



Education, Training and Development Practices Sector Education and Training Authority

# Call for Expressions of Interest (Eoi)

## 2024

Call for proposals from Non-Profit Associations (NPO Associations)/ Non-Government Associations (NGO Associations), Non-Profit Companies (NPC Associations) Community-Based Organisation (CBO Associations) that are involved in Skills Development Programmes

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AT THE CUTTING EDGE OF SKILLS DEVELOPMENT

## 1. Introduction

The Education Training and Development Practices - Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 (as amended) to promote and facilitate the development and improvement of the skills profile of the ETD sector's workforce in accordance with the National Development Plan (NDP).

The Education, Training and Development Practices -Sector Education and Training Authority (ETDP SETA) invites NPO/NGO/NPC/CBO Associations that work in the NPO/NGO/NPC/CBO education sector to submit proposals for skills development and training initiatives. This call aims to support projects that address critical skills gaps, promote employability, and enhance the quality of education and training in South Africa.

## 2. Purpose

ETDP SETA has set aside a budget annually for the 2024/2025, 2025/2026 and 2026/2027 financial years, to assist in capacitating and empowering NPOs/NGOs/NPCs/CBOs with training interventions for its staff.

The ETDP SETA budget allocation of R1 500 000.00 will be for the implementation of training programmes for members of the Associations of the NPO/NGO/NPC/CBO, hence the ETDP SETA is looking for associations to maximise the impact of its memberships training capacity.

## 3. Objectives

The objective of this EOI is to identify suitable non-profit organisations to partner with ETDP SETA for the period stated above in implementing innovative skills development and training projects in any one of the following interventions:

1. Digital Skills
2. Financial and Records Management
3. Conflict Management

4. Leadership Skills
5. Project Management
6. Committee Skills and Good Governance
7. Resource Mobilisation

## 4. Submission of Proposals

Prospective NPO/NGO/NPC/CBO Associations must submit their proposals by email to [EOI-Nonprofit@etdpseta.org.za](mailto:EOI-Nonprofit@etdpseta.org.za)

The submission must include the following required documents.

1. NGO/ NPO Registration certificate
2. Tax SARS PIN – On a SARS Letterhead
3. SBD 4
4. Register and Proof of the current members
5. Geographical spread of its members
6. List of Board Members
7. A detail proposal as to why the NPO/NGO/NPC/CBO should be considered in this opportunity. The proposal should include the following:
  - i) Capacity to deliver high quality skills training programmes to a wide range of professionals working in NPOs/NGOs in the education sector
  - ii) To deliver high quality skills development training programmes to its members through funding from the ETDP SETA
  - iii) To prioritise skills development in its membership base deemed most important for effective organisational and programmatic delivery.
  - iv) To source feedback from members to drive improvement and refinement of these training programmes.

## 5. Eligibility

To be eligible, non-profit organisations must:

- Be registered as a NPO/NGO/NPC/CBO in South Africa
- Identify training needs and the impact that the training will have (for the member organisation and the sector).
- Demonstrate alignment with ETDP SETA's strategic objectives.
- Possess relevant expertise and capacity to implement proposed projects
- At least 3 Letters of support from stakeholders

## 6. ETDP SETA Terms and Conditions

ETDP SETA supports NPO/NGO/NPC/CBO Associations that contributes to the ETD Sector.

## 7. Evaluation Criteria

Only proposals of successful NPOs/NGOs/NPCs/CBOs who comply with the administrative requirements and the criteria set below will be evaluated.

Proposals will be evaluated as follows:

| Evaluation Criteria   | Score      |
|---|------------|
| <b>1. Proof of Registration</b><br>Successful NPO/NGO/NPC/CBO Associations must provide proof of registration in the form of NPO/NGO/NPC/CBO Certificate. | 25         |
| <b>2. Proof of Association Membership</b><br>NPO/NGO/NPC/CBO must provide proof of the current membership.  | 25         |
| <b>3. Project Motivation</b><br>Detailed Proposal submission as per (7. i,ii,iii,iv)  | 40         |
| <b>4. Experience</b><br>3 Reference letters and demonstration of experience.  | 10         |
| <b>Total score</b>  | <b>100</b> |

The NPO/NGO/NPC/CBO Association with the highest score will be considered successful. Prior to signing of the Service Level Agreement, the SETA will meet with the successful Association to discuss and agree on the allocation per member Organisation (NPO/NGO/NPC/CBO).

## 8. Disqualifying Criteria

Proposals will be disqualified if they fail to comply with any of the following requirements: a) Proposals submitted after the stipulated closing time and date.

b) Failure to submit the required documents.

### DECLARATION WITH REGARD TO NPO/NGO/NPC/CBO

|  |            |                          |  |
|--|------------|--------------------------|--|
| <b>Name of organisation</b>                      |            |                          |  |
| <b>VAT number if applicable</b>                  |            |                          |  |
| <b>NPO/NGO/NPC/CBO Registration number</b>       |            |                          |  |
| <b>Type of entity</b> ( <i>Tick applicable</i> ) | <b>NPO</b> | <input type="checkbox"/> |  |
|  | <b>NGO</b> | <input type="checkbox"/> |  |
|  | <b>NPC</b> | <input type="checkbox"/> |  |
|  | <b>CBO</b> | <input type="checkbox"/> |  |

|   |  |
|---|--|
| <b>Describe principal business activities</b>                     |  |
|   |  |
| <b>Total number of years the Association has been in business</b> |  |

## 9. Signatures

|                                       |  |  |
|---------------------------------------|--|--|
| <b>NPO/NGO/NPC/CBO representative</b> |  |  |
| <b>Signature</b>                      |  |  |

|                  |  |  |
|------------------|--|--|
| <b>Witness</b>   |  |  |
| <b>Signature</b> |  |  |

**The ETDP SETA reserves the right to make / not to make an appointment for this Expression of Interest.**

All enquiries must be directed to [KgomotsoT@etdpseta.org.za](mailto:KgomotsoT@etdpseta.org.za)

Closing date and time

07 November 2024 at 16:00.