



Selecting the Host for the Permanent SCECSAL Secretariat

Guidelines

A. Introduction

1. On **29 April 2016**, at the end of the XXII SCECSAL Conference in Ezulwini, Swaziland, the SCECSAL General Assembly resolved:
 - i. To work towards **establishing a Permanent Secretariat for SCECSAL** to coordinate, monitor and regularly report on the implementation of SCECSAL decisions, resolutions and activities by the member Associations and Institutions.
 - ii. To assign the Swaziland Library and Information Association (SWALA) the role of **temporary SCECSAL Secretariat** until such time as a Permanent Secretariat is established and becomes operational.
2. Furthermore, on 14-15 November 2017, members of the SCECSAL General Council voted on the motion - *Should SCECSAL go ahead and establish a Permanent Secretariat?* Out of nine (**more than two thirds of the 11 members**) that took part in the voting, **eight (88%) members voted YES** and one (12%) voted NO, affirming the 2016 General Assembly's resolution.
3. Below are the guidelines for the selection of the SCECSAL member Association that will host the permanent Secretariat, hereafter referred to as **SCECSAL Secretariat**.

B. Eligibility

4. Only member Associations that **have met all their statutory financial obligations** to SCECSAL for **FIVE SCECSAL biennials**¹ (including the biennial in which the call for expression of interest and bids to host the Secretariat are issued) without a break shall be eligible to bid to host the SCECSAL Secretariat.

¹ For example, if the **call for bids were to be issued in 2018**, only member Associations that have paid all their biennial dues for the following biennials **would qualify**: 2018/2019, 2016/2017, 2014/2015, 2012/2014 and 2010/2011. For members that pay their dues on an **annual basis (yearly)**, they should have paid for **2018** and 2016/2017, 2014/2015, 2012/2014 and 2010/2011 to qualify.

C. Bidding Process

5. Member Associations **shall first be asked to express their interest** in hosting the SCECSAL Secretariat and only those that express interest by the set deadline shall be invited to submit bids.
6. An eligible member Association interested in hosting the SCECSAL Secretariat **shall submit a bid in writing**.
7. All bids **must indicate the following** and provide **supporting documents** where these are required:
 - i. Legal Status of the Association: indicate the **legal status of the Association** and the registered name of the Association in a country in the SCECSAL region, the date the Association was registered, its physical address, and contact telephone number(s) and/or e-mail address. [**Supporting documents needed**: a) a certified copy of the certificate of registration/incorporation; b) certified copies of any latest official government documents (i.e. receipts for payments of annual fees to the government agency responsible for registration of organizations or letter from the government authority or any other documentation, or any other official documentation) **to show that the registration is still valid/current**].
 - ii. Officers: provide names, positions, contact e-mail addresses and phone numbers of **ALL** members of the **Executive Committee** of the Association at the time of the bid.
 - iii. Membership: indicate the total number of **paid up members** (and categories i.e. professionals, students, organizations, etc.) of the Association at the time of the bid.
 - iv. Commitment to SCECSAL: indicate the member Association's **commitment to SCECSAL** (i.e. SCECSAL conferences hosted, contributions to SCECSAL, activities carried out for the good of SCECSAL, etc.) and **proof of payment**² of SCECSAL annual/biennial membership dues for a period of at least **FIVE biennials** prior to the date of the call for submission of the bid to host the Permanent Secretariat. [**Supporting documents**: copies of receipts/proof of payment of annual/biennial SCECSAL membership dues].
 - v. Motivation: indicate the **motivation** for the bid to host the Permanent Secretariat, including **potential benefits and opportunities** to both the member Association and to SCECSAL.

