

January 2025

## **REQUEST FOR PROPOSAL AND QUOTATION**

### **CAPACITY BUILDING SERVICE PROVIDER FOR COMMUNITY TOURISM ORGANISATION(CTO) IN MTUBA-ST LUCIA**

#### **WHO WE ARE:**

Zevoli Growth Partners assists corporates and MSME to unlock 'shared value' through custom built small business development programmes and initiatives that create the gateway to sustained participation in the formal economy for the selected MSMEs.

We focus on MSMEs in rural, peri-urban and township areas, geographies where MSMEs often struggle to transition from development to access to markets as suppliers of corporates with a local presence in the communities in which they operate.

Zevoli is a Level 1 B-BBEE 100% black female owned enterprise that has been operating since 2014.

#### **RFQ INTRODUCTION:**

Zevoli Growth Partners endeavours to build a supplier database/panel of suppliers for its programmes. Because we run numerous programmes for multiple clients simultaneously, there is a high need to have a set of service providers that service us and our businesses to an agreed upon standard.

With that said, Zevoli is looking for companies and/or individuals to provide capacity building services and support to the SMMEs that we capacitate.

#### **SCOPE OF WORK:**

- 1. Expectation Management of CTO Members:** Facilitate workshops or sessions to manage the expectations of the CTO members, provide strategies to align member interests with CTO objectives and ensure transparent communication between the CTO executive and its members
- 2. Sector Compliance Training:** Deliver training on the importance of compliance in the tourism sector, provide guidance on legal, environmental, and operational regulations for CTO members and assist members in understanding and meeting compliance standards for sustained operations.
- 3. Municipal Support Role:** Outline the role of the municipality in supporting small businesses within the tourism sector and develop a roadmap for effective collaboration between the CTO and local government to leverage available resources and support.
- 4. Balancing Support for Emerging vs. Commercial Businesses:** Provide strategies for balancing the support and development of emerging tourism enterprises with established

commercial entities. Focus on inclusive growth and ensuring equitable support mechanisms.

- 5. Quantifying Local Economic Impact:** Offer tools and methodologies to measure and analyze the impact of tourism on the local economy and provide training on interpreting data to influence policy and organizational decisions.
- 6. Income Diversification:** Guide CTO members on the diversification of income streams, exploring tourism-related opportunities beyond traditional avenues and identify potential alternative revenue-generating activities that can sustain operations during off-peak seasons.
- 7. Role of CTO in the Tourism Sector:** Clearly outline the pivotal role CTOs play in driving tourism within local communities and equip the CTO with frameworks to enhance its visibility and advocacy efforts within the tourism sector.
- 8. Training for the Executive Committee:** Offer specialized training for the CTO's executive committee to enhance governance, leadership, and strategic planning skills. Develop a structured approach to managing the organization's activities and growth.
- 9. Understanding Institutional Arrangements:** Provide an overview of the institutional arrangements and government structures within the tourism industry and facilitate the CTO's understanding of how to engage with different government agencies for support and compliance.
- 10. Market Access and Unlocking Opportunities:** Develop strategies for market access, both locally and internationally, for CTO members. Identify potential partnerships and networks to expand the CTO's reach and unlock business opportunities. Provide insights into digital marketing, trade shows, and other avenues to boost market presence.

#### **DESIRED OUTPUT:**

At the conclusion of the capacity-building training, the CTO and its members are expected to

- demonstrate improved governance, strategic planning, and operational capabilities.
- The executive committee will have enhanced skills in leadership and decision-making, supported by a clear governance framework to guide future activities.
- Members should have a strong understanding of the compliance requirements within the tourism sector and access to a toolkit for ongoing adherence to regulations.
- The CTO will have established a solid collaboration with the local municipality, maximizing available resources for small businesses.
- Furthermore, the organization will be equipped with strategies to balance support for both emerging and established businesses, ensuring inclusive growth.
- Members will be able to quantify tourism's economic impact on the local community and identify diversified income streams to strengthen their businesses.
- The CTO's role in local tourism will be more defined, with increased visibility and advocacy in the sector. Members will also have a market access plan, with identified opportunities for growth, and actionable strategies to unlock new partnerships and business opportunities.

## PRICING

- All prices must be per unit/per beneficiary
- For purposes of this RFQ, please price the scopes of work separately to allow for us to pick and choose the required service at any time e.g. if we only require training, we should be able to only pick training, etc.

## SUBMISSIONS REQUIREMENTS:

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### MANDATORY SUBMISSIONS REQUIREMENTS:

1. Business profile or portfolio.
2. Proposal based on the required scope(s) of work.
3. Detailed quotation.
4. Company Registration
5. Tax PIN document.
6. Identity Document of the owner/director/member of the Company.
7. BEE Rating Certificate / Affidavit.
8. Bank letter verifying banking details.

### SUBMISSIONS MAY ALSO INCLUDE:

1. Business organogram.
2. Assigned team biographies.
3. References.
4. Other documents to showcase capability, capacity, skills and experience.

### TIMELINES

1. Proposal and quote submission deadline: **17 February 2025**
2. All responses to this RFP must be submitted via email to [procurement@zevoligp.com](mailto:procurement@zevoligp.com) on or before the submission deadline.
3. Shortlisting: We will contact you if you have been shortlisted. If you are not contacted within 2 weeks after submission, please accept that you have unfortunately not been shortlisted.

Please note that as part of our ways of working, the service provider will be required to submit reports at required intervals as per project needs.

Please do not hesitate to contact us if you have any questions or need any additional information.

Thank you and kind regards,