**Invitation to Tender**

**Contractor for the Co-Founders Programme (North West)**

Due to the success of the Co-Founders programme in Belfast, we’re delighted to be launching the programme in the North West in February/March 2020.

Co-Founders is a unique programme for first time entrepreneurs and early stage startups. It helps talented individuals to form teams, build creative confidence and create a product that customers really want. It comprises two areas of focus: how to be a Co-Founder and how to develop a Product Mindset. You can find out more about the programme [here](https://wearecatalyst.org/programmes/co-founders/).

We are seeking to engage a contractor to work alongside the Programme Manager to fulfil the following responsibilities:

1. Promotion of Co-Founders to the relevant audiences in the NW including face to face meetings and presentations to key stakeholders
2. Using creative methods both traditional and digital to identify target individuals and teams.
3. Follow up with interested individuals by telephone, email and one to one meetings to encourage potential candidates to apply and provide greater clarity on the programme
4. Participate in the shortlisting of programme candidates and the interview process
5. Manage the logistics for the application process and the delivery of the programme (both the Hothouse and Core components) including communication with candidates, the facilitation team, other individuals involved in the delivery of the programme including experienced CEOs/Founders of technology businesses, booking rooms and catering
6. Attend and support the delivery and facilitation of the Hot House, Core workshops and Demo Evening as outlined in the key dates below
7. Primary point of contact throughout the whole process from applications through to completion of the programme
8. Manage the feedback process at the end of the programme including the collation of the feedback and reporting on key insights and recommendations for improvement.

**Programme Dates**

The contractor must be available on the following dates to fulfil the commitment of the role:

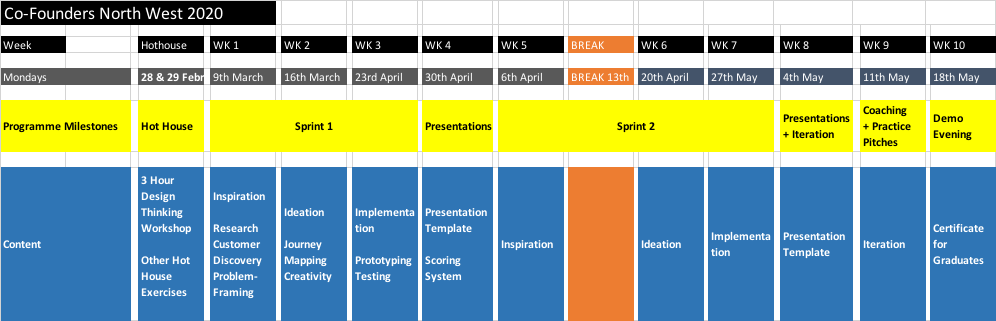
**Recruitment:** January/February – up to 20 hours per week for recruitment activities outlined above

**Interviews:** w/c 17th February – 3 days of interviews but can be flexible on dates

**Hothouse weekend:** Friday 28th (1pm to 10pm) and Saturday 29th February (8am to 5pm)

**Core programme:** Every Monday evening from 5pm to 9.30pm from Monday 9th March to 18th May.

**Evaluation**: w/c 25th May



**Deliverables and Targets**

* At least 100 applicants to the programme
* At least 80 programme participants to form up to 20 teams
* At least 12 teams to complete the full programme and present learnings and solutions at Demo Night to compete for one of five £10K grants available

**Essential Criteria**

* At least 4 years relevant experience in user experience and product development
* Evidence of working with commercial enterprises or companies, ideally SMEs or startups
* Delivering design sprints / design thinking methodology within technology companies
* Project Management experience
* Working with teams and delivering projects
* Customer facing role
* Recruitment of teams or team management experience
* Can-do attitude

**Judging Criteria**

Proposals will be assessed against the following criteria:

* Evidence of how you meet the essential criteria
* Proposed strategy for recruiting candidates in the North West
* Description of how you will use your previous experience and skill set to deliver the optimal experience for the Co-founders Programme candidates and achieve the deliverables and targets outlined above
* Cost (how you meet the requirements of the programme from recruitment, engagement with stakeholders, Hothouse weekend and delivery of core programme). There is a budget of up to £20,000 allocated to this role.

**Project Timeline**

Please submit your proposal to [sonya.kerr@wearecatalyst.org](mailto:sonya.kerr@wearecatalyst.org) by **12noon on Monday 6th January 2020.**

**January 2020 –** Co-Founder recruitment started

**March 2020** – Core Programme Delivery