



TERMS OF REFERENCE

INVITATION TO SUBMIT PROPOSALS TO APPOINT A PANEL OF SERVICE PROVIDERS TO ASSIST WITH FUNDRAISING FOR NATIONAL DIALOGUE FOR A PERIOD OF TWO (2) YEARS

1. INTRODUCTION

The National Economic Development and Labour Council (Nedlac) is statutory body that was established through Nedlac Act No. 35 of 1994 and operates under the terms of its own Nedlac Constitution. Nedlac's vision is to promote growth, equity and participation through social dialogue.

2. PURPOSE

The National Dialogue is a multi-stakeholder platform that brings together social partners to discuss, design and implement interventions aimed at promoting economic development, job creation and inclusive social growth.

The National Dialogue is hosted and administered by the National Economic Development and Labour Council (Nedlac) which provides the governance and operational framework for its implementation. Nedlac is responsible for establishing administrative systems, driving public awareness to ensure broad participation and convened National Conventions to formally launch the Dialogue and consolidate agreements into a People's Pact for nation-building and social cohesion.

In alignment with building the People's Pact, the intention is to establish a shared co-funding model for the National Dialogue, with government contributing 50–60% and the private sector funding the remaining portion.

3. PURPOSE OF THE NATIONAL DIALOGUE PRIVATE SECTOR FUND HOST

The purpose of the ND Fund Host is to:

- Provide a central, transparent, and professionally managed mechanism for



receiving National Dialogue Private Sector funds.

- Ensure compliance with financial, legal, and governance requirements in line with the PFMA.
- Enhance impact, accountability and stakeholder confidence in the National Dialogue process.

4. SCOPE OF WORK

4.1 Project Scope

Appointment of suitably qualified and experienced Service Provider with requisite Management and technical skills and to source investors/ funding from potential funders/partners. The appointed panellists will also be required to identify and secure, in collaboration with the National Dialogue Secretariat, key stakeholders with whom the Nedlac could partner.

4.2 The Fundraising Consultant (s) will be required to provide the following services as a minimum:

4.2.1 Project Development Framework

- Identify eligible and innovative funding and financing solutions and strategies for the National Dialogue, this includes identification of possible revenue streams, available grants, donors, benefactors, partnership, patrons, etc.
- Develop Funding Proposals for which are innovative, responsive to the needs of the National Dialogue.
- Develop a project implementation plan with relevant costings for each activity within the plan.

4.2.2 Investors, Funders and Stakeholder identification

Identify potential investors, funders and donors, nationally and internationally, including the public and private sector donors.

4.2.3 Fundraising approach

Develop a fundraising action plan inclusive of a marketing plan and a list of potential investors and funders to engage with the National Dialogue Secretariat. This should



include:

- Define marketing materials that might be required and associated costs for each fundraising initiative.
- Facilitating funding related engagements between the Nedlac and potential investors, funders and donors.
- Providing quarterly reports on the work completed, or as required by National Dialogue Secretariat
- Developing funding proposals in consultation with National Dialogue Secretariat and according to the requirements of the appropriate funding authority, upon approval of the fundraising plan; and
- Developing and submitting proposals and applications to prospective investors, funders and donors, and assisting with deal structuring and execution of the financing option and programme needs and priorities.

5. DELIVERABLES

5.1 The Fundraising Consultant is expected to deliver the following:

- Develop and submit Funding and Financing Strategy.
- Complete funding applications and compile all compliance documents as well as ensure timeous submissions.
- Project development framework for project proposal/grant applications for specific sources of funding of special projects.
- Partnership agreements and MOUs with entities or partners who have an interest in the activities and the National Dialogue mandate and have the resources to invest, and lead to the realisation of the National Dialogue objectives.

5.2 Develop a donor database

- A list of local organizations, government agencies and business sector clients that may have interest in supporting the National Dialogue grant funding initiatives; and
- A list of funding opportunities, prioritized according to the best possible match



between the scope of future independent organization's activities donor interests.

- Initiate at least five (5) New Funding Applications or Grant Proposals within a year.
- Conclude at least three (3) Successful Funding Commitments or Grants Awarded within a year.
- Secure New Funding Commitments in the amount of at least R5 000 000.00 within a year.
- Record/ submit meeting notes for each meeting with potential donors
- Submit monthly and quarterly reports within fourteen (14) days after the end of each month and quarter to the National Dialogue Secretariat, summarising the fundraising results
- Drafting and conceptualization documents, presentations including clear execution plans and delivery of the funding in line with any and all applicable Nedlac mandate and guidelines.

5.3 Reporting line and monitoring of contractors' performance

- The Contractor shall report to the Nedlac Head Office in Johannesburg.
- The Executive Director of Nedlac is the Inspecting Officer, who will inspect the Services performed in pursuance of the Contract.
- Performance of the Contractor will be monitored regularly. If the performance of the Contractor is not on track, reminders may be sent to the Contractor and the Contractor shall provide justification and explanation for the unsatisfactory performance.

6. DURATION OF THE CONTRACT

The contract will be concluded for a period of two (2) years.

7. EVALUATION PROCESS

NEDLAC has set minimum standards (phases) that a bidder needs to meet in order to be evaluated and selected as a successful bidder.



The minimum standards consist of the following:

- **Pre-Qualification Criteria - (Phase 1)**

Bidder(s) are required to submit all documents stipulated on the RFP document.

