



## REQUEST FOR PROPOSAL

### Delivery of a Customised Online Project Management Skills Training Programme for NGOs in Education

**Issued by:** National Association of Social Change Entities in Education

**Issue Date:** 17 April 2025

**Closing Date for Submissions:** 09 May 2025

#### 1. Introduction and Background

The National Association of Social Change Entities in Education ([NASCEE](https://nascee.org.za/)) is a membership-based organisation representing over 170 NGOs and non-profit organisations working to improve education outcomes in South Africa. NASCEE exists to strengthen collaboration, innovation, and capacity within the education non-profit ecosystem.

To support the professional development of our member organisations, NASCEE seeks to procure the services of a qualified service provider to deliver an **online skills training programme in Project Management**, tailored specifically for the **non-profit sector**, with an emphasis on NGOs working in **basic education**.

#### 2. Objectives of the Project

The primary objective is to equip two cohorts of 25–30 participants from NASCEE member organisations with **practical, context-relevant project management skills** that can be applied immediately to their work in the South African education NGO sector.

The training programme should aim to:

- Build a strong foundation in **core project management principles** and how these are adapted for mission-driven, resource-constrained environments.
- Strengthen delegates' ability to **design and plan effective education projects**, including setting outcomes, structuring timelines, and allocating resources.
- Develop skills in **budgeting and financial oversight** within the framework of donor compliance and NGO accountability.
- Improve understanding and application of **Monitoring, Evaluation and Learning (MEL)** frameworks to track and improve project impact.



**Non-profit Organisation Registration Number: 231-678 | PBO Reference Number 930066671**

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- Enhance skills in **managing project teams and engaging stakeholders**, including donors, communities, and implementation partners.
- Equip participants with tools for **identifying and managing project risks**, and for responding adaptively in dynamic and complex implementation contexts.
- Prepare participants to produce **high-quality reports**, ensure **donor compliance**, and conduct effective project closure and knowledge handover.
- Equip participants with **AI tools** to utilise for project management efficiencies.

In addition to the technical skills, the programme should foster **peer learning, reflection, and collaboration**, through small group coaching sessions and practical application exercises.

### 3. Scope of Work

The selected service provider will be expected to:

- Design and deliver a **5–7 week online training programme**, consisting of one core module per week.
- Each module should include a **2–4 hour live online session**, allowing for interactive learning, breakout activities, and reflection.
- Provide **small group coaching or mentoring sessions** to consolidate learning (e.g., one session every 2 weeks, with 5–7 delegates per group).
- Include practical assignments, case studies, or tools relevant to the education NGO context.
- Provide all required learning materials and session recordings.
- Track and report on delegate engagement, progress, and feedback.
- Offer a certificate of completion or recognition for participants who complete the programme.
- Coordinate with the NASCEE team on scheduling, communications, and delegate support.

### 4. Programme Budget

The total budget allocated for this project management training programme is **R492,500.00 (inclusive of VAT)**. This amount is expected to comprehensively cover all aspects of the training and implementation. Proposals should clearly outline how the budget will be utilised, with consideration given to the following key cost areas:

- **Facilitation Fees:** Costs associated with professional trainers or facilitators to deliver the content effectively.
- **Training Materials:** Development and distribution of workbooks, documents handouts and all relevant learning resources.
- **Assessment and Certification:** Expenses related to learner assessments, moderation, and the issuing of certificates upon successful completion of the programme.
- **Project Management and Administration:** Time and resources dedicated to coordinating the training, including reporting, communication, scheduling, and overall monitoring and evaluation.



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- **Contingency/Other:** Any other relevant costs necessary for the successful delivery of the training.

## Core Module Topics

The course must be tailored for NGOs working in education, and should cover the following core modules:

1. Foundations of Project Management in the NGO Sector
2. Project Design and Work Planning
3. Budgeting and Financial Oversight
4. Monitoring, Evaluation and Learning (MEL)
5. Stakeholder Management
6. Risk Management and Adaptive Problem Solving
7. Reporting, Compliance and Project Closure

## 5. Target Audience

Delegates will be mid-level to senior staff members working in project implementation or management roles within NGOs that are NASCEE members and are active in the South African education sector.

## 6. Proposal Requirements

Interested service providers must submit a proposal that includes:

1. **Company Profile:** Overview of the organisation, relevant experience, and qualifications.
2. **Programme Design:**
  - Proposed course outline (with topics per module).
  - Format and duration of each session.
  - Description of the group coaching/mentoring approach.
3. **Experience & Expertise:**
  - Demonstrated experience in delivering online training.
  - Experience working with or within the non-profit sector, preferably in education.
4. **Facilitator Profiles:** CVs or bios of facilitators/coaches.
5. **Project Timeline:** Proposed delivery schedule.
6. **Budget:** Detailed pricing including facilitation, materials, coaching, platform fees (if any), and VAT.
7. **References:** Contact details for at least two previous clients with similar projects.

## 7. Selection Criteria



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Proposals will be evaluated based on the following criteria:

Criteria	Weight	Comments
Capacity	10	Demonstrate human resource capacity to implement the programme
Level of transformation	10	Based on the people involved in the programme (race, gender) and/or B-BBEE credentials – full points if team includes previously disadvantaged individuals
Type of entity or nature of bidder	10	Non-profit, or for-profit
Previous experience	30	Relevant experience based on past work, track record in the field. Must have a track record of 5 or more years
References	10	At least two (2) reference letters or contactable references provided
Proposal and methodology	30	Comprehensive proposal and implementation plan with a clear, logical, and realistic approach
Total	100	

## 8. Submission Details

- Proposals must be submitted via email to [info@nascee.org.za](mailto:info@nascee.org.za) with the subject line: “**Proposal: Project Management Training – NASCEE**”
- All proposals must be received by Wednesday, **09 May 2025**.
- Late submissions will not be considered.

## 9. Enquiries

For any questions or clarifications, please email [info@nascee.org.za](mailto:info@nascee.org.za).

## 10. Anticipated Timeline

RFP RELEASE	17 April 2025
DEADLINE FOR QUESTIONS	25 April 2025
PROPOSAL SUBMISSION DEADLINE	09 May 2025
SERVICE PROVIDER APPOINTED	21 May 2025
TRAINING COMMENCEMENT	02 June 2025



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