

# YALI Pre-Departure Orientation Scope of Work

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## Background of YALI

YALI is the Young African Leaders Initiative. Started by President Barack Obama in 2010, YALI aims to enhance young Africans' leadership skills, promote entrepreneurship, and connect young Africans to one another and to Americans. Every year the program attracts emerging African Leaders to participate in the Mandela Washington Fellowship which is 6 week extensive executive leadership training, networking, and skills building, exchange at an academic institution in the U.S. which is followed by a Presidential Summit in Washington, DC. The fellowship also includes competitions for follow-on grant funding and internships in both the US and Africa.

Every year, an extensive selection process takes place to select young leaders (Mandela Washington Fellows) to participate in this prestigious program. The selected Fellows will need to participate in a pre-departure orientation weekend where they will receive information and training to prepare them for the 6 week Fellowship in the United States.

We are looking for a local partner who is interested in working with the U.S. Embassy and Young South Africa Leaders to assist in coordinating the logistics and activities of the pre-departure orientation as outlined in this document.

**Participant breakdown: 60 Total**

**Proposed Pre-Departure Orientation Dates:** 19<sup>th</sup> -20<sup>th</sup> May 2016

**Location:** Johannesburg

Pre-Departure Orientation Needs:

- Leadership and teambuilding facilitator on 19 May (90 minutes)
- Accommodation (See breakdown below)
- Conference Package and meals (See breakdown below)
- Transport (See breakdown below)

Each Day of the Orientation Weekend has specific logistics, see below breakdown:

- **Accommodation**

**A suitable hotel in Johannesburg or Pretoria, 4-star quality.**

- 18 May- 30 rooms
- 19 May- 60 rooms
- Check out on 20 May

- **Meals**

Dinner x 30 people 18 May

Breakfast, lunch, dinner package for 60 on the 19<sup>th</sup> May

Breakfast for 60 people on 20<sup>th</sup> May

- **Conference Room**

Conference Room for whole day on 19<sup>th</sup> May (Tea Service)

Conference Room half day 20<sup>th</sup> May (Tea Service)

### **Daily Breakdown: Logistical needs**

#### **Day 1 (Thursday 18 May) Arrival Day of Out of province participants (30 people)**

- Flights/ return transport for all out of province participants and airport transfer to hotel or U.S. Consulate Sandton (See addendum 1 for location breakdown)
- Travel allowances for ground transportation
- Arrival must be by 14:00
- Transfer from hotel to U.S. Consulate Sandton and back to the hotel in the late afternoon (30 people)

#### **Day 2 Thursday (19 May) Opening of the Orientation**

- External Team Building professional to conduct leadership team building for 60 participants for 1.5 hours

#### **Day 3 Friday (20 May) Final Day**

- All in province participants check-out of hotel
- Shuttle/Bus to Pretoria Waterkloof for Event (address to be provided)
- Shuttle to Johannesburg for in province participant drop off
- Airport Shuttle for Out of province participants

### **Details:**

- The U.S. Embassy will supply contact details and locations of all the selected participants
- The U.S. Embassy will require a detailed itinerary of each participants arrival times and travel details ahead of the pre-departure weekend
- Contact details of shuttle drivers to and from the Pretoria Event must also be shared with the U.S. Embassy
- The logistics on the day of arrival to the departure day will all be coordinated by the grantee (which includes calling no-shows and assisting with cancelled/delayed flights)

## Addendum 1

Out of province highlighted in yellow

### **Departure Points**

Bloemfontein	1
Cape Town	13
Centurion	2
East London	1
Giyani	1
Johannesburg	14
Kimberley	1
Kingsbrugh	1
Klerksdorp	1
Middelburg	1
Midrand	2
Mohlakeng	1
Mthatha	1
Paarl	1
Pietermaritzburg	3
Port Elizabeth	1
Port Shepstone	1
Potchefstroom	1
Pretoria	7
Protea Glen	2
Queenstown	1
Sandton	1
Schweizer Reneke	1
Woodmead	1