



NATIONAL LOTTERIES COMMISSION

CALL FOR PROPOSALS

**ESTABLISHMENT OF A PRE-VETTED PANEL OF HUMANITARIAN PARTNERS FOR RAPID
EMERGENCY RESPONSE FOR THE NLC'S RESEARCH-BASED FUNDING EMERGENCY
GRANT PROGRAMME FOR A PERIOD OF THREE YEARS**

CLOSING DATE: 28 NOVEMBER 2026

CALL FOR PROPOSALS:

ESTABLISHMENT OF A PRE-VETTED PANEL OF HUMANITARIAN PARTNERS FOR RAPID EMERGENCY RESPONSE FOR THE NLC'S RESEARCH-BASED FUNDING EMERGENCY GRANT PROGRAMME FOR A PERIOD OF THREE YEARS

TERMS OF REFERENCE (ToR)

Executive Summary

This Call for Proposals invites suitably qualified non-profit humanitarian organisations to apply for appointment to a pre-vetted National Lotteries Commission (NLC) panel for rapid emergency response under its Research-Based Funding Emergency Grant Programme. The panel will operate for 36 months and strengthen the NLC's capacity to respond quickly and equitably to disasters and crises, including extreme weather events, health emergencies, and other natural or human-induced incidents affecting vulnerable communities.

Appointed panellists must be able to deploy relief for approximately 3,000 to 10,000 beneficiaries per activation. Mandatory core interventions comprise food and water assistance, emergency shelter, and essential non-food items such as clothing, bedding, and hygiene or dignity kits. Depending on local needs, the NLC may also activate psycho-social support and community disaster-awareness and preparedness measures.

Applicants must be registered NPOs or NPCs in good standing, compliant on the NLC's Grant Management System, tax compliant, and able to submit all statutory and prescribed supporting documents. They must also demonstrate alignment with at least one recognised humanitarian quality pathway: institutional operating procedures based on Sphere minimum standards, or Core Humanitarian Standard verification, certification, or a current self-assessment and improvement plan. A functioning community feedback and safeguarding/PSEA framework is mandatory.

Proposals will be evaluated out of 100 points across institutional quality and ethics (30), supply-chain and financial soundness (20), health, safety and risk management (20), humanitarian track record and scalability (20), and geographic reach (10). Successful panellists will sign an Allocation Letter and Grant Agreement, implement approved interventions, submit narrative and financial reports, and participate in relevant NLC communications. All applicants remain subject to on-site due diligence. Submissions must include a covering letter, proof of compliant registration, completed technical and financial proposals, and the evidence required under the eligibility and evaluation sections.

1 Introduction

The National Lotteries Commission (NLC) was established in terms of the Lotteries Act No. 57 of 1997, as amended (Lotteries Act) to *inter alia* regulate the National Lottery as well as other lotteries and societies; to ensure that funds raised through the National Lottery are distributed to worthy good causes across South Africa, with the aim of advancing socio-economic

development and alleviating poverty among vulnerable communities, in line with the National Development Plan.

2 Background

2.1 RESEARCH-BASED FUNDING

The National Lotteries Commission's (NLC) Research-Based Funding (RBF) model is grounded principally in Section 2A (3) of the Lotteries Act (as amended), which sets out the functions of the Commission. Paragraph 3 provides that:

"The Commission may, upon request by the Minister, Board or its own initiative in consultation with the Board, conduct research on worthy good causes that may be funded without lodging an application prescribed by the Act."

The RBF model enables the NLC to proactively and intentionally identify and fund worthy good causes by conducting research into strategic interventions aligned with its development agenda. The model comprises two components: **planned** and **unplanned** interventions.

Planned interventions are predetermined strategic priority funding areas identified and approved by the Minister or the Board through Commission research.

Unplanned interventions address emergencies or disasters arising from natural or other events - unforeseen crises that adversely affect the wellbeing of vulnerable communities and demand urgent mitigating action.

