

Terms of Reference

Administration of the Ireland –Africa Fellowship Training Programme and Student Recruitment for the 2022/2023 Irish Academic Year

1. Background

The Embassy of Ireland in South Africa administers the **Ireland Fellows Programme** for students from South Africa, Zimbabwe, Lesotho and Mauritius. The Ireland Fellows Programme offers early to mid-career professionals, with leadership potential, the opportunity to undertake a fully funded one-year master's level programme at a higher education institution (HEI) in Ireland. The Ireland Fellows Programme is fully funded by the Irish Government and the awards cover programme fees, flights, accommodation and living costs. The aims of the Programme are to nurture future leaders; to develop in-country capacity to achieve national Sustainable Development Goals (SDGs); and to build positive relationships with Ireland.

The **Kader Asmal Fellowship Programme** (KAFP) is part of the broader Ireland Fellows Programme and offered to students from South Africa. The KAFP was established in 2014 in honour of the late Professor Kader Asmal, Professor of Law at Trinity College Dublin and founder of the Irish Anti-Apartheid Movement. The KAFP aligns with the objectives of the Ireland Fellows Programme, and has a particular focus on supporting women in STEM and students from Universities of Historical Disadvantage and Universities of Technology in South Africa. The KAFP is delivered by the Embassy of Ireland in South Africa in partnership with the South African Department of Higher Education and Training. A specific fellowship in Human Rights Law at Trinity College Dublin is awarded in partnership with the Council for the Advancement of the South African Constitution¹ each year. In 2021, the KAFP will reach the significant milestone of 100 awardees since its establishment in 2014.

As the Ireland Fellows Programme and the Kader Asmal Fellowship Programme have grown over the recent years, so too has the administrative work associated with student recruitment, including assessment of applications and selection of awardees for these scholarships. The Embassy of Ireland in South Africa wishes to engage the appropriate expertise to manage the administrative aspects of the Ireland Fellows Programme and the Kader Asmal Fellowship Programme and to support the recruitment of fellows over the next three year period (August 2021 to August 2024).

2. Objectives of the Fellowships Programmes and Focus Areas

The aim of the **Ireland Fellows Programme** (Zimbabwe, Lesotho, and Mauritius) and the **Kader Asmal Fellowship Programme** (South Africa) is to nurture future leaders; to develop in-country capacity to achieve national SDG goals; and to build positive relationships with Ireland. On return home, alumni of these programme are expected to contribute to capacity building for the SDGs in their home countries. It is also envisaged that they will contribute to maintaining positive personal and professional relationships with Ireland, promoting institutional linkages.

The **Ireland Fellows Programme – Africa** targets students from Zimbabwe and Lesotho and aligns with Ireland’s broader cooperation with these countries. In Zimbabwe, priority focus areas include:

- *Human Rights Law and Governance*
- *International Relations and Development*
- *Women’s Studies, Gender Studies, Equality Studies*

In Lesotho, priority focus areas include:

- *Food systems, Nutrition and Agriculture*

The **Ireland Fellows Programme – SIDS** targets students from Mauritius. In line with Ireland’s Strategy for Partnership with Small Island Developing States (SIDS), priority areas include:

- *Climate action*
- *Ocean protection.*

The **Kader Asmal Fellowship Programme** aligns with stated national skills development priorities in South Africa and aims to support transformation by targeting graduates of Universities of Historical Disadvantage and Universities of Technology in particular. While the programme places strong emphasis on supporting women’s participation in STEM, applications across a broad range of subject areas are accepted where the applicant demonstrates the relevance of their programme of study to the achievement of the Sustainable Development Goals in South Africa.

3. Scope of Work and Activities:

The consultant will be responsible for delivering the administrative aspects of the programmes including:

- a. Publishing of application guidelines;
- b. Development and maintenance of an online application form;
- c. Collecting all stage 1 applications;
- d. Assessment and shortlisting of Stage 1 applications;
- e. Selection of students to invite to submit Stage 2 applications;
- f. Management of all communication and troubleshooting with applicants;

- g. Assessment and shortlisting of Stage 2 applications;
- h. Ongoing communications with the Embassy and updates on the applications and key targets;
- i. Organization of logistics for interviews and participation on the panel for selection;
- j. Providing the Embassy with a final report on the recruitment round, including necessary statistics and analysis of applications.

	Average applications received annually for stage 1	Average applications received annually for stage 2	2021/22 quota for Fellowships
South Africa- KAPF	600	250	14
Zimbabwe	400	150	7
Lesotho	100	40	4
Mauritius	60	20	2

Annex 1. Sets out the timelines and key deliverable in more detail

4. Methodology

The prospective Consultant should set out their approach to undertaking the activity as outlined under the purpose of the tender. The bid must clearly outline activities and timeframes that will lead to the production of a shortlist of candidates to be submitted to the Embassy. Submission of the shortlist must take into consideration that the Embassy will need sufficient time to engage in final selection processes subsequent to initial selection undertaken by the consultant. Please note that the academic year in Ireland commences in August/September and ends in June/July. The tender offer should include a detailed budget that clearly indicates the portion of fixed cost and/or variable cost per applicant based on your organisation's costing model. Bids must be in Euro.

5. Deliverables and timelines

The Consultant will submit a proposal responding to this tender by close of business on **Wednesday 21st July 2021**. CV's of staff members that will work on the programme must be attached as well as detailed budget. The detailed deliverables and timelines are attached as **Annexure 1**.

6. Qualifications and Competencies and Submission

The consultant will

- Will have demonstrated knowledge and experience in marketing of educational programmes or similar, as well as recruitment of students for study at international universities;
- must display relevant technical capacities to manage the call for applications by latest 1st August 2021;
- Must have capacity to assess a large number of applications within given timeframes.

7. Reporting Protocol

The Consultant shall report directly to the Education and Skills Programme Manager of the Embassy of Ireland or the delegated representative on all matters related to this assignment.

8. Award Criteria

This tender will be awarded to the successful bidder on the basis of the following criteria

Experience

Skills

Methodology

Cost