



**Call for Expressions of Interest  
YearBeyond Primary School Academic Programme**

**Application Form for  
Implementing Agents/ Cluster Managers**

**EXTENDED CLOSING DATE WITH FAQs ADDED  
Closing: 27<sup>th</sup> September 2019**

The Western Cape Government is committed to addressing our youth unemployment challenge and will be expanding our current Youth-in-Service footprint. The programme offers youth a structured 10-month in-service programme enabling them to access increased economic opportunities. At the end of the programme it is envisioned that volunteers exit into one of three pathways: study, internship or employment.

**YearBeyond Academic Support Programme**

As part of the Western Cape Youth-in-Service Programme, the After School Programme Office, in partnership with the Community Chest of the Western Cape, is looking for partners to expand the footprint of the YearBeyond Primary school academic support programme.

This is a call for expressions of interest for Implementing Agents (Organisations or Individuals) to manage one or more geographic clusters.

The YearBeyond programme:

- a) provides academic support to learners in Grade 2-4, which strengthens and improves learners' academic abilities and performance in numeracy and literacy; and
- b) provides unemployed matriculants and graduates, aged between 18-25 years old, with a self-development programme and valuable work experience.

**Who should apply?**

- Applicants can apply either directly as an independent cluster manager, or through as Organisation/Institution who will partner with the Western Cape



Government and employ a cluster manager to support the implementation of the programme.

### Scope of work:

- Coordinate all aspects of the programme implementation in the allocated region/schools. Minimum of 3 schools and maximum of 6 schools per geographic cluster (not more than a 25km radius).
- Build strong stakeholder relationships, specifically with the school principals and teachers.
- Support schools to recruit target number of learners and ensure they sustain regular and consistent attendance.
- Recruit, manage, support and mentor volunteer tutors (15-30 young people within a geographic cluster), both with programme implementation and personal/professional development for the entire 10-month period. Includes but not limited to:
  - Weekly site visits at schools both after school hours to observe programme implementation and for mentoring of tutors.
  - Regular meetings with schools
  - Coordination and facilitation of tutor's reflection/training once a week on a Friday.
  - Attend and support all residential block training of tutors – Approximately four weeks spread over the year.
- All facilitators will need to participate in the mandatory one-week cluster manager training.
- Reporting: Provide a monthly report to Community Chest and the YearBeyond management team and a quarterly report to each participating school.
- Participate in monthly facilitator meetings and quarterly management meetings.
- Ad hoc support trouble shooting, guiding and supporting as needed.

### Application Criteria:

If Implementing Institution:

- Registered organisation with 5 years' minimum working in the development sector (education preferable) and a record of unqualified audits.



- Proven experience working in primary schools preferably implementing after school/ academic support programmes.
- Skilled personnel fulfilling the requirements of individual applicant below:

Facilitator requirements (whether individual applicant or Institution):

- 5+ years' experience in the development sector, preferably within education in no and low fee schools
- Extensive facilitation and training skills and experience
- Extensive experience working with both learner and youth development
- Ability to work independently and under time pressure
- Valid driver's license with access to a vehicle
- Able to commit at least 50% of their time to the project
- Candidates with multilingualism will be given preference

### Application Process

To apply, please submit the following, by **27 September 2019**, to [Afterschool@westerncape.gov.za](mailto:Afterschool@westerncape.gov.za)

- **Expression of interest letter** detailing why you are interested in the opportunity and details of any existing relationships/work in schools
- **Institutional overview** if applying as an institution (Including which schools the institution is currently working with)
- **Geographic location**
- **CV of applicant - cluster manager** (If applying as an institution/NGO – Please submit cluster manager CV. If the cluster manager is still to be employed, please indicate as such)

**Note:** There will be a separate call made for organisations interested in hosting youth in service volunteers in non-academic after school programmes



## Frequently Asked Questions:

### **1. What is the salary band for the Implementing Agent/ Cluster Manager?**

The project partners are not able to provide details of the funding at this stage. The Western Cape Government and Community Chest are seeking partners who are committed to providing youth service opportunities through after school programmes in low and no fee schools. As such, we have not budgeted to cover the full cost of the YearBeyond partnership but rather a contribution to costs for organisations already working in the sector and looking to expand.

The WCG contribution will be based on the number of schools serviced (4-8), the number of volunteers (15 – 32) deployed, the skills of the organisation and allocated dedicated project personnel. Actual budgets will be negotiated once interested parties have been shortlisted. Priority will be given to partners who are able to leverage co-funding or contributions in kind.

### **2. What block training are volunteers receiving?**

Volunteers receive residential boot camp training at the beginning of the year and in June, as well as weekly reflections with their implementing agent.

### **3. Where an NGO is looking to apply to manage a geographical cluster, does the facilitator have to be employed in the NGO already?**

If there is no one currently employed in the position, the implementing agent is asked to indicate as such in their letter of interest.

### **4. What does "Able to commit at least 50% of their time to the project" mean?**

The demands of the job will vary dependent on the number of schools an individual/ organisation will take on managing. The smallest cluster – 3 schools – requires a 50% commitment and a full cluster of 6 - 8 schools requires a full time commitment.

### **5. Do volunteers receive a stipend?**

The volunteers receive a "no pitch no pay" stipend. This is fixed centrally (R2 300 p/m for 2020) and the costs of this are covered by Western Cape Government.