LAGOS STATE GOVERNMENT

LAGOS STATE EMPLOYMENT TRUST FUND (LSETF)

LSETF/S-C/NCB/007-1/2026

REQUEST FOR PROPOSALS: THE PROVISION OF FUNDRAISING AND STAKEHOLDER ENGAGEMENT SERVICES TO THE LAGOS STATE EMPLOYMENT TRUST FUND

SEPTEMBER 2026

Deadline for Submission: 16th September 2026

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SECTION I - REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS: THE PROVISION OF FUNDRAISING AND STAKEHOLDER ENGAGEMENT SERVICES TO THE LAGOS STATE EMPLOYMENT TRUST FUND

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 State Employment Trust Fund is convening the Lagos Employment Summit 4.0, a five-day intercontinental event positioning Lagos as Africa's reference point for youth employment, enterprise development, and economic opportunity. The Summit carries a programme scale of ₦10 billion and requires a structured, high-level fundraising strategy to secure commitments from private sector organisations, development finance institutions, foundations, and institutional partners.

The Fundraising Consultant is engaged to secure sponsorship and partnership commitments for the Lagos Employment Summit 4.0 while simultaneously building the institutional relationships that position LSETF for ongoing co-funding, programme partnership, and strategic collaboration beyond the Summit. The Summit serves as the primary vehicle and entry point for these relationships. The objective is not one-off event sponsorship but the conversion of Summit partners into long term institutional allies and organisations that see LSETF as a credible, results-driven partner worthy of sustained investment and collaboration

LSETF is soliciting proposals from a consultant to undertake the fundraising and stakeholder services for the Lagos State Employment Trust Fund.

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 "Provision of fundraising and stakeholder engagement services to the Lagos State Employment Trust Fund'' no later than close of business (4:00 p.m.) on **Wednesday, 16th September 2026** through: https://lsetf.ng/tenders

Requests for clarification can be made to the below email address, on or before **Monday, 14th September 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

1.General	This RFP is issued for submission of proposal for the Provision fundraising and stakeholder services for the Lagos State Employment Trust Fund.
2.Definitions	«**Day**» means calendar day; «**LSETF**» means the Lagos State Employment Trust Fund; «**NDPR**» means National Data Protection Regulations; «**Project Name**» means "Request for Proposal - Provision fundraising and stakeholder services for the Lagos State Employment Trust Fund. «**Proposal**» means a Proposal submitted by a Consulting firm, pursuant to this RFP; «**RFP**» means this Request for Proposal; «**TOR**» means the Terms of Reference, setting out the detailed scope of work required from the consulting firm.

B. REQUEST FOR PROPOSAL

3. Contents of the Request for Proposal	3.1. This RFP describes the procedure, terms, qualifications, requirements, and conditions for the submission of a Proposal. This RFP consists of the following: ❖ The Letter of Request for Proposal ❖ Instructions to Bidders ❖ The Terms of Reference

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	6.1. The Proposal shall comprise of the Technical Proposal and the Financial Proposal. 6.2. The Financial Proposal shall consist of the following documents: ❖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 6.3. The Technical Proposal shall consist of the following documents: ❖ 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.

	❖ 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 ***8 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 **Wednesday, 16th September *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,14th of September 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.

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

THE PROVISION OF FUNDRAISING AND STAKEHOLDER ENGAGEMENT SERVICES TO THE LAGOS STATE EMPLOYMENT TRUST FUND.

1.0 BACKGROUND INFORMATION

These Terms of Reference ("TOR") describe the tasks to be performed by the Consultant Service Providers ("Consultant") to provide Fundraising services for the Lagos State Employment Trust Fund ("LSETF") and its conference tagged "Lagos State Employment Summit 4.0."

The Fundraising Consultant is engaged to secure sponsorship and partnership commitments for the Lagos Employment Summit 4.0 while simultaneously building the institutional relationships that position LSETF for ongoing co-funding, programme partnership, and strategic collaboration beyond the Summit. The Summit serves as the primary vehicle and entry point for these relationships. The objective is not one-off event sponsorship but the conversion of Summit partners into long term institutional allies and organisations that see LSETF as a credible, results-driven partner worthy of sustained investment and collaboration

The Lagos State Employment Trust Fund ("LSETF" or "the Fund") was established by the Lagos State Employment Trust Fund Law of 2016 to enable Lagos residents to realize their aspirations by providing leverage and access to finance.

The Lagos State Employment Trust Fund is convening the Lagos Employment Summit 4.0 a five day intercontinental event positioning Lagos as Africa's reference point for youth employment, enterprise development, and economic opportunity. The Summit carries a programme scale of ₦10 billion and requires a structured, high-level fundraising strategy to secure commitments from private sector organisations, development finance institutions, foundations, and institutional partners.

The Fund in Collaboration with other partners in Lagos state including the Ministry of Wealth Creation and Employment hosts a biennial Lagos Employment Summit that converges critical stakeholders within the employment and job creation ecosystem to discuss ongoing trends, achievements, challenges, and key opportunities for decent and sustainable jobs and wealth creation.

