



UNIVERSITIES SOUTH AFRICA

REQUEST FOR PROPOSAL FOR PROVISION OF REPORT WRITING FOR ENTREPRENEURSHIP DEVELOPMENT IN HIGHER EDUCATION PROGRAMME AT UNIVERSITIES SOUTH AFRICA

1. PURPOSE

Universities South Africa require the services of a professional service provider to assist with the provision of report writing.

2. BACKGROUND AND INTRODUCTION

The Entrepreneurship Development in Higher Education (EDHE) Programme is intended to develop the entrepreneurial capacity of students, academics, and leaders within higher education. The intention is for students to be more successful in becoming economically active during and after their tertiary education. Entrepreneurial activity during their studies could enable students to generate additional income and fast-track the process of becoming economically active. Upon graduation, students could consider entrepreneurship a career, either as a first choice or as an alternative, especially if they have difficulty finding employment.

The goals of the EDHE Programme are:

- **Student entrepreneurship, i.e.** mobilising the national student and graduate resources to create successful enterprises that ultimately lead to wealth and job creation.
- **Entrepreneurship development in academia, i.e.,** supports academics in instilling an entrepreneurial mindset within all students and graduates by offering relevant knowledge, transferring practical skills, and applying business principles not only to a specific discipline but across disciplines.
- **Developing entrepreneurial universities, i.e.** creating a conducive environment that will enable universities to adapt strategically and embark on projects whereby third-stream income can be generated through innovative business ideas

The successful bidder will be expected to do the following:

1. Report Development:

- Collaborate with the Project Manager/Stakeholder Manager and team to define report structure, format, and content presentation (e.g., case studies, visuals).
- Work with the team to develop detailed and summary profiles of initiatives, sectors, and EDHE as a portfolio.
- Ensure comprehensive coverage of key activities, partnerships, and results, including their magnitude and lasting impact.
- Review relevant background materials, including EDHE brand guidelines, previous reports, and research products.
- Gather information through interviews with sector and back-office teams.
- Draft and edit report text, including charts, graphs, and photos, ensuring accuracy and currency.
- Design and incorporate graphics, photos, and maps to enhance the report narrative.
- Consolidate other inputs into report annexes, such as partnerships and media monitoring.

2. Meeting Minutes Management:

- Import agendas into a minutes application.
- Configure and modify meeting minute templates.
- Record attendance and roll call, including late arrivals and early departures.
- Take and record meeting minutes, including action items and votes.
- Track, add, and time speakers.
- Perform spell checks within minutes of taking the solution.
- Ensure easy modification of minutes with minimal cleanup.
- Draft action lists relevant to specific meetings.
- Edit minutes according to EDHE guidelines and formatting requirements.

3. EVENT SCHEDULE SUMMARY

- 14 Meetings of national EDHE COPs - summary report
- 1 Annual EDHE Lekgotla & 1 Studentpreneurs Indaba – event report
- Annual National Kick-off Event which includes:
 - 2-day CoP Chairperson's Workshop – meeting summary report.

- 2-day Economic Activation Offices Workshop – 1 workshop report, Kick-off evening event 6 Workshops: Embedding Entrepreneurship into the Curriculum - summary workshop reports
- Student Women Economic Empowerment Programme (SWEEP) Capacity Building Workshop – 1 workshop summary report
- Annual EDHE Entrepreneurship Intervarsity report
- Annual National EDHE Entrepreneurship Intervarsity Finals
- Annual National EDHE Awards event
- Input from event reports for the EDHE Impact Report 2025
- 2 LiPCoP meetings – Minutes taking
- 3 WSG Meetings – Minutes taking

4. RFP DELIVERABLES

To assist us in evaluating your suitability for this project, your response must include the following:

4.1. Proposal

- Statement of Suitability: A one-page statement outlining why your organisation is the ideal partner for the Universities South Africa EDHE Programme. This statement should include:
 - A detailed list of tasks to be undertaken.
 - A realistic project timeline.
 - A proposed budget.
 - A clear description of expected deliverables.

4.2. Work Experience

- A description of your organisation's previous work relevant to this project, providing at least 2 samples of similar work.
- A summary of your experience working with similar not-for-profit clients and your approach to this type of engagement.

4.3. Team Experience

A brief overview of the experience and qualifications of the team members proposed for this project, with specific consideration for their ability to effectively manage multiple concurrent meetings.

4.4. References

Contact details for three professional references.

5. TECHNICAL PROPOSAL

The written proposal application should focus on the following aspects to qualify and be considered:

- Portfolio of evidence:
 - Evidence of past work
 - Current and past clientele
- Category, market segment or product experience:
 - Having prior experience working with a client in the Higher Education sector will be an advantage.
 - Level of experience of staff who will work on EDHE accounts, including their abbreviated CVs

6. FINANCIAL PROPOSAL

Budget R100 000.00

The financial proposal should be submitted as part of the proposal with the budget for each event, with the documents as stated in the points below.

