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**Invitation to Tender - Co-Founders Coach 2021**

Due to the success of the Co-Founders programme since 2017, we now require an additional coach on a part-time basis to provide additional coaching support to the teams, with a specific focus on prototyping.

Co-Founders is a unique programme for first time entrepreneurs and early-stage start-ups.

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 at the following link: [www.co-founders.co](http://www.co-founders.co)

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

* Attend and support the delivery and facilitation of the Hot-House, Core workshops and Demo Evening as outlined in the key dates below.
* Provide additional coaching to the teams at a time outside of the normal programme hours equating to another 4 hours per week (day or evening) during Sprint 2 & 3.
* Progression of teams once programme finishes as required by Programme Manager. This is up to 4 hours per team (up to 5 teams) after programme completion for teams that are successful in securing additional coaching time.

**Programme Dates**

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

**Hothouse weekend:** Friday 18 (5.30 to 9pm) and Saturday 19 February (8.30am to 2pm)

**Design Bootcamp:** Saturday 6 March (9 to 12)

**Core programme:** Every Monday evening from 5.45 to 8.30pm from Monday 8 March to 7 June

**Coaching:** Sprint 2: April 4 x 1 hour sessions per week x 3 weeks

Sprint 3: May 4 x 1 hour sessions per week x 3 weeks

**Evaluation**: ½ day end of June - TBA

**Progression of top 5 teams:** coaching sessions after programme ends as agreed on a flexible basis with Programme Manager.

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**4. Deliverables and Targets**

* At least 10 teams to complete the full programme and present learnings and solutions at Demo Night to compete for one of five £10K grants available.

**5. Essential Criteria**

* At least 4 years relevant experience in user experience and product development, knowledge of the full development lifecycle and experience of taking products to market.
* Evidence of working with commercial enterprises or companies, ideally SMEs or start-ups.
* Delivering design sprints / design thinking methodology within technology companies.
* Project Management experience.
* Working with teams and delivering projects.
* Coaching teams/ individuals to help them achieve specific outcomes related to product/ service development.
* Customer facing role.
* Can do attitude.

**6. Judging Criteria**

Proposals will be assessed against the following criteria:

* Evidence of how you meet the essential criteria.
* Description of how you will use your previous experience and skill set to deliver the optimal experience for the co-founder programme candidates and achieve the deliverables and targets outlined above.
* Cost (how you meet the requirements of the programme and provide value for money in helping the Co-Founders succeed). There is a budget of up to £20,000 allocated to this role.

**7. Project Timeline**

Please submit your proposal to [jacqueline.mccann@wearecatalyst.org](mailto:jacqueline.mccann@wearecatalyst.org) by **12noon on Monday 15th February 2021.**

Timelines as above.