

APPOINTMENT OF THE PANEL OF YOUTH-LED NON-FOR-PROFIT ORGANISATIONS TO IMPLEMENT THE NATIONAL YOUTH SERVICE EXPANDED VOLUNTEER PROGRAM OVER A PERIOD OF THREE YEARS

RFP2022/04/NYDA



nyda

NATIONAL YOUTH DEVELOPMENT AGENCY
OUR YOUTH. OUR FUTURE.

AGENDA

TERMS OF REFERENCE

1

SUBMISSION REQUIREMENTS
AND TWO (2) STAGE
EVALUATION PROCESS

2

QUESTIONS

3

1. Terms of reference

TERMS OF REFERENCE APPOINTMENT OF THE PANEL OF YOUTH-LED NON-FOR-PROFIT ORGANISATIONS TO IMPLEMENT THE NATIONAL YOUTH SERVICE EXPANDED VOLUNTEER PROGRAM OVER A PERIOD OF THREE YEARS (36 MONTHS).

▪ **PURPOSE AND OBJECTIVES OF THIS SUBMISSION**

- To appoint a panel of NPO's led and run by youth, young women, and youth with disabilities to design and implement NYS EVP.
- To create platform for the capacity building of NPOs led and run by youth, young women and youth with disabilities.
- To increase participation of young women and youth with disabilities in the implementation of NYS EVP in their communities

1. Terms of reference Continues....

▪ SCOPE OF WORK

- 3.1 National Youth Development Agency (NYDA) requires a panel of various Non-Profit Organisations (NPOs) to assist with the implementation of NYS Expanded Volunteer Programme (EVP) .
- 3.2 The NYDA will organise Capacity Building interventions for the appointed panel of NPOs led by youth, young women and youth with disabilities
- 3.3 The implementation of EVP projects will be in different sectors and will benefit communities as well as provide opportunity for young people to volunteer for a minimum period of 16 hours per month as per NYS Norms and Standards.
- 3.4 The appointed NPOs will enrol a minimum of 50 to 300 youth volunteers and contribute towards a bigger target of the NYS Unit to be determined from time to time.
- 3.5 Each NPO will be provided with required reporting templates to ensure data of young people is captured and reported accurately.

1. Terms of reference Continues....

- 3.6 The bidders are expected to support volunteers with stipends for participating in the volunteer programme for the duration of not more than 6 months
- 3.7 Bidder to indicate the programme or programmes they are bidding for below (Bidder can tick/apply for more than one (1) programme and should provide capacity in all programmes ticked) :

| Programmes | Tick |
|--|------|
| 1. ECONOMIC PARTICIPATION AND TRANSFORMATION | |
| 2. EDUCATION, SKILLS AND SECOND CHANCES | |
| 3. HEALTH CARE AND COMBATING SUBSTANCE ABUSE | |
| 4. NATION-BUILDING AND SOCIAL COHESION | |
| 5. EFFECTIVE AND RESPONSIVE YOUTH DEVELOPMENT INSTITUTIONS | |
| 6. PROMOTION OF VOLUNTEERISM | |
| 7. PROMOTION OF A HEALTHY LIFESTYLE AMONG THE LEARNERS WITHIN AND ALSO WITHOUT OF THE SCHOOL YOUTH | |
| 8. REINTEGRATION OF YOUTH IN CONFLICT WITH THE LAW | |
| 9. ADVOCACY AND INCLUSION OF YOUTH WITH DISABILITIES | |

1. Terms of reference Continues....

▪ ROLES OF THE POTENTIAL PROVIDER

The potential providers should produce the following:

1. Implement a volunteer activity that benefits needy communities
2. Enrol unemployed youth, youth in conflict with the law, and youth with disabilities in their volunteer programmes
3. Administer and Pay stipends to volunteers timely and regularly
4. Report on numbers of youth enrolled on the provided templates
5. Ensure that youth participants access various opportunities beyond the volunteer programme
6. Access and attend Capacity Building Workshops arranged by NYDA through established partnerships

1. Terms of reference Continues

▪ PROPOSAL CONTENT

The bidder shall prepare a technical proposal covering the following:

1. Background of the bidder highlighting relevant experience to the required services.
2. Interpretation and understanding of the scope.
3. Overall methodology for provision of training, induction and community service.
4. The bidders should indicate the number of personnel to be allocated to the project and outline any additional support structures in place.
5. Provide detailed implementation plan to include breakdown of activities, activity completion timelines and project milestones.
6. A clear and measurable plan that illustrates how the organisation intends on continuous implementation of the programme beyond this tender, as well as demonstration on how other stakeholders will be included in the programme.