² The date on receipts or bank transfer documents, must show that the payments were made in the year (s) they were due or during the dates of the relevant biennial conferences

- vi. Support from the members of the Association: a copy of minutes of the meeting (**or any other documentation**) to show that the members of the Association support the idea to host the SCECSAL Secretariat.
- vii. Physical location³: indicate the proposed **potential physical location** of the SCECSAL Secretariat or an **organization that has agreed** to provide the **physical office space**⁴ for the Secretariat. [**Supporting documents**: if the physical location of the Secretariat will be in an organization other than the premises/building owned by the member Association, provide documentation detailing the **preliminary** agreement to locate the Secretariat in a partner organization and acknowledgment that the person(s) to work in the Secretariat may not necessary come from that organization].
- viii. Facilities⁵: provide a list indicating the **quantity and description of basic facilities** such as office space, furniture, office equipment, communication services/facilities, etc., **if any**, to be made available to the SCECSAL Secretariat by the member Association or the host organization. [**Supporting documents**: if the physical location of the Secretariat will be in an organization other than the member Association’s building, the basic facilities to be provided **should be listed** in the documentation detailing the agreement to locate the Secretariat in such an organization].
- ix. Staff⁶: indicate the number of staff (**at least one**) – and whether **paid** or **volunteer** or **interne** and whether **full-time** or **part-time** - to be made available by the member Association or the partner organization to the SCECSAL Secretariat and an indication of **how the associated staff costs, if any, will be met**. [**Supporting documents**: if staff will be provided by an organization other than the member Association this should be indicated the documentation detailing the agreement to locate the Secretariat in such an organization].
- x. Costs⁷: indicate **all potential costs (on an annual basis)** that may have to be met **directly by SCECSAL**, i.e. costs to be funded through contributions by SCECSAL member Associations other than costs to be met or absorbed by the member or partner organization hosting/supporting the hosting SCECSAL Secretariat.
- xi. Sustainability strategy: in not more than 500 words, provide a description of the strategy or **strategies** to be put in place to ensure the **sustainability** and **continued existence** of the Permanent Secretariat.

³ Will be incorporated into the MoU as the member Association’s obligation

⁴ Although preference is for a dedicated office space, this could be **shared office space** for as long as it is large enough to accommodate office furniture (i.e. desk, chair, computer, cabinet, etc) that may be required for the SCECSAL Secretariat.

⁵ Possibly to be included into the MoU as the member Association’s obligation

⁶ Possibly to be included in the MoU as the member Association’s obligation

⁷ Possibly to be included in the MoU as the member Associations’ obligation

- xii. Legal Requirements and Status of SCECSAL⁸: indicate of the following:
- a. Whether SCECSAL, as it currently operates, meets the **regulatory requirements for registration** in the country and an NGO or what needs to be done to meet such requirements (including those related to amending the SCECSAL constitution). [**Supporting documents**: copies of the relevant sections of the laws/regulations of the country relating to registering NGOs with board members or members located in other countries].
 - b. Type or category of organization under which SCECSAL could be eligible to be registered in the country.
 - c. Estimated **costs associated with the registration process** and an indication of the estimated current annual cost implications (including taxes, etc.) to SCECSAL directly related to **maintaining the registration**.
 - d. Estimated length of time it takes to register organizations under the category which SCECSAL could be registered.
- xiii. Government support: indicate **whether** the Association has received any **support from the Government⁹** for its decision to host the Secretariat. [**Supporting documents**: copy of the letter to this effect].
- xiv. Signed declaration by the current President/Chairperson of the Association: to the effect that:
- a. the member Association has, since its registration, been abiding with the legal requirements for registering and operating the Association in the country;
 - b. the members of the Association support the offer to host the Permanent Secretariat and have been made aware of potential cost implications to the Association.

Selection of the Host

The selection of the host for the SCECSAL Secretariat shall be done using **any** of the following two options to be adopted before the start of the process by the SCECSAL General Council:

⁸ Article 1(b) of the SCECSAL Constitution provides for registering SCECSAL as an independent, non-profit organization (NGO) in a country in the SCECSAL region by a decision of at least **two thirds of the members of the SCECSAL General Council**. Potentially, the country where the SCECSAL Secretariat will be located will be an ideal country where to register SCECSAL and thus the need for information being requested in this section.