7. EXPECTED OUTCOMES, DELIVERABLES AND QUALITY ASSURANCE

Each project engagement will include the following key elements:

- **Project Initiation:** USAf will provide a comprehensive briefing document outlining project scope and objectives.
- **Project Planning:** The service provider will develop and submit a detailed implementation plan for USAf's review and approval.
- **Draft Submissions & Review:** Drafts of all deliverables will be submitted to USAf for review and feedback.
- **Quality Assurance:** USAf will formally sign off on all completed deliverables.

8. APPOINTMENT PROCESS

Selecting a suitable service provider will be based on a rigorous evaluation process. This process will involve a comprehensive review and assessment of the submitted technical proposals and cost schedules.

A panel of USAf staff will ultimately select the successful Service Provider. The selection criteria will prioritise:

- **Professional Merit:** Demonstrated expertise and a successful project delivery track record.
- **Project Alignment:** Ability to deliver high-quality outcomes aligned with project goals and timelines.

- **Value for Money:** A competitive and cost-effective proposal that offers excellent value for the services provided

8.1. **Evaluation Criteria:**

Submissions will be evaluated based on the following key criteria:

- **Understanding of USAf (EDHE):** Demonstrated understanding of USAf's mission, the EDHE program, and previous EDHE events.
- **Experience and Capability:** Alignment of the service provider's experience and capabilities with the specific requirements and challenges of the project.
- **Cost Competitiveness:** A well-structured and competitive cost proposal that reflects the scope of work and proposed deliverables.

The contract is expected to run from 01 March 2025 to March 2026, commencing on the contract's signing date. The successful bidder should be able to start with EDHE Events, which will take place in March 2024.

9. EVALUATION CRITERIA

Service Providers will be evaluated based on their ability to adhere to the project timelines, their track record of producing similar tasks within the sector, the experience and capability of the service provider, and value for money.

9.1. **Technical Evaluation**

The technical part of the proposal will be evaluated based on the candidate's responsiveness to applying the evaluation criteria and points system, as indicated below. Each responsive proposal will be given a technical score.

Criteria	Points Allocated
Demonstration of strategic thinking proposal	40
Portfolio of evidence	35

Applauds & Recognition	5
Depth of team experience Category: experience in working with Entrepreneurship and the Higher Education Sector	20
Total	100

The proposals will receive further consideration if they score at least 60% minimum points out of the 100 points on the technical criteria listed above and at least 50% in each criterion.

9.2. Pricing and B-BBEE Evaluation

Should the proposal be successful in the Technical Evaluation, it will then be subject to evaluation based on pricing and B-BBEE criteria. Please note that our B-BBEE specifications include a diverse team with suitable female and black representation. It is not just diverse management but also diversity within the team that will directly work on the account.

The following weighting of criteria will be used for the evaluation of the proposals:

Criteria	Points Allocated
Pricing	50
B-BBEE Points	10
Experience	40

Total	100 points
--------------	------------

10. LOCATION

Only service providers based in South Africa will be considered for bidding.

11. CONFLICT OF INTEREST

In terms of good corporate governance, a Service Provider should not be appointed where there is an existing real or perceived conflict of interest.

12. SUBMISSION DETAILS

Please submit completed proposals to Zamaswazi Shabangu (zamaswazi@usaf.ac.za) copying Zana Boshoff (zana@usaf.ac.za) by **17:00 on or before Friday, 14 February 2025**. Queries and requests for additional information should be directed to Zamaswazi Shabangu (zamaswazi@usaf.ac.za), Cell no: 0738006120.

13. OTHER MATTERS

If EDHE does not accept any proposal, it will declare this RFP process closed and may then elect to:

- Proceed on an entirely different basis; and
- Not to appoint any respondent (in the event it deems all or any of the proposals not appropriate). EDHE reserves the right to engage in any processes required to validate all claims made in the proposal.
- EDHE has the right to negotiate with a prospective Service provider regarding any proposed contract terms and conditions, including fees.

14. DISCLAIMERS

EDHE has produced this RFP in good faith. However, EDHE, its employees and associates do not warrant its accuracy or completeness. EDHE will not be liable for any claim whatsoever and howsoever arising (including, without limitation, any claim in contract, negligence or otherwise) for any incorrect or misleading information in this RFP due to misinterpretation. This RFP is a request for proposals only and not an offer document; answers to it must not be interpreted as acceptance of an offer or imply the existence of a contract between EDHE and the Service provider.

15. TERMS OF ENGAGEMENT

EDHE engagement of the Service provider will be documented in a contract between EDHE and the selected Service provider.

16. FURTHER INFORMATION

No telephone or any other form of communication with any EDHE staff member other than the named individual below relating to this RFP will be permitted. All enquiries must be in writing only.

E-mail address for any queries with regards to this RFP: zamaswazi@usaf.ac.za

END