1. Terms of reference Continues

▪ **SUSTAINABILITY PLAN**

A clear and measurable plan that illustrates how the organisation intends on continuous implementation of the programme beyond this tender, as well as demonstration on how other stakeholders will be included in the programme.

▪ **CAPACITY TO IMPLEMENT EVP**

The bidder must demonstrate capacity to implement by providing information on Human Resource requirements (minimum of four(4) personnel) to accomplish the task. The bidder must also provide detailed CV's of key personnel highlighting their experience and training and also attached certified copies of qualifications for each project team member:

- Project Manager
- Project Coordinator
- Administrator
- Trainer/Facilitator

The team leader/project manager should at least be in possession of a 3-year qualification and 3 years working experience in the similar nature of project as a team leader, certified copies of certificates of qualification and a detailed CV must be attached

1. Terms of reference Continues

■ GEOGRAPHICAL DISTRIBUTION ACROSS THE COUNTRY

The appointment service providers will be providing services nationally. Bidder should tick which area they are able to deliver services as per the capacity to deliver services in the applicable provinces. (Page 14)

NB: The ticking of provinces does not constitute as a disqualifying criterion.

| Province | Tick applicable province |
|---------------|--------------------------|
| Gauteng | |
| Limpopo | |
| Mpumalanga | |
| KwaZulu-Natal | |
| Free State | |
| Eastern Cape | |
| Northern Cape | |
| North West | |
| Western Cape | |

2. SUBMISSION REQUIREMENTS

1. One hardcopy must be the original submission, clearly marked "Original" and Three (3) copied versions of the original. All submissions must be delivered in individual envelopes, **marked as ORIGINAL; COPY 1, COPY 2 & COPY 3. Total of four (4) documents**
2. Description of the Submission: APPOINTMENT OF THE PANEL OF YOUTH-LED NON-FOR-PROFIT ORGANISATIONS TO IMPLEMENT THE NATIONAL YOUTH SERVICE EXPANDED VOLUNTEER PROGRAM OVER A PERIOD OF THREE YEARS RFP2022/04/NYDA.
3. Bidders should take particular care to ensure that there are no discrepancies between all submissions to the NYDA. NYDA reserves the right to reject any tenders if there are discrepancies.
4. The submissions must be inserted into the TENDER BOX available at the Reception Area of NYDA Head Office, 54 Maxwell Drive Woodmead, Johannesburg. Woodmead North Office Park, Block A, NYDA Building between 08h00 am and 17h00 pm weekdays.
5. A submission will be considered late if received after the specified date and time. Respondents are therefore strongly advised to ensure that submissions be dispatched allowing enough time for any unforeseen events that delay the delivery of the submission.

CLOSING DATE: 9 February 2023

TIME: 11:00am

2. TWO (2) STAGE EVALUATION PROCESS

- **Mandatory criteria (Stage one)**

- ✓ During the administrative/eligibility assessment, failure to provide any mandatory information as requested on page 16 will result in the proposal being deemed non-responsive.

- **Functionality criteria (Stage two)**

- ✓ Provision of a detailed technical proposal as per paragraph 5 (Max 25 points)
 - ✓ Technical Proposal as per paragraph 5.1.1 to 5.1.6 on page 11
- ✓ Company experience (Max 20 points)
 - ✓ Positive testimonial letters from current or previous tenants
- ✓ Adequate relevant qualifications for a Team Leader/ project manager accompanied by CV. Methodology and approach (Max 10 Points)
 - ✓ Certified copies of qualifications and a detailed CV.

2. TWO (2) STAGE EVALUATION PROCESS

- ✓ Demonstrate adequate relevant Qualifications of the project team accompanied by CV
 - ✓ Certified copies of qualifications and a detailed CV.
 - ✓ Project team list as per paragraph 5.4.1.2 – 4.4.1.4 on page 14
- ✓ Youth Ownership (Max 10 Points)
 - ✓ CIPC Documents or CSD Report
- ✓ Woman Ownership (Max 10 Points)
 - ✓ CIPC Documents or CSD Report
- ✓ Disability Ownership (Max 10 Points)
 - ✓ CIPC Documents or CSD Report

NB: Bidders who fail to obtain a minimum threshold on functionality of 60% will be disqualified from Further Evaluation

ENQUIRIES/COMMUNICATION

Contact person for any enquiries with regards to the tender submission should be addressed to:

Mr. Eugene Moore - Supply Chain Management Unit

Email: tenders@nyda.gov.za

All clarifications or enquiries must be made in writing and received by the NYDA on or before the 25th of January 2023. Telephonic requests for clarification will not be accepted.

NB: Bidders should take note of all **Procurement Timelines** as the Procurement Timelines on page 9 of the tender document

3. QUESTIONS / CLARITY / COMMENTS