⁹ This is not mandatory, but desirable, considering that SCECSAL is a not a yet registered entity.

Option 1 – Independent Selection Committee

8. The SCECSAL General Council constitute an **Independent Selection Committee (ISC)** made up of **FIVE** individuals one of whom, **preferably (but not mandatory)** shall be a legal expert in a field deemed to be relevant to the process.
9. The terms of reference for the ISC shall be:
 - i. To review and evaluate the bids;
 - ii. To discuss the results of the evaluation to reach consensus on a suitable bid or bids;
 - iii. To prepare and submit a summary report, of not more than two pages, to the members of the SCECSAL General Council, listing the bids, **in order of priority**, the top on the list being the one which in the view of the Committee, offer the best value proposition for SCECSAL.
10. The recommendation of the ISC shall be final and not subject to discussions.

Option 2 – Audit Firm

11. Funds permitting, the SCECSAL General Council shall hire an audit firm to review the bids and prepare and submit a summary report, of not more than two pages, to the members of the SCECSAL General Council, listing the bids, **in order of priority**, the top on the list being the one which in the view of the Firm, offer the best value proposition for SCECSAL.
12. The recommendation of the audit firm shall be final and not subject to discussions.

D. Coordination of the Selection Process

The **temporary**¹⁰ SCECSAL Secretariat shall initiate and coordinate the process of selecting the host of the SCECSAL Secretariat, and shall follow the steps outlined below:

ISC or Audit Firm

- i. Identify and recommend to the SCECSAL General Council the individuals to be invited to serve on the ISC or the Audit Firm to review the bids.
- ii. Upon adoption by the SCECSAL General Council, inform the members of the ISC or the Audit Firm and provide them with the terms of reference for the task.
- iii. Liaise with the ISC or the Audit Firm until their report of the review is adopted by SCECSAL General Council

¹⁰ This is the first time this process is being carried out and it was agreed on 24 April 2018 in Entebbe, Uganda that for this time, the temporary Secretariat should coordinate the process. In future, the SCECSAL General Council may decide that another body or individual coordinates the process.

Bids

- i. Invite member Associations to express their interest in hosting the SCECSAL Secretariat.
- ii. Invite member Associations with interest in hosting the SCECSAL Secretariat to prepare and submit detailed bids based on the guidelines outlined in this document.
- iii. Verify that the bids are complete and where possible request for missing information or supporting documentation.
- iv. Submit the bid documents to the body (ISC or Audit Firm) that will review and make recommendations as to which bid is the best.

Offer to Host SCECSAL Permanent Secretariat

13. Within **two weeks** of receiving the report from the ISC or Audit Firm, the Chairperson of the SCECSAL General Council shall call a virtual (i.e. via digital platforms such as email, skype, WhatsApp, etc.) or face-to-face meeting (where possible) at which the only agenda item shall be to move a motion to adopt the report/recommendation of the ISC.
14. On behalf of the SCECSAL General Council, the SCECSAL Secretariat shall offer, in writing, the member Association recommended by the ISC/Audit Firm to host the SCECSAL Secretariat. The member Association shall have **two years**, from the date of the offer, in which to setup an operational SCECSAL Secretariat.
15. Failure to setup an operational SCECSAL Secretariat within the two-year period from the date of the offer, the member Association **shall automatically lose the right** to so, and the Association with the bid in second position shall have the automatic right to take up the offer to set up the Secretariat within two years.
16. If the member Association with the bid in second position declines to take up the offer or fails to set up the SCECSAL, the process shall be re-started **using these or other guidelines** to be agreed upon by the General Council. The **member Association(s)** that failed to make good on the offer(s) to establish the SCECSAL Secretariat shall be excluded from participating in the re-started process.

E. Lobbying

17. Lobbying the members of the ISC or the Audit Firm is strictly prohibited and shall be cause for disqualification of the bid.

*Adopted by the SCECSAL General Council
On 24th April 2018
Entebbe, Uganda*