In 2024, the NLC appointed a panel of humanitarian partners to implement unplanned (emergency) interventions, as defined above. The NLC now wishes to renew and expand the Panel's membership to ensure it has the capacity to respond effectively to the growing number of emergency events in the country - many linked to the increasing frequency and severity of adverse weather events associated with the climate emergency.

For appointment to the Panel, the organisation must demonstrate long-term financial health, structural capacity, and readiness.

3 Objective & Framework Structure

The objective of this Call for Proposals is to establish a panel of pre-vetted, highly qualified humanitarian organisations ("the Panel") to provide rapid-onset disaster relief and other relevant services to vulnerable communities as required. Panellists appointed to the Panel will be granted NLC funding to provide emergency humanitarian interventions in areas affected by disasters, including those caused by extreme weather events (e.g., floods, wildfires), health emergencies, and other natural or man-made disasters.

4 Scope of Standard Interventions

When activated during the 3-year term, panellists must be capable of deploying immediate relief for populations ranging from 3,000 to 10,000 beneficiaries. Interventions will be divided into Core and Contextual components:

4.1 Core Components (Mandatory for all activations)

- **Food Security:** Immediate dry/cooked rations, emergency water supply, and nutrition kits.
- **Emergency Shelter:** Tarpaulins, tents, structural reinforcement kits, and toolsets.
- **Essential NFIs:** Climatically appropriate clothing, bedding, and specialised hygiene/dignity kits.

4.2 Contextual Components (Activated where appropriate and necessary)

Depending on the nature of the emergency, the duration of displacement, and localised vulnerabilities, the Partner may be directed via the Allocation Letter (AL) to deploy the following specialised interventions:

- **Psycho-social Support (PSS):** Provision of Psychological First Aid (PFA), establishment of Child-Friendly Spaces (CFS), community-based support groups, and targeted counselling for highly traumatised survivors.
- **Community Disaster Awareness & Preparedness:** Implementation of localised early-warning communication strategies, community-led hazard mapping, household disaster-readiness drills, training local leaders on emergency evacuation protocols to build long-term resilience against secondary hazards (e.g., aftershocks or secondary flooding) and any other relevant awareness and preparedness activities.

5 Eligibility and Compliance

To be eligible for appointment to the Panel, applicants must meet the following mandatory requirements: (Note that failure to meet these requirements will result in your proposal being deemed as non-responsive and therefore disqualified from further consideration).

No	Mandatory Requirement	Supporting Evidence Required
1	Be registered non-profit entities (NPO or NPC) in good standing	Valid NPO/NPC certificate
2	Be registered as a compliant organisation on the NLC's digital Grant Management System (GMS)	Proof of NLC 200 status
3	Be SARS compliant at the closing date	Valid SARS Tax Compliance Status PIN
4	Meet all mandatory requirements and submit all mandatory documents as required by the Act and Regulations when submitting the application (refer to Form 2010/1 for the mandatory documents that will be required).	All mandatory documents as specified when submitting the application

6 Framework Compliance (Sphere or CHS)

6.1 Compliance Pathways

To be considered for the Panel, applicants must demonstrate institutional alignment with international humanitarian benchmarks. Applicants must fulfil **at least one** of the following compliance pathways:

Pathway A: Institutional Commitment to the Sphere Handbook

Applicants must provide their institutional Standard Operating Procedures (SOPs) proving that all default emergency relief packages are pre-designed around Sphere minimum metrics, for example:

- Nutritional guidelines pre-calculated to provide a minimum of **2,100 kcal/person/day**.
- Shelter kits catalogued and ready for procurement that guarantee a minimum of **3.5m² of covered space per person**.
- A pre-existing supply chain or standing agreements with suppliers for these specific Sphere-compliant items.

Pathway B: Core Humanitarian Standard (CHS) Verification Status

Applicants must prove that their organisational architecture aligns with the [CHS Nine Commitments](#). Due to the 3-year duration of this panel, priority will be given to verified organisations.

