

**ANNEXURE B – TERMS OF REFERENCE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR RESOURCE MOBILISATION OF SOUL CITY INSTITUTE IN RELATION TO THE ACCELERATION OF RESOURCE MOBILISATION WITHIN SOUL CITY INSTITUTE FOR A PERIOD OF THREE (03) YEARS**

1. ORGANISATIONAL OVERVIEW .....	1
2. BACKGROUND .....	1
3. SCOPE OF WORK .....	1
4. EXPERTISE & CAPACITY REQUIREMENTS .....	2
5. ESTIMATED CONTRACT PERIOD .....	3
6. SET-UP & TRANSITION ARRANGEMENTS .....	3
7. PROPOSAL SUBMISSION REQUIREMENTS .....	3
8. PAYMENT TERMS .....	4

## **1. ORGANISATIONAL OVERVIEW**

Soul City Institute (SCI) is an intersectional feminist organisation working to ensure that girls, young women, and gender minorities enjoy substantive equality, with access to resources and opportunities that enable them to live fulfilling lives

SOUL CITY is guided by the South African Constitution, with a focus on parts such as Section 27 that outline that everyone has the right to have access to healthcare services, including reproductive healthcare. We work tirelessly to make these and other rights such as the right to freedom, dignity and equality a reality for all, particularly for those who find themselves on the margins of oppression. SCI operates according to the principles and values of human rights, using an intersectional approach to ensure that nobody is left behind in the goal of eradicating poverty and ensuring equity for all.

## **2. BACKGROUND**

SCI seeks to strengthen and diversify its funding base to ensure sustainability and growth. SCI therefore invites bids for the appointment of a panel of service providers who not only understand the donor landscape but can actively open doors, networks with philanthropist and secure high-level engagements, to support fundraising, donor engagement, and partnership development for a period of three (03) years.

Panel appointment does not guarantee a minimum allocation of work.

## **3. SCOPE OF WORK**

The appointed service provider will be required to perform the following services:

### **3.1. Fundraising Strategy & Technical Support:**

- Advise SCI on strategic positioning, fundraising approaches, and communications.
- Provide technical guidance to enhance donor engagement and funding opportunities.
- Leverage philanthropic ecosystem knowledge to identify entry points and position SCI effectively

### **3.2. Donor Engagement:**

- Facilitate engagement with local and international donors and sponsors.
- Support SCI staff to lead engagements; provide logistical, preparatory, and strategic facilitation.
- Actively network to secure meetings for SCI leadership with high-value donors and philanthropists.

### **3.3. Development of Funding Proposals:**

- Prepare bankable funding proposals, business cases, and sponsorship requests.
- Ensure proposals align with SCI's strategic priorities and reporting requirements.
- Tailor proposals for diverse donor audiences.

### **3.4. Research of Potential Donors:**

- Identify new donor sources, philanthropic networks, and innovative funding streams.
- Recommend approaches for major and minor gift diversifications.

- Map donor interests and priorities to align with SCI programs.

### **3.5. Participation in Fundraising Events:**

- Supportive/facilitation role for SCI-led events.
- Contribute to relationship-building, while SCI staff remain the primary point of contact.

### **3.6. Reporting & Monitoring:**

- Responsible for donor stewardship reporting, ensuring donor requirements are met.
- Submit reports aligned with grant/donor cycle timelines.

### **3.7. Commission Terms:**

- Receive 10% commission on cash donations and/or sponsorships raised directly by the bidder.
- No commission is payable on in-kind donations or third-party referrals.

## **4. EXPERTISE AND CAPACITY REQUIREMENTS**

Bidders must demonstrate the following capabilities:

### **4.1. Accreditation and Compliance**

- Proof of CIPC registration or equivalent legal/professional registration for individuals or international entities.
- Tax Clearance Certificate (or from country of tax residence)

### **4.2. Experience**

- Minimum of five (5) years' experience in fundraising, resource mobilisation, or donor engagement.
- Demonstrated evidence of cash donations/sponsorships successfully raised in previous projects.
- Deep understanding of donor philanthropic landscape
- Proven knowledge of local, regional and international donor trends, philanthropic networks and funding ecosystems relevant to feminist and social justice organisations.
- Ability to identify and leverage opportunities that align with SCI's mission, feminist values and sector positioning.

### **4.3. Technical Capability**

- Proven track record in developing fundraising strategies and donor engagement.
- Experience in preparing funding proposals, business cases, and reports to donors.
- Networking and relationship-building capacity
- Strong networks within philanthropic circles, foundations and donor communities.
- Demonstrated ability to secure introductions and meetings for SCI leadership with high-value donor and philanthropists.

### **4.4. References**

- At least three (3) contactable references from similar projects within the past three years.

- References should confirm experience in fundraising, donor engagement, and successful delivery of projects.

## **5. ESTIMATED CONTRACT PERIOD**

Three (03) years from the date of appointment, subject to satisfactory performance and funding availability.

## **6. SET-UP & TRANSITION ARRANGEMENTS**

Providers must integrate with SCI fundraising processes and comply with internal policies

## **7. PROPOSAL SUBMISSION REQUIREMENTS**

Bidders must submit a single, consolidated proposal in PDF format, including

- Company profile and proof of registration.
- CVs of key personnel demonstrating relevant experience.
- Reference letters confirming prior fundraising and donor engagement successes.
- Evidence of fundraising experience and prior funds raised.
- Detailed methodology covering:
  - Approach to fundraising and donor engagement
  - Key activities, milestones, and deliverables
- Reporting approach for SCI and donors
- Confirmation of acceptance of the **10% commission structure**.
- Declaration of independence and conflict of interest (Annexure D).

*Proposals should provide measurable evidence of prior fundraising achievements to support scoring under Technical Evaluation Phase (Annexure A, Phase 2).*

## **8. PAYMENT TERMS**

- SCI operates strictly on a post-service payment basis.
- Payment is made only on successful cash donations and sponsorships raised directly by the bidder.
- Invoices must clearly reference the fundraising period and the total donations/sponsorships raised.
- Payment will be made within 30 days of submission of a valid, approved invoice.