



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 (Entrepreneurship in Higher Education (EDHE)) requires the services of a professional service provider to assist with the provision of Report Writing.

2. BACKGROUND AND INTRODUCTION

Universities South Africa (USAf) is a membership organisation, representative of South Africa's public universities. USAf endorses a comprehensive, responsive, and equitable national Higher Education (HE) system. USAf, through lobbying and advocacy, promotes and facilitates prime environments for universities to function effect ualorganizationibute to the social, cultural, and economic advancement of South Africa. USAf is a non-profit, non-statutory, voluntary public university membership association.

- The Entrepreneurship Development in Higher Education Programme (EDHE), is positioned in USAf in partnership with the Department of Higher Education and Training through the University Capacity Development Programme (UCDP). The EDHE Programme provides coordination, collaboration, and support on a national scale. It has become the pivotal point of communication and interaction towards the distribution of information and sharing of best practices in terms of entrepreneurship development.
- The main EDHE successes are brought about through a few flagship annual projects that are executed with encouraging participation, and the five Communities of Practices (CoPs) and Economic Activation Offices (EAOs). These activities have become the catalytic actions that translate into capacity development within the universities. In addition, these events have become the launchpad for powerful inter-university and regional collaboration.
- The three strategic priorities of EDHE remain the following:
 - Equip every student and graduate for economic participation through entrepreneurial activity, with an emphasis on student women.
 - Support academics across disciplines to develop entrepreneurship through teaching, learning and research; and
 - Support universities as entrepreneurial and innovative ecosystems, which include relevant policy development.

3. SCOPE OF WORK

The successful bidder will be expected to do the following:

3.1 Report writing

- 1) Summarise the key themes, discussions, and outcomes of a conference or event in a written report. The report should provide a comprehensive overview of the conference proceedings and convey the key messages and insights to a wider audience who may not have attended the event.
- 2) Formatting: The report should be well-structured with an executive summary, a table of content, clear headings, and subheadings that reflect the key themes and topics discussed at the conference. The font size and style should be consistent throughout the document, and any graphs, tables, or images should be clearly labelled and referenced.
- 3) Editing: The report should be well-edited to ensure that it is free from spelling and grammatical errors. It should also be concise and to the point, focusing on the most important takeaways from the conference.
- 4) Referencing: Any sources or references used in the report should be properly cited, using a consistent referencing style (Harvard).
- 5) Writing style: The writing style should be clear and engaging, using plain language to convey complex concepts. The report should also be objective and neutral, avoiding any bias or personal opinion.
- 6) Roles and responsibilities: The conference report writer is responsible for attending the conference, taking notes, and synthesizing the key messages and themes into a written report.
- 7) Conducting interviews with conference attendees where additional information is needed, writing up summaries of individual sessions, and liaising with the conference organisers to ensure that the report meets their expectations.
- 8) Overall, the conference report writer plays a critical role in disseminating the insights and knowledge generated at the conference to a wider audience.
- 9) The report should help to promote the conference, build the reputation of the organisers, and contribute to the wider community of practitioners and researchers in the field.
- 10) Ensure coverage of other key activities and partnerships
- 11) Review background materials, including but not limited to, EDHE brand guidelines, event concept notes, etc.
- 12) Include relevant charts, graphs, and photos, as needed to support the narrative
- 13) Consolidate other input into report annexes, including speaker presentations.

3.2 Scribing and minute taking

- 1) During the meeting: The scribe should attend the meeting and take notes in real time, capturing the key points of discussion, decisions made, and action items assigned.
- 2) Ensure that the names of the attendees and any important details related to the meeting is captured;

- 3) Formatting: The meeting notes should be well-organised and easy to read. The notes should be structured with clear headings and subheadings that reflect the key topics discussed on the Agenda. The notes should be free from spelling and grammatical errors.
- 4) Any action items should be highlighted, emphasising the person responsible and the date of completion;
- 5) Editing: After the meeting, the scribe should review and edit the meeting notes to ensure that they accurately reflect the discussion and decisions made;
- 6) Referencing: Any sources or references used during the meeting should be properly cited, using a consistent referencing style (Harvard);
- 7) Writing style: The writing style should be clear and concise, using plain language to convey complex concepts. The notes should be objective and neutral, avoiding any bias or personal opinion;
- 8) Role after the meeting: The scribe is responsible for preparing the final minutes of the meeting and distributing them to the relevant stakeholders. They should also follow up on any action items assigned during the meeting to ensure that they are completed on time.
- 9) The scribe should ensure that the discussion, decisions, and action items from the meeting are accurately recorded and communicated to the relevant stakeholders.
- 10) The meeting minutes should help to ensure that the meeting's objectives are achieved and that everyone involved has a clear understanding of what was discussed and decided;
- 11) Modification of minutes must be simple to perform and not require extensive clean-up;
- 12) The minutes should be drafted as per the USAf/EDHE guidelines and formatting requirements.

