# REQUEST FOR PROPOSALS

**The Solar Capital De Aar 1 Community Trust and the Solar Capital De Aar 3 Community Trust**

The Solar Capital De Aar 1 Community Trust (SCDA1 Trust) and the Solar Capital De Aar 3 Community Trust (SCDA3 Trust) invite proposals from suitably qualified and experienced organisations for the appointment as the Trust Administrator. The purpose of this Request for Proposals (RFP) is to identify a single organisation capable of providing comprehensive governance, administration, and community development support services to both Trusts. Applicants are invited to demonstrate their capacity, expertise, and approach to effectively manage the Trusts' operational, compliance and community investment responsibilities

**1. Services Required**: Trust Administration Services

**Location:** De Aar, Northern Cape

**Contract Duration:** The successful appointment will be for a contract term of three (3) years, subject to a one (1) year probation period.

## 2. Overview of the Trusts

Solar Capital De Aar (Pty) Ltd established the Solar Capital De Aar 1 Community Trust (SCDA1 Trust). The Solar Capital De Aar 3 Community Trust (SCDA3 Trust) was established by the project company Solar Capital De Aar 3 (RF) (Pty) Ltd, which has since been renamed Lilitha Solar PV (RF) (Pty) Ltd. Both Trusts were constituted to hold equity in their respective project companies and to apply dividend income toward socio-economic development initiatives benefiting the surrounding communities.

The Trusts are mandated to benefit communities within a 50-kilometer radius of the De Aar projects, which include De Aar, Britstown, Hanover, and Philipstown in the Northern Cape. Beneficiaries do not hold direct or vested rights, but rather a non-transferable expectation of benefit through community development programmes. The SCDA1 Trust's beneficiaries consist of 100% black people from the identified beneficiary communities, while the SCDA3 Trust's beneficiaries consist of 85% black people from the beneficiary communities. Each Trust is governed by Boards of Trustees with full authority to manage Trust assets and oversee programme implementation of the trusts' priority areas.

**Public Benefit Activities (programmes/initiatives) and priority areas:**

**Solar Capital De Aar 1 Community Trust:**

- Welfare and humanitarian
- Healthcare
- Education and development
- Religion, belief, and philosophy
- Cultural
- Research and consumer rights
- Sports

**Solar Capital De Aar 3 Community Trust:**

- Welfare and humanitarian
- Healthcare
- Land and housing
- Education and development
- Conservation, environment and animal welfare

## 3. Description of Services Required

Both the SCDA1 Trust and SCDA3 Trust seek to strengthen their governance and administration through the appointment of a Trust Administrator who will manage and oversee both trusts in line with the full scope of work outlined on page five and six of this RFP. This includes managing the beneficiation application process, assisting Trustees with identifying viable projects that meet the Trusts' objectives, overseeing fund disbursements to beneficiaries, and monitoring programme implementation to ensure alignment with approved funding application terms. The Trust Administrator will also be expected to guide the trustees on initiatives that deliver long-lasting impact and generate sustainable value. The Trust Administrator will play a key role in supporting the Trustees to ensure that Trust initiatives deliver measurable, sustainable socio-economic impact and align with the strategic objectives outlined in the Trust Deeds

The appointed Trust Administrator must be committed to socio-economic development, transformation, and possess skills and expertise which will enhance the objectives of the Trusts.

## 4. Experience and Qualification Requirements

The Trusts are seeking to appoint one organisation to serve as the Trust Administrator for the SCDA 1 Trust and SCDA 3 Trust, with qualifications and demonstrated experience in the following areas.

**Key personnel deployed to both SCDA 1 Trust and SCDA 3 Trust should possess the following education and qualifications:**

- A degree in finance, accounting, business administration, law, development studies or related fields.
- A sound understanding of fiduciary and governance frameworks applicable to South African Trusts.
- Excellent stakeholder engagement and reporting skills.

**Organisational experience and skills:**

- A minimum of 5 years of professional experience in financial administration, corporate governance, or community project management, trust administration, governance, or fiduciary support services.
- Proven experience managing Renewable Energy Independent Power Producer Procurement Programme (REIPPPP) Community Trusts or similar large-scale

development or empowerment Trusts.
- Demonstrated ability to manage programme implementation and monitor impact in community development contexts.
- Capacity to manage multiple Trusts simultaneously and to provide dedicated administrative support staff.
- A strong understanding of community development and transformation concepts and issues

## 5. Profile of the Trust Administrator

- The Trust Administrator **shall not be**:
  - An office bearer of a political party, political movement, municipal council, provincial legislature, or national parliament.
  - A related or interrelated person to the Trust, Group Company, Traditional leader within the benefiting community, and a member of the Traditional Council within the Benefiting Area.

