference number of the Proposal** as indicated in the Letter of Proposal.

10.2 **The supporting documents required are:**

1. Evidence of registration with Corporate Affairs Commission (CAC)
2. Tax Clearance Certificate for the preceding 3 (three) years 2022-2024 from the Lagos Internal Revenue service (LIRS)
3. Evidence of registration/renewal as a consultant with the Lagos State Public Procurement Agency (LASPPA) for the current year (2026)
4. Audited Financial Statement for the last 3 (three) years (2023- 2025)
5. Corporate profile of the company services and affiliations
6. Curriculum Vitae of at least 3 key professional staff
7. An affidavit that all documents submitted are genuine and verifiable

11. Deadline for the Submission of Proposal.

- 11.1. Proposals must be received through the link specified in above on or before the close of business on **Sunday 7th June 2026.**
- 11.2. Any Proposal received by LSETF after the deadline for the submission specified in paragraph 11.1 shall be returned unopened to the Firm
- 11.3. LSETF may, at their sole discretion, extend the deadline for the submission of Proposals by amending this RFP in accordance with the terms and conditions hereof.

12. Clarifications

- 12.1 A Firm requiring additional clarification of any part of this RFP may notify the LSETF via the contact details provided above. The LSETF will respond in writing, or by standard electronic means to any request for **clarification of the RFP that it receives no later than Monday, 1st of June 2026,** and may send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Firms. If LSETF deem it necessary to amend the RFP because of a clarification, it shall notify any firm that has submitted a Proposal prior to such amendment.

13. Modification/ Withdrawal of Proposal:

- 13.1. A Firm may withdraw its Proposal after the submission, provided that written notice of the withdrawal is received by LSETF prior to the deadline prescribed for submission of Proposals.
- 13.2. No Proposal may be modified subsequent to the deadline for submission of Proposals without prior approval from the point of contact specified above.

E. OPENING AND EVALUATION OF PROPOSAL**14. Opening of Proposals**

- 14.1 The LSETF shall only open Proposals received after the submission deadline with the Evaluation Committee only in attendance. **The Technical Proposals shall be open and evaluated prior to the opening of the Financial Proposals.**

15. Evaluation of Proposals

- 15.1 The Evaluation Committee shall evaluate and compare the Proposals as follows:

- ❖ Pre-Qualification exercise to determine that all requested documents were submitted and in the required format.
- ❖ Examination of the Technical Proposal in order to confirm conformity with specifications contained in the RFP and the substantial responsiveness of each Technical Proposal to the RFP. For this purpose, a substantially responsive Proposal is one that conforms to all terms and conditions of the RFP without material deviations. LSETF's determination of a proposal's responsiveness is based on the contents of the Proposal itself without any recourse to extrinsic evidence.
- ❖ Upon examination of the Technical Proposals, the Evaluation Committee shall select the Technical Proposals that are substantially responsive and examine the Financial Proposals submitted with such Technical Proposals. In examining the Financial Proposals, the Evaluation Committee shall verify any arithmetical errors. For example, if the Proposal in figures is different from the Proposal in words, the amount in words shall prevail. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.

16. Fraud and Corruption:

16.1. The LSETF and the consulting firm shall hold the highest ethical standards, both during the selection process and principle, and shall abstain at all times from corruption or fraudulent practices. Corruption and fraudulent practices are defined as follows:

- a) “*corrupt practice*” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process;
- b) “*fraudulent practice*” means a misrepresentation or omission of facts in order to influence a selection process;
- c) “*collusive practices*” means a scheme or arrangement between two or more Consultants with or without the knowledge of the LSETF, designed to establish prices at artificial, non-competitive levels;
- d) “*coercive practice*” means harming or threatening to harm, directly or indirectly, persons or their property to influence the selection process or affect the execution of a training program.

The LSETF shall reject a proposal for award if it determines that the firm recommended for contract award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in applying for the proposal.

SECTION III- TERMS OF REFERENCE

1. Background & Context

The Lagos Innovates Talent Development Programme is designed to strengthen the pipeline of job-ready tech talent to meet the evolving needs of Lagos' digital economy and startup ecosystem.

As part of its 2026 delivery targets, the Programme is scaling up an accelerated cohort to train between 1,000 – 1,200 Lagos residents across seven (7) high-demand technology skill areas, with a strong emphasis on employment outcomes and global industry relevance. Training commencement is targeted for no later than July 28, 2026,

This ToR therefore seeks to engage qualified training providers with proven capability to deliver at scale, at speed, and with measurable employment outcomes, in alignment with the Programme's performance benchmarks.

2. Objective of Engagement

To engage qualified training organisations to deliver end-to-end talent development services including candidate selection, training delivery, and job placement aligned to defined performance targets and the Programme's mandate of equipping Lagos residents with globally competitive digital skills.

3. Priority Skill Tracks & Expected Allocation

The programme will focus on the following seven (7) high-demand skill tracks, selected based on global employer demand data, Nigeria's digital economy priorities, and remote work market competitiveness:

Skill Track	Focus Areas	Expected Allocation	Duration
AI & Data Skills	Data Analysis, Data Science, Machine Learning, BI Tools (Power BI, Tableau), Python for Data	~200 trainees	8–16 wks
Software Development	Full-stack, Backend, Mobile Development, Python, MERN Stack	~200 trainees	12–24 wks
Product & UX Design	Product design, User Experience (UX) design, Figma, prototyping, UX research, portfolio development	~150 trainees	8–14 wks
Cybersecurity	Cybersecurity fundamentals, defensive security, CompTIA Security+ track, SOC analyst skills	~150 trainees	8–16 wks
Digital Marketing & Growth	Performance marketing, growth strategy, SEO, social media,	~150 trainees	6–12 wks

	Google/Meta Ads, AI-driven content, analytics		
Artificial Intelligence & Machine Learning	Python for AI, Machine Learning Algorithms, Deep Learning, Generative AI, Prompt Engineering, Model Deployment	200 trainees	16–20 wks
Product Management & Digital Entrepreneurship	Product Strategy, Agile/Scrum, Market Research, Road mapping, Stakeholder Management, Go-to-Market	150 trainees	12–14 wks
TOTAL	7 Skill Tracks	1,000 – 1,200 trainees	

Each partner is expected to propose a cohort size within 60–80 trainees per batch within one or more tracks. Partners with demonstrated capacity may propose larger batches, subject to LSETF approval.

