



**African Leadership Academy**

1050 Printech Ave, Honeydew 2040, South Africa

**Postal Address**

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Email: [acnsupport@africanleadershipacademy.org](mailto:acnsupport@africanleadershipacademy.org)

## **ACN Affiliate Program - Application Overview**

Africa Career Networks (ACN) is a program of African Leadership Academy (ALA), which has been running since 2012. It aims to transform the lives of African youth with foundational leadership experience by bridging the gap between job seekers and employers. Partnerships with various foundations and supporters have allowed ACN to build 7 growing, pan-African career networks focused on key economic sectors - Education, Health, The Arts, Agribusiness, Infrastructure, Governance and Professional Services.

Our network-theory-driven approach has facilitated powerful social impact collaborations among our young leaders and connected them to over 5000 internships and full-time job opportunities. The purpose of this RFP is to recruit 5 non-profit organisations (NPOs) that can help to augment ACN's reach and inclusivity through our new Affiliates Program.

Through this initiative, we will expand our impact, enhance inclusivity, and strengthen our collective efforts in serving diverse communities.

ACN Affiliates are NPOs that work in employability skills training and labour market linkages to help accelerate our impact. Affiliates who have established success working with young students e.g. disabled and displaced program participants will be prioritized. The Affiliates will partner with ACN to provide career readiness and sector challenge programs to Mastercard Foundation Scholars and Alumni.

To qualify as an ACN Affiliate, organisations must meet one or more of the following criteria:  
Be a legally registered/established non-profit organisation with career services and want to create more work opportunities.

You must prove that you have a tax exemption status in your country of operation and must be prepared to provide your tax clearance certificate of less than one year old.

Be a youth-led or women-led organization working in employability skills training and linkages to work for young people. (Preference will be given to organizations who are led by Mastercard Foundation Alumni).



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Be an organisation working to provide inclusive access and workspaces for young people with disabilities, refugees, Internally Displaced Persons (IDPs), young women etc.

Be located in critical geographies proximate to large populations of Scholars Alumni.  
Your organisation must be based in Africa and working for African beneficiaries – preferably youths. (We will prioritise organisations from Ghana, Uganda, Rwanda, Ethiopia, Nigeria, Zimbabwe, Kenya).

This document is an overview of the application form available online:

<https://careernetworks.africa/acn-affiliate-program/>

This will enable us to evaluate your organization’s potential alignment with the ACN Affiliates Program.

**Application deadline: 25 October 2024**

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## ORGANISATION DETAILS

1. Legal Name of Organisation \*
2. Organisation Type
  - a. Non- Profit Organisation
  - b. NGO - Church led
  - c. Social Enterprise
  - d. Other
3. Website Address
4. Year of Establishment
5. Financial Year End Date
6. Physical Address (Include City/Town, Country of operation and Postal code)
7. Postal Address (If different from Physical Address)
8. Full name (s) of Primary Contact Person (s) and Title (s)
9. Is your organisation Youth-Led?
10. Is your organisation Women-Led?
11. Are any of your organisation leaders Mastercard Foundation Scholars/Alumni or ALA alumni?



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12. Contact Email
13. Contact telephone number (include international area code)
14. Mission Statement (Briefly describe your organisation's mission and vision). Max 150 words.
15. Organisation's main and ancillary objectives
16. Team Composition (Provide an overview of the key staff members who will be involved in this program, including their roles and relevant experience). Max 150 words.
17. Tech Platforms and Connectivity (What access does your organization have to technology/connectivity? What digital platforms are you currently using?) Max 150 words.
18. In which languages do you deliver your programs? (Name all)

## FINANCIAL SUSTAINABILITY

19. Financial Capacity (Describe your organization's financial management processes and capacity to manage the budget associated with the proposed activities. and detail any resources or support your organization would need from the Africa Career Network to successfully implement the proposed activities). Max 250 words.
20. Sustainability (What are your organization's current operating costs? How do you currently fund your operations? How sustainable is your organization overall?) Max 300 words.
21. How is your organisation currently funded? (Please name any major funders)

## PROGRAM DETAILS AND IMPACT

22. Geographic Focus: (List the countries and regions where your organization operates. Specify how these areas align with the focus of the ACN Affiliates Program. Include the following in your response - region, language, rural, urban, suburban etc.). Max 100 words.
23. Do you work with any disabled youth?
24. Do you work with any refugees/IDPs?
25. Who are your primary beneficiaries or community of program participants? (If applicable, specify the number of scholars and alumni within your network and provide a breakdown of the proportion who are women/girls, young people with disabilities, and refugees/IDPs). Max 150 words.



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26. Current Programs: (Describe the programs your organization is currently running. Include any career services, transition projects, or other initiatives that deliver value to your beneficiaries.) Max 200 words
27. Experience in Youth Empowerment - (Describe your organization's experience working with young people, particularly in providing career readiness and support programs. Include any relevant statistics or success stories) Max 200 words
28. Sector Expertise
  - a. Agribusiness
  - b. Education
  - c. Health
  - d. Governance
  - e. Infrastructure
  - f. Professional Services
  - g. The Arts
  - h. Other
29. Current Partnerships (List any existing partnerships your organization has with employers, educational institutions, or other non-profit organizations). Max 150 words
30. Employer Partnerships (Who would qualify as potential employer partners for your beneficiaries? Outline details on how you plan to recruit and support program participants, particularly from the target demographics). Max 300 words
31. Previous Relevant Projects (List up to three previous projects that demonstrate your organization's ability to successfully implement initiatives similar to those proposed. Include brief descriptions, outcomes, and any challenges faced). Max 200 words
32. Impact and Growth Potential (What skills are critical for the beneficiaries or the communities your organization serves?) Max 150 words
33. Has your organization already demonstrated impact in career services or other programs? Provide examples and metrics if possible. (Max 200 words)
34. How would additional from ACN Impact your organisation? (Describe the additional impact that ACN's training and funding could create for your organization). Max 200 words
35. Please describe how you aim to provide career readiness and sector challenges to the Mastercard foundation, Scholars and Alumni? Max 150 words



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36. Detail how your organisation would approach achieving the following participant targets?
  - a. 70% women
  - b. 25% refugees and IDPs
  - c. 10% youth with disabilities
37. Impact Measurement (How is your organization currently measuring its impact? Describe the tools, metrics, or methodologies used and the approach to monitoring and evaluating the success of your proposed activities. How will you measure the impact on the target groups?) Max 150 words.
38. Why do you believe your organisation would be a good participant of the ACN Affiliate program. Please motivate (Max 150 words)
  - a. Methods and Plan - Describe your methodology and capabilities for meeting project deliverables and detail your plan of action for executing and completing this project. Include a detailed milestone timeline in this section
  - b. Expectations and Results - Explain your expectations for the project and summarize the results you anticipate achieving. Include a summary of your anticipated timeline for completion in this section
  - c. Communications - Provide a communication plan for how you intend to engage employer partners to ensure progress and completion of the project
  - d. Budget and Costs. Provide a detailed breakdown of all anticipated expenses, as well as a summary of the total proposed costs of the project
  - e. References. Provide three references for previous work of a similar nature

## DECLARATION AND DOCUMENTS TO BE SUBMITTED

When you submit your application, please email the following documents to [acn-affiliates@africanleadershipacademy.org](mailto:acn-affiliates@africanleadershipacademy.org)

1. ID/Passport copy of Main Contact Person
2. Proof of Organisation NGO/NPO Status
3. One Year Tax clearance certificate
4. Copy of most recent Financial Statement
5. Provide proof of any Mastercard Foundation Scholarship or ALA affiliation