

IMPAQTO Capital

Request for Proposals

Data Room - Document Completion and Strengthening

Issued: April 2026 | Proposal Deadline: 2 weeks from publication

1. About Us

IMPAQTO Capital is a Latin American impact fund manager providing flexible mezzanine debt to high-impact SMEs in the Andean region. We are managing our Fund I (2.1M) and are actively fundraising for Fund II, targeting 25M USD with ticket sizes of 250,000–2,000,000 USD.

We are a small, hands-on team based in Quito, Ecuador, with direct presence in our target markets. We value partners who want to work alongside us — not just deliver documents.

Note on programme context: This RFP is issued under the Support Services Envelope of the Accelerating Impact / ISFA programme. The selected service provider will enter into a Services Agreement with IMPAQTO Capital and a tripartite Side Letter with Accelerating Impact Finance Luxembourg SARL SIS as payor. Payment is processed by Accelerating Impact within 35 days of invoice approval. Respondents should factor this payment structure into their proposals. Accelerating Impact should be copied on all relevant communications at programmes@acceleratingimpact.org.

2. What We Need

We are seeking a consultant or consulting team to help us strengthen and complete our LP due diligence data room for Fund II. Approximately 60% of documents exist in some form — ranging from working drafts to materials that need targeted improvement. The remaining 40% need to be built from scratch. This breakdown will be confirmed and detailed in the document status checklist shared at contract signing. We need a partner to work alongside us to review, revise, and bring those documents to institutional standard, and to produce the smaller number of documents that still need to be built from scratch.

This is a collaborative working engagement. We will be active participants throughout — providing first drafts, inputs, and context, and reviewing and discussing each document with the provider before it is finalized. The end result is a set of LP-ready documents that accurately reflect who we are and what we are building.

3. Scope of Work

The engagement covers three phases:

Phase 0 — Diagnostic & Scope Confirmation (Days 1–3)

Using the document status checklist we will provide at contract signing, the provider confirms the current state of each document, validates our self-assessment, and produces a final work plan with timeline and confirmed budget. This phase begins with a kick-off call within the first two days of engagement. The primary point of contact on our side is Michelle Arévalo-Carpenter; we expect weekly check-in calls and asynchronous updates via email for all substantive questions.

Phase 1 — Information Gathering (Days 4–10)

The provider requests and organizes all existing materials, drafts, and context needed per document category. For documents to be built from scratch, the provider identifies what inputs IMPAQTO Capital needs to supply. Deliverables will be considered complete only once IMPAQTO Capital has reviewed and confirmed that each document meets the standard required for institutional LP due diligence. The provider should expect at least one substantive revision cycle per document category before sign-off.

Phase 2 — Document Production & Completion (Weeks 2–4)

The provider works through each document in scope, collaborating with the IMPAQTO Capital team to review, strengthen, and where necessary build from scratch. Priority-A documents — those in the Fund Overview & DDQ, Internal Governance, and Track Record categories, which are required before formal LP due diligence begins — are addressed first. Priority-B documents (Investment Strategy, Operations Manual, Financial Model, ESG/Impact, Market Context) follow in parallel where possible.

Phase 3 — Review & Feedback Cycles

Documents are delivered by category for IMPAQTO Capital review. Each feedback cycle targets a 48–72 hour turnaround.

4. Deliverables

The following document categories are in scope. The provider will receive a detailed status checklist at contract signing showing the current state of each individual document.

- **Fund overview & DDQ** — Completion of the full ILPA 2.0 Due Diligence Questionnaire (~250 questions) and supporting fund overview materials.
- **Internal governance policies** — Code of Ethics, Conflict of Interest Policy, Anti-Corruption Policy, Whistleblower Policy, and Data Protection Policy.
- **Track record & portfolio documentation** — Fund family diagram, consolidated portfolio table, individual investment case studies, portfolio financial indicators, and success/failure narratives.
- **Investment strategy & policy** — Standalone investment thesis document (10–15 pages), detailed investment policy, instrument descriptions (RBF - Revenue Based Financing, mezzanine), investment risk matrix, credit and impact scoring framework, and competitive analysis.
- **Technical Assistance (TA) framework** — TA model narrative and TA facility budget and governance document. This deliverable will be activated if and when a TA facility is confirmed as part of the Fund II structure, which we expect to determine no later than the end of Phase 0. If not activated, the TA framework is excluded from scope and budget.

