



NATIONAL ASSOCIATION FOR SOCIAL CHANGE ENTITIES IN EDUCATION

Request for Proposals

I. Purpose

Established in 2019, the National Association for Social Change Entities in Education (NASCEE) is seeking proposals from service providers to provide management agency services for a period of one year with an option to renew for a further one year during its start-up phase.

Applications must be submitted electronically to the NASCEE Project Manager by no later than 14 February 2020 at 17h00.

II. Background

NASCEE is registered as a Non-Profit Organisation (NPO) and is in the process of applying to SARS for Public Benefit Organisation (PBO) status. We have recently transitioned to setting up an Executive Committee (Chair, Vice Chair and Treasurer), as well as three subcommittees. The Association currently has a part time Project Manager to keep the independence of the organisation separate from the hosting entity from which it draws its resources currently and one full time administrative support professional. It is envisaged that NASCEE, once it has secured sufficient start-up funding will be completely independent in terms of financial and human resources as well as organisational infrastructure.

A Board of ten individuals was established through a facilitated voting process. The NASCEE Constitution was also approved at a founding meeting. NASCEE, through its collaborative approach in foregrounding the work of Education focused NPOs, aims to strengthen the capacity, quality and impact of NPOs for both established and smaller rural based entities.

Currently, NASCEE has a database of 2 800 NPOs in education that it communicates with on a regular basis. However, this number can increase as more information of registered NPOs becomes available and NASCEE aims to expand its influence by enabling effective collaboration through the delivery of education projects.

III. Scope of Work

NASCEE is a newly formed Association. As it moves into its next phase of growth, it is critical to have a management agency that upholds the mission and ideals of NASCEE. We are soliciting applications from service providers, ideally Gauteng based, that are in a position to provide the

Administrative/Operational, Marketing/PR, Financial (including Fundraising) and Governance services required for NASCEE. The management agency will be accountable to the Board of Directors. The focus area in this phase will be to grow the membership and to ensure that NASCEE becomes financially self-sustaining by providing quality services on behalf of NASCEE. The following focus areas are necessary:

- Facilitating opportunities by actively looking at projects that can be scaled to have wider reach or larger impact;
- Extending capacity of NPOs working in education, through targeted training and collaboration, so that they can deliver on identified projects;
- Enhance good governance, inculcate shared responsibility and accountability to all stakeholders;
- Encourage reflection within the sector and continuous improvement practices to maximise the learning from projects;
- Showcasing and promoting projects/programmes that have an impact and make a difference in education; and
- Through an evidence-based approach, utilise members experiences and learnings to lobby and advocate for change at various levels with identified stakeholders within the education ecosystem.

IV. Criteria

Interested organisations must meet the following minimum criteria in order to be shortlisted:

1. Adequate infrastructure to carry out the tasks indicated in this Request for Proposals
2. Dedicated staff for the work of NASCEE
3. At least five years of experience in managing and supporting another organisation in:
 - a. Governance support,
 - b. Accounting services,
 - c. Fundraising,
 - d. Consulting,
 - e. Executive coaching,
 - f. IT services,
 - g. Providing meeting space.

The appointed organisation must have the ability to transfer the knowledge, skills and habits of excellent organizational operation back to NASCEE in a handover process envisaged to be in years 3 and 4 of operation.

IV. Deliverables

The appointed organisation will be expected to deliver the following:

1. Report to the NASCEE board on a monthly basis
2. Grow NASCEE by 200 members in the first year of operation
3. Prepare and host all Board and committee meetings (Exco, Governance & Finance, Communication & Marketing),
4. Liaise with all members and potential members
5. Fundraising

6. Meet with broader stakeholders to establish and maintain partnerships including but not limited to DBE, DHET, IPASA, SAMEA, Edvision, etc
7. Maintain the NASCEE website
8. Ensure Communication strategy is implemented on all NASCEE platforms
9. Design and implement the Marketing and PR strategy for NASCEE
10. Prepare and facilitate regional workshops
11. Produce at least four Newsletters per annum
12. Prepare for and host the annual conference and AGM

V. Evaluation and Award Process

Submissions must include the following information:

- A proposal narrative (not to exceed 15 pages) which include the following:
 - A business profile of the applicant
 - An overview of Administrative and Operational Integrity, including description of: Operational Policies and Procedures; Staffing; and Financial Management, Accounting, Administrative, Human Resources, Risk Management and Technical Assistance Systems.
 - Description of the administrative and accounting support that the applicant provides
- Documents showcasing the service providers fiscal integrity: Annual Budget; Annual Financial Audit; and Project Fund Accounting and Monitoring Systems and Mechanisms.
- Documents showcasing governance and operational structures: Code of Ethics; Board Governance; Conflict of Interest Policy, etc.
- Three recommendations, preferably from similar structured membership groups

Criteria	Weight
Capacity	30%
Previous experience	20%
References	20%
BBBEE	10%
Price	20%
Total	100%

The applications will be reviewed by the NASCEE Governance Working Committee. Shortlisted applicants will be called to be interviewed by a panel in the second week of February 2020. Interviews will take place in the third week of February. The final decision will be made before the end of February 2020.

Interviews of short-listed applicants will be held in Johannesburg and no travel costs are included.

VI. Points of contact for future correspondence

Interested individuals are requested to respond via e-mail with the above requirements. Submission deadline is 5pm Pacific Time on 14 February 2020. The NASCEE Secretariat is available for a 15 min. call to answer clarifying questions before the submission date on 083 60 25698. All questions and clarification regarding this request and/or submission should be directed to:

Dr Rooksana Rajab:

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