4. EVENT SCHEDULE SUMMARY

Reports

- 1) Annual EDHE Lekgotla alongside the Annual Studentpreneur Indaba (5-day event)
- 2) Student Entrepreneurship Week, SEW launch (1-day event), 1 August
- 3) Annual Executive Leadership Workshop, ELW (2-day event), 10 - 12 May
- 4) Student Women Economic Empowerment Programme (SWEEP) event, (3-day event), 19 - 21 July
- 5) Annual EDHE Entrepreneurship Intervarsity finals alongside the annual EDHE Awards (2-day event), 30 November – 1 December
- 6) Annual National EDHE Kick-off event (2-day event), January 2024

Meetings

- 1) Meetings of the 6 national EDHE COPs (2-3 times a year)
- 2) CoP Chairperson's workshop & meeting (2 times a year)
- 3) Policy Research Project high-level meetings (2-3 times a year)
- 4) UCDP/DHET Steercom meeting (2 times a year)
- 5) UNECA Research Project Meetings with Task team and research team
- 6) Barriers to Student Woman Research Project high-level meetings

5. RFP DELIVERABLES

Our procurement processes require us to invite service providers to respond to this invitation to demonstrate how their credentials and experience can support the challenge ahead.

Your proposal should include:

- 1) Proof of experience: The proposal should provide evidence of the writer or scribe's relevant experience, including knowledge of the topic, experience in writing reports or taking meeting notes, and any relevant education or training;
- 2) Writing skills: The proposal should include writing samples that demonstrate the writer's ability to write, concisely, and objectively. The samples should be relevant to the type of report or meeting notes that will be required;
- 3) Attention to detail: The proposal should demonstrate the writer's ability to pay attention to detail, including their accuracy in capturing key discussion points, decisions, and action items during meetings;
- 4) Knowledge of the subject matter (EDHE): The proposal should demonstrate the writer's understanding of the subject matter to be covered in the report or meeting notes. This is especially important for technical or specialised topics.
- 5) Availability: The proposal should include information about the writer's availability to attend the meetings or events and complete the report or meeting notes within the required timeframe;
- 6) References and testimonials: The proposal should include references and testimonials from previous clients or employers who can speak to the writer's reliability, professionalism, and quality of work;
- 7) Cost: The proposal should provide a clear and reasonable estimate of the cost of the services to be provided, including any additional fees or expenses; and
- 8) Level of experience of staff or team members who will work on the EDHE account including their abbreviated CVs.

Overall, the evaluation of proposals for report writers and scribes will consider candidates who have the necessary skills, knowledge, and experience to provide high-quality and accurate reports or meeting notes that meet the required needs and expectations.

6. FINANCIAL PROPOSAL

Budget R100 000.00

The detailed 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

- A detailed quote for each assignment; and
- Final sign-off on all reports and documents by EDHE.

8. APPOINTMENT PROCESS

The suitable service provider will be appointed through an evaluation process involving a review and rating of the technical proposal and financial proposal. The successful Service Provider will be selected by a panel of USAf staff based on professional merit, ability to deliver against project goals at the highest quality and within the scheduled time, and value for money.

Submissions will be reviewed and rated based on the deliverables required in **Section 5** of this document.

The contract is expected to run from 01 April 2023 to 31 March 2024, commencing on the date of signing the contract. The successful bidder should be able to start immediately.

9. EVALUATION CRITERIA

Service Providers will be evaluated based on their proof of experience, proof of written skills and attention to detail, availability, references and testimonials, team experience if applicable, and cost.

9.1 Technical Evaluation

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

	Criteria	Points allocated
1.	Experience (proof)	30
2.	Written skills and attention to detail (proof)	35
3.	Availability	10
4.	References and testimonials	15
5.	Team experience	10
	Total	100

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

9.2 Pricing and B-BBEE Evaluation

Should the proposal be successful in the Technical Evaluation; the proposal 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 good female and black representation. Not just diverse management but also diversity within the team that will directly work on the account as well.

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

Criteria	Points Allocated
Pricing	90
B-BBEE Points	10
Total	100 Points

9.2 Location

Only Service Providers who are physically based in South Africa will be considered in the bidding process.

9. 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.

10. 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 the 24th of March, 2023**. Queries and requests for additional information should be directed to Zamaswazi Shabangu (zamaswazi@usaf.ac.za) Please note: Questions *and* Answers will be shared with *all* Service Providers in the pitch process (to ensure that no one service provider is unfairly advantaged).

11. OTHER MATTERS

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

- Proceed on a completely different basis; and/or
- 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 enter into a negotiation with a prospective Service provider regarding any terms and conditions, including fees, of a proposed contract.

12. DISCLAIMERS

EDHE has produced this RFP in good faith. However, EDHE, its employees and its 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 contained in this RFP due to any misinterpretation of this RFP. 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.

13. TERMS OF ENGAGEMENT

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

14. FURTHER INFORMATION

No telephonic or any other form of communication with any other EDHE member of staff 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