- Fully completed and signed SBD 1 (Invitation to Bid)
- Fully completed and signed SBD 4 (Declaration of Interest)
- Proof of registration on the Central Supplier Database (CSD)

Failure to comply with the above requirements may result into disqualification.

- **Technical Evaluation Criteria (Phase 2)**

Proposals will be evaluated on functionality to assess bidder competence.

Bidder(s) are required to achieve a minimum of 75 points out of 100 points to be considered for appointment into the panel.

No.	Element	Functionality evaluation	Weight
1	Proposed Technical approach and methodology of the bidder:	1 = Not acceptable	35
		2 = Poor	
	Understanding of the required scope of work, Methodology and the work plan showing how to manage funds, raise funds, fundraising approach and reporting.	3 = Satisfactory	
		4 = Good	
		5 = Excellent	
2	Suitability of the proposed team:	1 = Key personnel does not have the required experience	30
		2 = Key personnel has less than five years' experience	
	Experience of key personnel (Fund Manager, Accountant and Donor Liaison)	3 = Key personnel has a minimum of 5 years of the required experience.	
		4 = Key personnel has more than five years' experience	
		5 = Key personnel has more than eight years' experience	
3	Previous Similar Projects Done:	5 = Project value up to R1 000 000	35
	Bidder to provide at least three evidence of fund administration, donor management and fundraising	10 = Project value between R1 000 001 – R5 000 000	



		15 = Project value between R5 000 001 – R10 000 000	
		20 = Project value between R10 000 001 – R15 000 000	
	Reference letters must be on client's letterhead and signed.	25 = Project value between R15 000 001 – R20 000 000	
	Reference letters must be no longer than ten (10) years.	35 = Project value greater than R20 000 000 = (30) points	
Total Score			100

- **Pricing Schedule**

For every successful funding application, donation and partnership. The successful bidder will receive a commission as follows:

Description	Funding Values	Bidder's Commission
Successful approvals funding application and approvals	R 1 000 000	3.5%
Successful approvals funding application and approvals	R1 000 001 – R5 000 000	4.5%
Successful approvals funding application and approvals	R5 000 001 – R10 000 000	5.5%
Successful approvals funding application and approvals	R10 000 001 – R15 000 000	7.5%
Successful approvals funding application and approvals	R15 000 001 – R20 000 000	8.5%
Successful approvals funding application and approvals	Greater than R20 000 000	10%

Disbursements/payments will be paid in tranches and will be dependent on the amount of money received by the Nedlac from donors.

Disbursements/payments will be paid in tranches according to the contractual agreements negotiated by management which will be dependent on the amount of money received by the Nedlac from donors.



Payments made to the service providers will only be expedited once funds are received into the Nedlac's bank account.

8. CONDITIONS OF THE RFP

NEDLAC is not obliged to appoint any bidder

NEDLAC reserves the right to withdraw or amend this RFP

No bid will be awarded to a bidder who is listed on the National Treasury National Treasury's Register for Tender Defaulters or the National Treasury's Database of Restricted Suppliers.

Bidders must declare any conflict of interest.

NEDLAC will disqualify a bidder who engages in the following:

- Bidder who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc.
- Bidder who received information not available to other vendors through fraudulent means; and/or
- Bidder who does not comply with any other requirements as stipulated in this bid document.
- A bidder who engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder
- A bidder who makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of NEDLAC's officers, directors, employees, advisors or other representatives and any government entity's officers

9. TAX COMPLIANCE



The Bidder(s) must be compliant when submitting a bid to NEDLAC and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991), where applicable.

Bids received from bidders with a non-compliant tax status may be disqualified with failure to update the Tax Status within 7 days.

No bid will be awarded to a bidder who is not tax compliant.

10. SUBMISSION REQUIREMENTS

The bid proposals must be submitted in two separate sealed envelopes in the below format:

File 1	• Standard Bidding Documents (SBDs) • CSD Report • Functionality/Technical Evaluation Responses • Any other related document
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11. ENQUIRIES

All enquiries must be in writing and directed to:

SCM ENQUIRY

Contact Person : Selinah Ramphisa
Tel no : 076 717 1116
Email : Selinah@nedlac.org.za

TECHNICAL ENQUIRY

Contact Person : NKateko Mongwene
Tel no : 071 730 9650
Email : NkatekoM@nedlac.org.za

Bidders are strictly prohibited from communicating with any NEDLAC personnel or third



parties involved in the preparation, evaluation or adjudication of this RFP, except through the official contact person specified in this document.

Any direct or indirect communication with other NEDLAC employees or representatives concerning this RFP outside the designated communication channels may result into disqualification of the bidder at the sole discretion of NEDLAC.

12. BID PREPARATION COST

All costs and expenses incurred by the bidder in preparing and submitting a proposal shall be borne entirely by the bidder.

NEDLAC will not be liable for any costs, losses or expenses incurred by any bidder whether the proposal is successful or not.

Bidders are therefore advised to prepare their proposals on the understanding that no reimbursement or compensation will be made by NEDLAC for any bid-related cost.

13. CHECKLIST OF RETURNABLE DOCUMENTS

No.	Document	Submitted (Yes/No)
1	SBD 1 - Invitation to bid form has been completed and signed.	
2	SBD 4 - Bidder's Declaration of Interest has been completed and signed.	
4	CSD Report	
5	Functionality/Technical Evaluation Responses	