



PROJECT NAME: REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A FUNDRAISING AND BUSINESS CASE DEVELOPMENT EXPERT

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Introduction

Established in 2002, the SACN is a non-profit company and a network of metropolitan municipalities. Its core mandate is:

1. Promote good governance and management in South African cities.
2. To analyse strategic challenges facing South African cities, particularly in the context of global economic integration and national
3. Collect, collate, analyse, assess, disseminate, and apply the experience of large city government in a South African context.
4. Promote shared-learning partnerships between the three spheres of government to support the management of South African cities.

In 2021, the SACN developed a 10-year strategy and a 5-year business plan which has set out the following strategic objectives:

- To support cities to become learning and adapting institutions through knowledge co-creation, dissemination, and application.
- To promote the urban agenda by enabling cities to have a voice through convening and advocacy.
- To strengthen partnerships with cities, existing partners and form new strategic partnerships.
- To ensure a well-governed and financially sustainable network

The SACN's value offering to cities and partners:



Objectives

In its five-year (2021-26) strategy, the SACN has set itself an ambitious target of expanding and diversifying its funding sources to include large and long-term donor funding, private sector funding through foundations and other available grant funding. This has led to the establishment of a fundraising strategy. The organisation is currently in year 3 of implementing its fundraising strategy and has gained momentum on establishing funding partnerships in its pursuit to diversify the income mix. This has led to a decision to ramp up its fundraising efforts in the third year to identify and secure large grant funding from local and international funders.

Scope of Work

In its pursuit to secure large and long-term grant funding, the SACN seeks the services of an expert to identify and engage large donor funders, private sector funders and government funders to secure income for the SACN. The expert is also required to work with the SACN team to support the process of developing business cases for funding.

The expert must have existing donor funder and private sector networks and must be able to secure meetings in the short term. The expert should also be able to work with the SACN team to develop business cases to speak to the funder's strategic objectives.

The expert is not only required to have existing connections or networks but relevant connections for the work that the SACN does and must be abreast on what funders are looking to fund and be willing to position the work of the SACN at various platforms. The expert is required to contribute to the SACN's funding target for the current financial by soliciting funders and securing deals.

Methodology

The expert is required to provide a proposal on the best approaches to identify and solicit large and long term donor funding. The proposal must include an implementation plan with activity, timeframes and resources.

Deliverables

1. A comprehensive proposal that includes a proposed approach to securing funders and a detailed project plan for the period from 01 November 2023 – 20 June 2023.
2. An indication of project team and a comprehensive budget for the outputs.

Expertise Required

- The successful bidder is required to have at least 10 years' experience in fundraising or business development and should have raised at least R15m in one financial year.
- The expert must submit three to five reference letters from previous clients of no older than 5 years specifically on fundraising, donor relations and submission of proposals.
- Description of experience and success in raising diverse sources of funding including grant funding, donations and sponsorships.
- Provide a schedule of past and current successful similar fundraising services. Experience in raising funds from international donors will be an added advantage;

- Provide a list of client references of institutions which demonstrates experience in providing services similar in scope required by this RFP. References shall include date and description of service, term of agreement, organization’s name, and contact person, title, address and telephone number; and
- Provide samples of funding proposals and funded project reports.

Resources & Costing

The expert is required to provide a comprehensive budget to deliver such services for a period of eight months commencing in November 2023 – June 2023 with clear deliverables.

Criteria for Selection

The bidder must submit a comprehensive proposal and budget. Supporting documents must include a minimum of 3 reference letters that are not older than 5 years, Comprehensive CV of the technical team that show skills , experience in fundraising and securing donors and proposal writing. Submissions on behalf of individuals are encouraged.

Bids will be evaluated on relative value for money gauged against the following criteria:

Item No	Evaluation Criteria	Weighting %
01	<p><u>BIDDER’S CAPABILITY – EXPERIENCE AND REFERENCE:</u></p> <p>Bidders will be evaluated on their experience in providing fundraising services of similar scope including references from past similar projects. The Bidder must have the experience and expertise to engage with a variety of donors and funders, including but not limited to national and international donor agencies, public sector funders and private sector institutions including foundations.</p>	50%
02	<p><u>BIDDER’S CAPACITY:</u></p> <p>Bidders will be evaluated on the demonstrable capability and capacity to raise funds and write funding proposals or funding business cases. Bidders are required to provide a list of resources, a staffing plan with CVs highlighting the expertise of the personnel to be assigned to the project. The staff should individually have demonstrable experience in raising funds.</p>	30%
03	<p><u>BIDDER’S PROPOSAL:</u></p> <p>Bidders will be evaluated on their demonstrable understanding of the assignment and methodology for developing the fundraising plan and undertaking fundraising. The Bidder shall be required to demonstrate their proposed fundraising plan through presentations, including:</p> <ul style="list-style-type: none"> • Demonstrable understanding of the SACN strategic priorities (strategy is available on the SACN site); • Demonstrable knowledge and understanding of the donor sector and the right fit for the SACN. <ul style="list-style-type: none"> • Provide samples of funding proposals and a sample of donor project reports. • Provide a timeframe for the fundraising plan presented to the SACN. 	20%
	TOTAL	100%

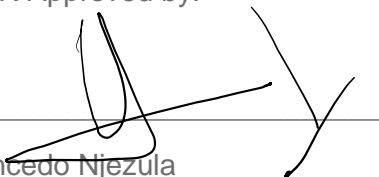
The Bidder shall prepare for a possible presentation should SACN require such and the Bidder shall be notified thereof no later than three business days before the actual presentation date.

Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and less than 50% on any of the individual criteria will be eliminated from further evaluation.

Submissions & Enquiries

- Proposals must be submitted to Jabulani Sandleni at Jabulani@sacities.net no later than 16:30 on or before 04 October 2023.
- The SACN ten-year strategy is available on the company website at www.sacities.net
- For technical enquiries related to the bid, kindly contact Jabulani@sacities.net

TOR Approved by:



Luncedo Njezula

EXECUTIVE MANAGER: GOVERNANCE, STRATEGY AND PARTNERSHIPS