



Internship in Ghana Proposal | June 16th, - July 18th 2026

Summary

This Statement of Work represents a proposal from Hilltop Global Group, LLC. ("Hilltop") to San Mateo County Community College District ("Customer," "SMCCCD") to deliver a summer internship program in Ghana. Students will be assigned in groups to different local companies and will spend most of the time working on pre-assigned projects and operational tasks as assigned. The overarching program theme will be **Social Innovation and Entrepreneurial Leadership in Africa.**

Note: All participants should be in-country on June 28th, 2026. The in-person internship program will start on June 29th, and finish on July 17th, 2026. Departure to home countries will be on July 18th, 2026.

Requirements

SMCCCD will require the following services from Hilltop:

1. **Same-sex double-occupancy accommodation (3* Hotel)**
2. **Transportation to select events**
3. **Provide a welcome and farewell dinner**
4. **Facilitate virtual pre-departure orientation**
 - a. **Session 1:** Program meeting kick-off & Hilltop orientation
 - b. **Session 2:** Meeting with assigned host companies
5. **Project Sourcing, Curation, and Design: Hilltop will curate and facilitate** distinct cross-industry projects with various companies in Ghana. Dedicated company representatives will supervise the students' work.
6. **Facilitate post-internship recap & trip reflections.**
 - a. **Session 1:** Program recap & student reflections



Program Curriculum Summary Outline:

1. Mandatory virtual pre-departure orientation - June 16th, 2026
2. Mandatory virtual company meet and greet - June 17th, 2026
3. Virtual internship begins - June 22nd to June 25th, 2026
4. In-country internship - June 29th to July 17th, 2026
5. Mandatory post-internship virtual recap & trip reflection - July 24th, 2026
 - a. This may be amended to in-person to happen at the end of the last week in the country
6. In-country: Mondays - Thursdays - 9 a.m. to 5 p.m. - Onsite work with designated Project Client
7. In-country: Fridays from 9 a.m. to 12:30 p.m. - Instructor-led Course sessions
 - a. Professional Development
 - b. Emotional Intelligence
 - c. Cultural Sensitivity
 - d. Assessing personal strengths and weaknesses
 - e. Evaluating decision-making tools & models
 - f. Short case study & role-playing to reinforce concepts taught
8. The contact hours over the Virtual component are:
 - a. Pre-departure and Post-trip reflection: 1.5 hours x 2 sessions = 3 hours
 - b. Virtual Company Meet and Greet = 1.5 hours
 - c. Virtual Internship: Mon - Thur 8 hours a day x 4 days = 32 hours
9. The contact hours over the 3-week in-country program are:
 - a. Mon - Thur Internship: 32 hours a week x 3 = 96 hours
 - b. Friday Leadership Development Program: 3.5 hours X 3 = 10.5 hours
 - c. Experiential & Cultural (Weekends) = 22.5 hours
 - d. Total estimated contact hours: **165.5 hours**



Hybrid Hilltop Summer 2026 Internship Program, Accra, Ghana, June 16th- July 18th