- The Trust Administrator **shall**:
  - Ensure that the Trust complies with its Trust Deed and any other relevant legislation or regulations.
  - Contribute actively to the Board by providing firm strategic direction, helping to set overall policy, define goals, set targets, and evaluate performance.
  - Safeguard the reputation and values of the Trusts and represent them as appropriate.
  - Declare any conflict of interest while carrying out the duties as Trust Administrator.
  - Ensure the Trusts are properly insured against all reasonable liabilities.
  - Use any specific knowledge, expertise, or experience to help the Trusts to reach sound decisions.
  - Attend Trustee meetings (virtual or in-person) and ensure adequate preparation for these meetings.
  - Participate in other tasks as they arise from time to time, such as interviewing new Trustees, stakeholder engagements, attending events and site visits.
  - Keep up to date with the activities of the Trusts and wider issues which affect their work.

## 6. Mandatory Location Requirement

Applicants not headquartered in De Aar will be required to establish a satellite office in De Aar with at least one dedicated resource located there. This is expected to be completed within one year of signing the contract.

## 7. Application Process

Interested organisations are invited to submit comprehensive application package consisting of the following documents to scdact@tshikululu.org.za with the subject line "**Trust Administrator Application**":

- Company profile indicating relevant experience
- CVs of the proposed team and team structure/organogram
- References from at least three (3) previous clients for whom similar work was conducted.
- Audited financial statements (not older than 18 months),
- Organisation's proof of address (not older than three months),
- ID copies and proof of addresses (not older than three months) for all Board (Members/Directors/Trustees),
- Company Registration Certificate,
- Signed copy of Founding document (e.g., MOI, Constitution, Trust Deed),
- SARS Tax Compliance Pin
- Proof of PBO registration (if registered as Public Benefit Organisation)
- Declaration of interest and any potential conflict

**Closing date:**

All applications must be submitted no later than **Sunday, 11 January 2026, 23:59 pm**, South African Standard Time (SAST).

## 8. Selection Process

Shortlisted candidates may be contacted to schedule an interview and presentation with the Boards of Trustees of SCDA1 Trust and SCDA3 Trust. If you have not received feedback within 21 working days after the closing date, please consider your application unsuccessful.

**Queries:**

Please direct your queries for the attention of Ms. Simile Mkize at the following email address scdact@tshikululu.org.za or call on +27 (0)11 544 0300.

## 9. Scope of Work

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| 1. | **Administration** |
| 1.1. | Contracts and Financial Management |
| | • Develop, implement, and ensure compliance with standard operating procedures.<br>• Management accounts, managing the banking profile, including loading of payments,<br>• Compilation of the annual financial statements, managing the audit process<br>• Manage contracts and agreements with service providers.<br>• Process payments and ensure disbursements align with approved budgets and programmes.<br>• Prepare and submit financial and implementation reports.<br>• Ensure compliance with all Lender, Sponsor or REIPPPP Office requirements.<br>• Ensure adherence to all B-BBEE requirements, including the provision of an annual BBBEE report |
| 1.2. | General Administration |
| | • Finalise and facilitate the appointment/resignation of Trustees (incl. independent Trustees).<br>• Manage trustee reimbursements and stakeholder engagement.<br>• Oversee payments to beneficiaries and suppliers with detailed record-keeping.<br>• Arrange for annual financial statements, monthly management accounts, and overall financial compliance. |
| **2.** | **Governance** |
| 2.1. | Board and Trust Management |
| | • Schedule and manage Board meetings (minute-taking, scheduling, and travel arrangements).<br>• Ensure compliance with the Trust Deed and related legislation, such as the Trust Property Act.<br>• Obtaining and maintaining updated company records for the Trust special purpose vehicle (SPV).<br>• Arrange training and capacity-building sessions for Trustees.<br>• Maintain records of all Board decisions and activities. |
| 2.2. | Meetings and Engagement |
| | • Facilitate quarterly Trustee meetings and Annual General Meetings (AGMs), including public announcements to beneficiary communities.<br>• Ensure that Board meetings are properly recorded and minutes kept and signed off by the Chairperson<br>• Drafting and issuing of Trustee resolutions; |
| **3.** | **Community development** |
| 3.1. | Project Evaluation |
| | • Facilitate the collection of project requests and proposals from the Communities, to be considered for implementation,<br>• Conduct feasibility on such community programmes and provide |

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| | advice or guidance to the Trustees on the matters arising,<br>• Develop a broad-based communication strategy to ensure that all beneficiary and community members are kept abreast of Trust developments and initiatives, including a process for members of the Communities to put forward any ideas/suggestions/proposals for programme support or intervention,<br>• Engage in business, social and community events for visibility<br>• Develop a transparent and holistic programme monitoring and Evaluation mechanism together with the Trustees, to be implemented throughout the management of all the sponsored programmes |
| **4.** | **Strategic Planning and Reporting** |
| | • Develop an annual Trust Operations Strategy Plan, which includes a high-spec Community Baseline Assessment Study, on behalf of the Trusts. |

## 10. Proposal Evaluation Criteria

| **Evaluation Criteria** | **Weighting** |
|---|---|
| Organisational experience and track record | 25% |
| Proposed team and expertise | 20% |
| Location and local engagement strategy | 25% |
| Compliance and B-BBEE | 10% |
| Quoted budget and value for money | 20% |
| **Total** | **100%** |