



**UNIVERSITIES
SOUTH AFRICA**

REQUEST FOR PROPOSALS

**APPOINTMENT OF A MASTER OF CEREMONIES (MC) FOR THE ANNUAL EDHE
LEKGOTLA & STUDENTPRENEUR'S INDABA**

Name of the Event: EDHE Lekgotla 2023

Date: 4-8 September 2023

Dry Run: 03 September 2023 between 15:00 to 19:00 TBC

Venue: University of the Western Cape (UWC)

Travelling Dates: Arrival 03 September 2023 returning 09 September 2023

Objective:

The objective of this scope of work is to outline the responsibilities and qualifications required for an MC to host the EDHE Lekgotla and Studentpreneurs Indaba 2023 with a specific focus on entrepreneurship in higher education. The MC should possess knowledge of the higher education sector, the EDHE programme, and entrepreneurship at universities, and have the ability to engage in conversations around entrepreneurship.

It might be required to do a short interview following the submission.

Responsibilities

Event preparation:

- a. Collaborate with event organisers to understand the event's purpose, theme, and target audience.
- b. Study the technical/running programme and ensure smooth transitions between sessions.
- c. Conduct research on the higher education sector, entrepreneurship at universities, the event theme and topics, and the event speakers for relevant information, introductions and discussions.

Hosting and facilitation:

- a. Serve as the primary host and MC for the event, maintaining a professional and engaging presence throughout.
- b. Introduce speakers, panelists, and guests with concise and informative biographies, highlighting their expertise in entrepreneurship and the higher education sector.
- c. Facilitate Q&A sessions and interactive activities related to the program, encouraging audience participation and engagement.
- d. Keep the event running on schedule, ensuring all sessions start and end promptly.
- e. Transition smoothly between sessions, providing appropriate summaries or bridging remarks.



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Knowledge and expertise:

- a. Possess a comprehensive understanding of the higher education sector, including current trends, challenges, and opportunities.
- b. Demonstrate knowledge of entrepreneurship at universities, including programs, initiatives, and success stories.
- c. Familiarity with entrepreneurship concepts, terminology, and best practices to engage in meaningful conversations and discussions with speakers and attendees.
- d. Stay updated on the latest developments in the field of entrepreneurship and higher education.

Experience:

- a. Proven experience as an MC or programme director for events in the higher education sector or entrepreneurship-related programs.
- b. Familiarity with hosting events related to entrepreneurship, such as startup showcases, business plan competitions, or entrepreneurship conferences.
- c. In-depth understanding of the higher education sector and its role in fostering entrepreneurship.
- d. Ability to hold conversations around entrepreneurship, engaging speakers and attendees with insightful questions and comments.

Communication and Presentation Skills:

- a. Excellent verbal communication skills, including the ability to speak, concisely, and engagingly.
- b. Strong interpersonal skills to interact effectively with diverse individuals, including academics, entrepreneurs, and students.
- c. Confidence and stage presence to captivate and energize the audience throughout the event.
- d. Flexibility and adaptability to accommodate changes or adjustments to the event schedule.

Budget: R60 000.00

Travel and Accommodation will be included on the Universities South Africa Account

Submission documents:

1. A profile and or portfolio summarising relevant experience
2. Video references of similar work done
3. A detailed quotation within the provided budget

Submissions to: zamaswazi@usaf.ac.za

Closing date: Friday 21 July 2023, 17:00