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| Virtual Pre-Departure Orientation - Tue June 16th | <ul style="list-style-type: none"> ● Hilltop virtual pre-departure orientation (mandatory) <ul style="list-style-type: none"> ○ Code of Conduct ○ Health and Safety ○ Workplace Norms ○ Cultural Sensitization |
| Virtual Company Engagement - Wed June 17th | <ul style="list-style-type: none"> ● All Students meet with host companies for introductions (mandatory) <ul style="list-style-type: none"> ○ Program and Company Introduction - company culture, work structure, hours, etc ○ Project Outline and Expectations ○ Q&A Session |
| (Week 1) Mon June 22nd to Thur June 25th | <ul style="list-style-type: none"> ● Mon - Thur (9 am - 5 pm) - 4-day virtual internship work with the sponsor company (mandatory) <ul style="list-style-type: none"> ○ Focus on co-developing projects, timelines, and deliverables |
| Buffer - Fri June 26th | Travel Preparations |
| Travel Day - Sat June 27th | Travel to Ghana |
| Arrival Sun June 28th | <ul style="list-style-type: none"> ● Airport pickup ● Check-in to hotel <ul style="list-style-type: none"> ○ Free time to get acclimatized/recover from jetlag ● 9 am - 10:30 am - ● 11 am - Noon - Lunch in hotel (Hilltop provided) ● 12:30 pm - 2 pm Ghanaian Language (Twi) Class ● 2:30 pm - 4 pm - Ghanaian History Lecture ● Free Time/Money Changing/Measurements for Custom-Made Clothing (optional) ● 6:30 pm - Welcome Dinner at Rehab Beach Club (provided by Hilltop) |
| (Week 2) Mon June 29th to Thur July 2nd | <ul style="list-style-type: none"> ● 8 am - Breakfast at accommodation ● 9 am - 5 pm - 4-day internship work at sponsor company ● Evening - Dinner on own account |
| Fri July 3rd | <ul style="list-style-type: none"> ● 8 am - Breakfast at accommodation ● 9 am - 12:30 pm - Leadership Development Program session ● 1 pm - Lunch (provided by Hilltop) ● 2 pm - Accra City Tour |



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| | <ul style="list-style-type: none"> ○ National Museum ○ Black Star Square ○ Kwame Nkrumah Memorial Park ● Evening - Dinner on own account |
| Sat July 4th | <ul style="list-style-type: none"> ● 8 am - Breakfast at accommodation ● 9 am - Depart for Akosombo <ul style="list-style-type: none"> ○ Visit Beadmaking Factory ○ Lunch at Afrikiko (provided by Hilltop) ● 4 pm - Return to Accra ● Dinner on own account |
| Sun July 5th | <ul style="list-style-type: none"> ● 8 am - Breakfast at accommodation ● 10 am - Afrobeats Dance Lesson <ul style="list-style-type: none"> ○ Fitness session/learn Afrobeats dance moves ● Lunch (provided by Hilltop) ● Free afternoon ● 6:30 pm - Dinner on own account |
| (Week 3) Mon July 6th to Thur July 9th | <ul style="list-style-type: none"> ● 8 am - Breakfast at accommodation ● 9 am - 5 pm - 4-day internship work at sponsor company ● Evening - Dinner on own account |
| Fri July 10th | <ul style="list-style-type: none"> ● 8 am - Breakfast at accommodation ● 9 am - 12:30 pm - Leadership Development Program session ● Free afternoon ● Lunch and Dinner on own account |
| Sat July 11th | <ul style="list-style-type: none"> ● 8 am - Breakfast ● 10 am - Ghanaian cooking class and Batik-making experience ● 1 pm - Lunch (provided by Hilltop) ● 6:30 pm - Dinner on own account |
| Sun July 12th | <ul style="list-style-type: none"> ● 5 am - Packed breakfast and depart hotel <ul style="list-style-type: none"> ○ Visit Cape Coast Castle ○ Visit Kakum National Park ○ Experience a canopy walk on suspension bridges overlooking the fantastic rainforest with several species of flora and fauna ● 1 pm - Lunch at Kakum Restaurant (provided by Hilltop) ● 4 pm - Return to Accra ● Dinner on own account <p><i><u>Learning Objective:</u> Visit Cape Coast Castle, both Unesco-designated heritage sites. The guided and narrated tours will include stops through the slave dungeons and the infamous “Door of No Return” (the final exit the slaves took). This trip is especially pertinent in the current</i></p> |