The summit will feature a 5-day integrated employment ecosystem activation (but not limited to) the following:

Access to Market - Access to Market is an LSETF program designed to bridge the gap between Lagos State's micro, small, and medium enterprises (MSMEs) and viable market opportunities. Through trade fairs, exhibitor placements, and curated showcases such as "Lagos on Display," the initiative gives beneficiary businesses a platform to display and sell their products to a wider audience, connect with potential customers and partners, and build the visibility needed to grow beyond their existing markets.

Employability Job Fair: The Employability Job Fair is a structured, full-day activation designed to close the gap between trained Lagos youth and the employers actively looking to hire them.

Bringing together 50 to 100 employers across diverse sectors under one roof, the Job Fair creates a curated environment where candidates are not just submitting CVs into a void but meeting hiring managers, attending interviews, and walking away with real commitments placements, internships, and pathways into employment.

Beyond the matching and hiring activity, three masterclasses will run throughout the day covering the future of work and how young Lagosians can identify, position themselves for, and tap into the emerging economic opportunities that will define the next decade of employment in Lagos State.

Employment Summit 4.0 - Main conference featuring:

- Keynote Speeches
- Goodwill Messages
- Fireside chat with industry leaders
- Panel Sessions & Presentations
- Breakout sessions
- Market Exhibitions booth
- Business Support Clinics

Gala Dinner - Evening reception for key stakeholders, partners, and leadership.

LSETF is seeking to engage a specialist Fundraising Consultant to lead the development and execution of the Summit's fundraising strategy from inception through to secured commitments.

2.0 SCOPE OF WORK

2.1 FUNDRAISING SERVICES

The specific objectives of this engagement are to:

The Fundraising Consultant will be responsible for the following:

Strategy Development
Develop a full fundraising strategy for LES 4.0 covering the minimum viable and stretch funding targets, funder segmentation, outreach timeline, conversion milestones, and a clear sequencing plan for Governor engagement. Present strategy to LSETF management for approval before execution begins.

Funder and Sponsor Identification
Conduct a comprehensive mapping of potential funders and sponsors across the private sector, development finance institutions, multilateral organisations, foundations,

and high net worth individuals. Prioritise prospects by likelihood of conversion and strategic alignment with the Summit's objectives.

Sponsorship Proposition Development
Develop a tiered sponsorship and partnership package covering Title, Gold, Silver, and Programme levels with clear value propositions, benefits, and investment levels for each. Packages must be compelling, market-appropriate, and aligned with what prospective funders value most. Minimum three bespoke propositions for high-value Title and Gold tier prospects.

Governor Endorsement Sequencing
Work with LSETF management to identify the optimal point at which the Governor's formal endorsement is activated to maximise its impact on sponsor conversion.

Prospect Engagement
Lead outreach and engagement with identified prospects. This includes initiating contact, presenting the Summit proposition, managing relationship development, and driving prospects through the conversion pipeline to formal commitment. For high-value Title and Gold tier prospects the consultant will be supported by LSETF senior leadership including the Executive Secretary and designated board members in prospect meetings and negotiations.

Negotiation Support
Work alongside LSETF management in negotiations with high-value prospects. Advise on deal structuring, terms, and partnership agreements to maximise the value and longevity of secured commitments.

Reporting and Pipeline Management
Maintain a live fundraising pipeline tracker updated weekly showing prospects contacted, stage of engagement, likelihood of conversion, and committed amounts. Present pipeline updates to LSETF management at agreed intervals.

Commitment Documentation
Support the formalisation of secured commitments through MoUs, sponsorship agreements, and partnership letters in coordination with LSETF's legal and finance teams.

Relationship Extension
Following the Summit ensure that secured partner relationships are transitioned into ongoing LSETF programme partnership conversations with a handover report and recommended next steps for each key partner submitted to LSETF management within four weeks of the Summit's close.

3.0 DELIVERABLES

Fundraising strategy document:- comprehensive strategy defining the minimum viable target of ₦3 billion and stretch target of ₦7 billion, funder segmentation, outreach timeline, conversion milestones, and Governor engagement sequencing plan. Approved and ready for execution within two weeks of engagement.

Prospect map:- minimum 50 identified and prioritised funders and sponsors across private sector, development finance institutions, foundations, and bilateral organisations. Segmented by tier, likelihood of conversion, and strategic alignment.

Sponsorship proposition deck:- four tiered sponsorship packages covering Title, Gold, Silver, and Programme levels. Minimum three bespoke propositions for high-value Title and Gold tier prospects. Ready for prospect presentations within three weeks of engagement.

Weekly pipeline report:- live fundraising tracker updated and shared with LSETF management every week showing prospects contacted, stage of engagement, likelihood of conversion, and committed amounts to date.

Minimum fundraising target:- evidence of formal commitments secured from a minimum of 20 sponsors and partners totalling a minimum of ₦3 billion ahead of the Summit date.

Stretch fundraising target:- evidence of additional commitments toward the ₦7 billion stretch goal. Reported as part of the final commitments report.

Final commitments report:- full documentation of all secured funding and partnership agreements. Delivered ahead of the Summit date and inclusive of signed MoUs, sponsorship agreements, and partnership letters.

Partner relationship handover report:- recommended next steps for transitioning each key Summit partner into an ongoing LSETF programme partnership conversation. Delivered within four weeks of the Summit's close.