- **Operations manual & operational policies** — Complete investment process manual (40–60 pages, covering origination through exit), valuation policy, provisioning policy, fund documentation standards, Investment Committee governance document, template of Investment Memo document, and company selection criteria.
- **Financial model & fund economics** — Review and strengthen our existing 10-year fund financial model to ensure it meets institutional standards. Work covers: waterfall and carry calculation, scenario analysis (base/pessimistic/optimistic), and management fee schedule. The provider will not be building a model from scratch; the engagement is a review, gap-fill, and upgrade of an existing working model. The provider is responsible for the quality of the revised output but not for the underlying fund economics assumptions, which remain IMPAQTO Capital’s responsibility.
- **ESG, impact & DEI** — Full ESG/E&S Management System (SARAS - Sustainability Assessment and Rating System), pre-investment ESG due diligence process, ESG indicators and reporting framework, theory of change, IRIS+ indicator framework, impact monitoring methodology, and gender lens integration document.
- **Market context** — Macroeconomic overview of target markets and sector-level market outlook documents.

The following are explicitly out of scope, handled directly by IMPAQTO Capital or its legal counsel: LPA, PPM, subscription agreement, AML/KYC compliance program, regulatory registrations, insurance, audited financial statements, and legal opinions.

5. What We’re Looking For in Proposals

Please keep your proposal concise and practical. We want to understand:

- **Your team** — names, roles, and relevant experience in fund document production for impact-oriented or private credit funds. Experience with ILPA standards, IFC Performance Standards, and IRIS+ is valued.
- **Your methodology** — how you approach producing and assembling a data room of this scope, including how you manage iterative feedback cycles with a small, active client team.
- **Your diagnostic approach** — how you would run Phase 0 and what your experience tells you about common gaps at this stage of fund development.
- **Sample work** — examples of comparable data room, policy, or fund document work with international fund managers. Anonymized examples are welcome.
- **Proposed timeline** — your estimate of how long the full engagement will take, with key dependencies noted.
- **Fee structure** — your proposed fees, whether hourly, fixed, or a range pending the Phase 0 diagnostic. If proposing a range, describe what drives the variance.

Proposals will be evaluated on the following criteria: Relevant experience and sample work (35%), Technical approach and methodology (30%), Proposed timeline and feasibility (20%), Fee structure and value (15%). Shortlisted providers may be invited for a brief call prior to final selection.

6. Timeline

RFP published	[Date to be confirmed upon publication]
Proposal submission deadline	2 weeks after publication

Provider selection	~1 week after deadline; shortlisted providers may be contacted for a brief interview
Contract signature	TBD
Engagement start	Within 5 working days of contract signature
All documents finalized	~6 weeks after start

We are working toward a Fund II first close in late 2026 and need the data room ready well ahead of that for LP due diligence conversations. Timing matters.

7. A Note on How We Work

We are a lean team and we want a genuine working partner on this, not a vendor who disappears between deliverables. The documents in this data room need to tell a coherent story about IMPAQTO Capital Fund II — not just exist. The best outcome is a provider who understands our thesis, pushes back when something doesn't work, and treats this as a collaborative process.

We commit to providing first-draft materials and relevant inputs within 2 business days of the engagement start, to enable the provider to begin work immediately. We will provide first drafts, inputs, and working sessions for every document. We expect the provider to bring judgment, structure, and momentum. All providers will be required to sign a Non-Disclosure Agreement (NDA) prior to receiving the detailed document checklist and any existing draft materials

8. How to Submit

Please send your technical and financial proposal to:

Justin Schwartz — justin@impaqto.net

Please copy programmes@acceleratingimpact.org on your submission.

All respondents must include a Conflict of Interest Declaration confirming that they have no conflicts of interest with IMPAQTO Capital, its current investors, or portfolio companies. If a potential conflict exists, please disclose it and we will assess whether it is material.

Payment terms: Fees are paid upon delivery and acceptance of agreed deliverables. Because payment is processed by Accelerating Impact Finance Luxembourg SARL SIS as the programme payor, respondents should expect a payment timeline of approximately 35 days from invoice approval. Please account for this in your proposal.

Confidentiality: All proposals received will be treated as confidential and shared only with IMPAQTO Capital and Accelerating Impact programme staff involved in the selection process. Proposals will not be shared further without the respondent's consent. Unsuccessful respondents will be notified once a selection is made.

Questions? Reach out before the deadline — we are happy to jump on a call to clarify anything.

This RFP is issued under the Support Services Envelope of the Accelerating Impact / ISFA programme. See Section 1 for full programme context and payment terms.