- **Acceptable Evidence:** Proof of CHS Independent Verification, CHS Certification (via HQAI or equivalent), or a formal, up-to-date CHS Self-Assessment with an accompanying operational improvement plan.
- **Mandatory Requirement:** A permanent, active community feedback and Safeguarding / Prevention of Sexual Exploitation and Abuse (PSEA) framework must be active within the organisation.

6.2 Panel Evaluation Matrix (100 Points)

Applicants will be assessed on **institutional resilience and quality management** through the following criteria:

Evaluation Criteria	Weight	Assessment Criteria	Portfolio of evidence
Institutional Quality & Ethics (Sphere / CHS)	30 Points	Proof of CHS certification / verification OR internal SOPs built on Sphere metrics; active PSEA policies.	CHS Verification/Certification Document: A copy of the organisation's current audit certificate or verification letter issued by an independent body <u>OR</u> a completed CHS self-assessment dashboard with 3-year Institutional Improvement Plan <u>OR</u> Technical Standard Operating Procedures (SOPs) aligned to Sphere standards including PSEA.
Supply Chain & Financial Soundness	20 Points	2 years of audited financial statements; existing warehouse networks; standing agreements with wholesale suppliers.	Signed Audited Financial Statements; copies of approved agreements.
Health, Safety,	20	Comprehensive Duty of	Copies of approved current policies,

Evaluation Criteria	Weight	Assessment Criteria	Portfolio of evidence
& Risk Management	Points	Care policies for field workers, active staff insurance, and security risk assessment protocols for volatile zones.	insurance schedules and approved risk assessment protocols.
Historical Track Record & Scalability	20 Points	Have a minimum of five years' demonstrable experience implementing humanitarian, community development, environmental and / or disaster response / emergency programmes that specifically served 3,000 to 10,000 beneficiaries with food, shelter, or clothing.	Project list with signed appointment letters / grant agreements <u>and</u> reference letters from institutional donors, UN agencies (e.g., WFP, UNHCR, OCHA), or municipal government authorities certifying the successful completion of past emergency interventions.
Geographic reach	10 Points	Have a geographic footprint covering at least one province, or all Provinces if a National organisation.	Project list should include geographic areas where implementation occurred

Note: Organisations that hold valid ISO 9001 or ISO 45001 certification may submit them as supporting evidence under the Supply Chain and Safety sections.

7 Rapid Response Deliverables

If appointed, Panellists will be required to:

- Sign an Allocation Letter and Grant Agreement
- Implement the emergency intervention in terms of the approved AL and GA.
- Submit interim and final narrative and financial reports to the NLC as per the AL and GA.
- Participate in marketing and communication activities of the NLC in relation to the project.

8 Duration of the Appointment

Panellists will serve on the Panel for 36 months from the date of signing a letter of appointment.

9 GMS Registration and Proposal Submission Process

If you are NOT registered compliant on the NLC's GMS, to be considered for appointment to the Panel, you must register on the GMS before submitting your proposal.

If you are REGISTERED compliant on the NLC's GMS, to be considered for appointment to the Panel, please submit the following in PDF format:

- Covering letter
- Proof of compliant registration
- Completed technical and financial proposal as per this TOR
- All additional required documents listed in Sections 6 and 7 of this TOR

Proposals in terms of this Call for Proposals should be addressed to:

The Senior Manager, Business Development
National Lotteries Commission
Private Bag x123
Pretoria

Applications (PDF only) should be emailed to humanitarianpanel@nlcsa.org.za on or before 28th November 2026 at 11h00

10 DUE DILIGENCE INSPECTION

Applicants to the Panel will be subject to an on-site inspection by the NLC to verify compliance and information submitted with the proposal.

11 COOLING OFF

Regulation 14 (R311 of 2015) does not apply to RBF Emergency grants.

12 QUERIES

For any queries related to this Call for Applications, please contact:
humanitarianpanel@nlcsa.org.za