4. Scope of Services

Selected partners will be responsible for:

- Candidate sourcing, screening, and selection aligned with programme criteria (LASRRA ID mandatory)
- Delivery of structured training programmes (4–24 weeks depending on track)
- Provision of qualified trainers with **minimum 3 years** industry experience
- Administration of assessments and issuance of certificates of completion
- Facilitation of job placement and employer linkage (**minimum 60% placement rate**)
- Submission of detailed monthly progress reports and a final impact report
- Maintenance of a waitlist of **minimum 20%** of approved trainee count for replacements

5. Programme Requirements & Key Performance Indicators

KPI	Target
Job placement rate (via training partners + placement partners)	Minimum 60% of all trained beneficiaries
Programme completion rate	Minimum 70% of enrolled trainees
Female participation	Minimum 40% per cohort — mandatory
Trainee data submission	Full dataset: admissions, attendance, performance, placement records
Waitlist maintenance	Minimum 20% buffer above enrolled count
Total beneficiaries trained	1,000 – 1,200 Lagos residents across 7 skill tracks

6. Program Timeline

#	Milestone	Responsible Party	Target Date
1	RFP Launch / Publication	Procurement Unit	May 8, 2026
2	NCB Bidding Window Open (4 weeks — mandatory minimum)	All Bidding Institutions	May 8 – June 7, 2026
3	Proposal Submission Deadline	All Bidding Institutions	June 7, 2026
4	MoU / Contract Signing with Selected Partners	LSETF Legal + Procurement + Partners	June 22 – June 28, 2026
5	Partner Onboarding & Call for Applications Launch	Programmes Unit + Partners	June 29, 2026
6	Application Window	Partners (Open to Lagos Residents)	June 29 – July 13, 2026
7	Candidate Screening & Selection	Partners (LSETF oversight)	July 7 – July 20, 2026
8	Final Admission List Submission to LSETF	Partners	July 22, 2026
9	Training Commencement — All Tracks	All Selected Partners	July 28, 2026
10	Mid-Programme Review (Attendance, Dropout, KPI Check)	Programmes Unit	September 2026 (Mid-point)
11	Training Completion & Graduation	Partners	Oct – Dec 2026 (track-dependent)
12	Verified Placement Reports Submitted	Partners + Placement Partners	Within 4 weeks of graduation

7. Commercial & Engagement Model

Engagement will follow a milestone-based payment structure tied to evidence-based deliverables:

Stage	Trigger Event	Evidence Required
20%	Admission List Approved	Verified admission list with full LASRRA IDs, gender breakdown (min 40% female), approved by LSETF
30%	Training Commencement	Written confirmation of training start, minimum cohort enrolled, trainer CVs approved
30%	Training Completion	Graduation report: graduate names, completion rate (min 70%), assessment records, certificates issued
20%	Verified Job Placement — Min 60%	Verified placement report: named graduates, employer/platform, employment type. Min 60% of all graduates placed

Payments are strictly tied to evidence-based deliverables. The final 20% tranche is withheld until the verified placement report is submitted and approved.

Note: Placement targets will be met through the combined efforts of training partners and designated placement partners.

8. Proposal Submission Requirements

Interested organisations must submit the following as part of their RFP response:

- Company profile, CAC certificate (Certified True Copy), and track record of training delivery
- Detailed curriculum per proposed skill track (modules, tools, learning outcomes, industry certifications where applicable)
- Delivery modality (online / physical / hybrid) with campus or platform details
- Trainer profiles demonstrating minimum 3 years' hands-on industry experience per trainer
- All-inclusive cost per trainee (covering facilitation, materials, assessment, and certification issuance)
- Job placement strategy: employer network, placement approach, and projected placement rate
- Proposed cohort size per skill track (within 60–80 trainees per batch; larger batches require justification)
- Past performance evidence: training volumes, completion rates, placement outcomes from prior programmes
- For Cloud Computing & DevOps and No-Code/Low-Code tracks: evidence of delivery capability in these specific areas

9. Evaluation Criteria

Evaluation Criterion	Weight
Demonstrated experience and scale of prior delivery	25%
Quality and relevance of curriculum to employer demand	25%
Strength of job placement capability and employer network	20%
Cost-effectiveness (value per trainee)	20%
Ability to meet training timeline (July 28, 2026, commencement and program milestones)	10%
TOTAL	100%

10. Eligibility Criteria for Beneficiaries

All training partners must apply and enforce the following non-negotiable beneficiary eligibility criteria:

Criterion	Status	Verification Method
Lagos State Residency — LASRRA ID & NIN	MANDATORY	Sight LASRRA card at onboarding. Record LASRRA ID on admission list. No LASRRA ID and NIN = no enrolment.
Age Range	18 years+	Valid government-issued ID (NIN, international passport, or driver's licence)
Female Participation	Min 40%	Partners must actively screen and select to meet this threshold. Non-compliance is a reportable breach.
Motivation Statement	Required	150–200 words written statement at application. Retained on file and shared with LSETF at cohort close.