



Co-funded by the
Erasmus+ Programme
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SERVE & Young Africa International Capacity Building Programme 2017 -2018
EU Erasmus+ Cooperation for innovation and the exchange of good practices –
Capacity Building in the field of Youth

Invitation to Tender for Administration Capacity Building

Background

SERVE and Young Africa International through the support of the EU plan to deliver suite of programmes aimed at building the capacity of Young Africa International to ensure the standardisation of key functions across their centres. Training will take place in the areas of Leadership & Management, Youth Work, Child Safeguarding and Administration Capacity Building.

SERVE

SERVE is a development and volunteering organisation committed to tackling the root causes of poverty, to achieve justice, equality and opportunities for all. Since 2003 SERVE has worked in solidarity with communities living in poverty, supporting initiatives in Southern Africa and South-East Asia. Inspired by the belief that 'Solidarity in Action' can improve the lives of the most vulnerable, SERVE works in partnership with local communities and organisations.

SERVE's work is rooted in strategic cooperation with Irish communities at home and abroad. SERVE's mission is to work in partnership to strengthen the livelihoods of young people and communities living in poverty by providing high quality vocational and educational learning opportunities, helping young people gain employment or start and develop their own businesses. SERVE's vision is that everyone should have the opportunity to realise his or her potential and make a meaningful contribution to society.

Young Africa

Young Africa was founded in the Netherlands in 1998. Young Africa are a confederation of independently and locally registered affiliated organisations. Each affiliate runs skills centres, youth (self-) employment programmes and community activities in Zimbabwe, Mozambique, Namibia, Botswana and Zambia. The founding organisation of Young Africa is Young Africa International, based in the Netherlands.

Young Africa's mission is to empower young people through skills training for employability and entrepreneurship. Young Africa offers an innovative high impact solution to youth unemployment. It's uniqueness lays in the two innovative concepts: the Franchise Method and the Integral Approach to youth development.

Delivery of Administration Capacity Building Programme

This programme aims to increase the capacity of Young Africa's staff to manage the administration requirements of Young Africa, to address gaps in knowledge and to create a consistency of administration standards across all Young Africa Campuses. It is intended that this programme will lead to the creation and implementation of a robust intern audit system.

Location: Harare, Zimbabwe

Duration: 8 days including travelling, preparation, delivery and follow up

Accommodation, flights and in-country transport provided

Proposed dates: October 2017

Required content

- Financial Management – budget preparation, record keeping, book keeping, procurement, invoicing, payments
- Asset Management – inventory management, stock taking, effective use of resources, facilities management maintenance of building, equipment etc
- School Management – student database management, office procedures, use of IT Google Education, effective communication, student engagement and participation
- HR – recruitment, selection, management, motivation, training and development of YA staff and franchisees

Learning Outcomes

It is expected that at the end of the programme the Young Africa administration staff should have:

- A good knowledge of the relevant Young Africa policies and procedures
- A clear understanding of their roles and responsibilities
- An appreciation of the need for consistency of approach across all YA campuses
- A commitment to engaging students in all aspects of school management
- An awareness of the need for a robust system for recruiting and managing staff and franchisees
- Enhanced communication skills

Submission of Tenders

Applications should include a summary of past relevant experience as well as evidence of:

- Experience of evaluating and implementing business processes in the areas indicated above ideally in an education setting
- Knowledge of HR polices, practices and legislation in the programme countries
- Understanding of the requirements and challenges of the franchise business model
- Evidence that the required content can be delivered to a high standard
- Statement confirming the applicant's eligibility and availability to travel

SERVE reserves the right to negotiate with the Preferred Contractor, provisions and specifications in addition to and/or different from those stipulated in this invitation to tender and any other tender documentation. The Preferred Contractor will be expected to execute a contract with SERVE. The contract between SERVE and the Preferred Contractor may include the following:

- The invitation to tender
- The Preferred Contractors Tender
- Any mutually negotiated terms and conditions

Tenders should be submitted by hard copy or email by 12 noon Friday March 17th 2017

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It is the responsibility of respondents to ensure the tender document is received on time. Under no circumstances can SERVE consider tenders that are received late. Tenders received after the above deadline will be returned unopened.