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| | <p><i>period promoting a renaissance project (2020-2030) spearheaded by the Ghanaian Government known as “Beyond the Return,” This follows 2019’s acclaimed “Year of the Return” campaign, which marked 400 years since the first African slaves arrived in America.</i></p> |
| <p>(Week 4) Mon July 13th to Thur July 16th</p> | <ul style="list-style-type: none">● 8 am - Breakfast at accommodation● 9 am - 5 pm - Final 4-day internship work at sponsor company<ul style="list-style-type: none">○ Finalize Project work and present findings to companies● Evening - Dinner on own account |
| <p>Fri July 17th</p> | <ul style="list-style-type: none">● 8 am - Breakfast at accommodation● 9 am - 12:30 pm - Final Leadership Development Program session● 2 pm - Visit Accra Arts Centre (optional)● Celebratory Farewell Dinner (provided by Hilltop) |
| <p>Departure Sat July 18th</p> | <ul style="list-style-type: none">● 5 am - Check out and depart for airport● 5:30 am - Airport dropoff |
| <p>Post-Trip Reflection - Fri July 24th</p> | <ul style="list-style-type: none">● All students and faculty present to discuss experience (mandatory) |



Hilltop Global Group Services

Scope | Work Inclusions

1. Accommodation
2. Daily Breakfast
3. Opening and farewell dinners
4. Select lunches & dinners as specified in the itinerary
5. Entrance fees to attractions in the itinerary
6. Transport credit for travel to internship sites
7. Transportation to and from scheduled cultural visits and weekend attractions in the itinerary
8. Transportation to & from the airport

Scope | Work Exclusions

1. Visa Services
2. Self-arranged tours and excursions

Important Notes:

1. No bookings have been made yet
2. Accommodation is subject to availability and will only be confirmed once the deposit has been received. Standard hotel check-in time is 3 p.m.
3. Exchange Rate Adjustment Clause - All program costs quoted in U.S. dollars are based on prevailing exchange rates at the time the proposal is issued. As exchange rates continue to fluctuate, Hilltop Global Group may adjust the final invoice as necessary to reflect changes in currency values, particularly for proposals issued well in advance of the program start date or involving substantial payments in foreign currencies. If an adjustment is necessary, Hilltop will notify the client accordingly.
4. The proposal is based on pricing as of December 2025. If inflation continues to rise at its current rate, costs around the time of travel could change significantly. A good determination can be made around 60 days before scheduled trip dates, which is the point at which several reservations would have to be confirmed with payment.
5. Changes to the scope are subject to additional cost. If any significant changes are made, a new quote will be issued.
6. Applications close on **March 14th, 2026**
7. Full payment per participant is required by **May 2nd, 2026** (45 days before the event start date).
 - a. Invoices will be sent to individual participants upon acceptance into the program.
 - b. Participants will have the ability to make partial payments until the total amount is received or paid in full (one-time payment)
 - c. Hilltop suggests the following payment schedule for applicants who need some guidance/model to make payments (assuming these applicants submit earlier than the application close date)



- i. February 2nd, 2026 - Suggested Payment Amount: \$1,187.50
 - ii. March 2nd, 2026 - Suggested Payment Amount: \$1,187.50
 - iii. April 2nd, 2026 - Suggested Payment Amount: \$1,187.50
 - iv. May 2nd, 2026 - Suggested Payment Amount: \$1,187.50
- d. **Note:** For students who receive the Umoja fellowship, the following alternate requirements will apply:
- i. Students will be invoiced and need to pay a \$450 refundable deposit
 - ii. When Hilltop receives the full funding for each student from SMCCCD, Hilltop will refund each student the \$450 deposit within 1 month of receiving the funds.

Withdrawal/Cancellation Policy (For Individual Students):

1. A \$250 processing fee will be applied/paid per participant if a request to withdraw/cancel is received by or before **March 18th, 2026** (more than 90 days before the event start date).
 - a. All other payments/fees would be refunded to the participant.
2. A 50% cancellation fee per participant will apply if a request to withdraw/cancel is received between **March 19th, 2026** and **May 2nd, 2026** (more than 45 days before the event start date).
3. No refund will be given if a request to withdraw/cancel is received after **May 2nd, 2026** (45 days or less from the event start date). Certain suppliers have terms and conditions different from ours listed above, and you will be charged accordingly.

Impossibility Policy:

1. Neither party shall be responsible for failure to perform this agreement if circumstances beyond their reasonable control (including, but not limited to, acts of God, governmental authority, declared war in the country in which "Hilltop" is conducting an event, global pandemic (e.g., COVID-19) or terrorist attacks in the city in which the event/engagement is located) make it illegal or impossible for "Hilltop" to hold the Event. The affected party may terminate this agreement without liability upon providing written notice to the other party within ten (10) days of such occurrence.
2. If the Event is properly canceled by "Customer" due to a valid Impossibility occurrence as described above, then upon "Customer" written request for cancellation, "Hilltop" will hold all prepaid deposits or advance payments made by "Customer" to "Hilltop," less any expenses "Hilltop" has incurred in preparation for the event and utilize such funds for a future contracted engagement with "Customer."



Costs

The following table summarizes costs for the fixed price for **Hilltop's Turnkey Service Package** for the comprehensive custom services provided per this proposal.

Service Description:

Hilltop Turnkey Service Package for students in the 3-week hybrid* *Internship in Ghana - Program Fee* (includes placement, accommodation, select transportation, experiences, professional development course with micro-credential, select meals, and more)

| Service Options | Standard Unit Price Per Student | Discounted Price For SMCCCD Students |
|---|---------------------------------|--------------------------------------|
| Hilltop Turnkey Service Package for 3-week Hybrid Internship in Ghana - Program Fee (includes placement, accommodation at GC Royal Hotel, select transportation, experiences, professional development course with micro-credential, select meals, and more) | \$5,250.00 | \$4,750.00 |

- *3 weeks of the program will be in the country, and a combined week on the front and back end will be for program orientation and reflections
- *The per-person price is for turnkey services for major components, such as accommodation, transportation company placements, excursions, and cultural experiences. Selection in the program and reservations will only be made once the contract and code of conduct are signed and deposits are received.



Learning about cocoa value chain in Ghana



Shaping the African Narrative through experiential learning

ABOUT US

Hilltop's leadership are all Alumni of the Executive MBA Program at Georgetown University. The team draws from their first hand experiences and strong professional expertise working on the African continent to curate and deliver an extensive range of standard or customized program services.

Team Hilltop's services extend well beyond logistics to cross-industry consulting project sourcing & design, including key growth industries, curating unique cultural & humanitarian experiences, service project initiatives and much more.

Hilltop is a member of the Executive MBA Council (EMBAC), the Diversity Abroad Network and other industry associations.

FOCAL DESTINATIONS

Ghana - Africa's "Gold Coast", rich natural resources with low trade and investment barriers. Model for democracy and peaceful political transitions.

Kenya - One of Africa's premier tourist destinations and the East African economic and transportation hub. Local Hilltop presence.

Namibia - South Western African country rich in minerals resources.

Nigeria - Africa's most populous country and one of the largest economies.

South Africa - One of Africa's largest and most developed economies with strong appeal for tourism and trade.

Tanzania - One of Africa's high growth rate economies with abundant natural resources and strong tourism sector.

OTHER DESTINATIONS

- **West Africa / Europe** - Gambia and Canary Islands
- **East Africa** - Ethiopia

- **Central Africa** - Rwanda
- **North Africa** - Morocco



Ghana - Day out on Cocoa Farm



Cape Town, South Africa

TURNKEY DESTINATION MANAGEMENT SERVICES:

- Comprehensive in-country logistics
- Accommodation
- Cultural experiences
- Curated Tours
- Corporate visits
- Humanitarian Activities/Service Projects
- Consulting Projects - Sourcing & Design
- And more.....!



Amazing trip to Namibia



Lecture at Sustainability Institute - Cape Town



Ghana - Visit to Cocoa Farm



Nairobi, Kenya - Visit to Renewable Energy Plant

Contact us for a FREE consultation! We welcome you with a unique customized gift from Africa!