Invitation to Tender – Overview of Tender Details:

Research, Design, and Publication of raiSE's 10ᵗʰ Anniversary Publication

The Singapore Centre for Social Enterprise, raiSE, seeks to develop a hardcopy publication documenting its decade of evolution to celebrate its 10th anniversary since its founding in 2015. We would like to invite tenderers to undertake this project and look forward to engaging vendors who can bring innovative approaches and expertise to this milestone publication.

There will be a briefing on Thursday 6 February 2025, at 10am via Teams. Attendance is compulsory for all Tenders intending to submit their proposal, with a limit of up to 2 participants for each Tenderer firm. Registration prior to the briefing (cut off on 5 February 2025, 5pm) is required by the link here.

All attendees (including attendees from the same organisation) are required to register. After approval of your registration, you will receive a confirmation email containing information regarding the briefing. By registering, you acknowledge that you will be able to meet the project requirements and timeline. The full Invitation to Tender document will be sent upon approval of tender briefing registration.

1. Context

In its early development, raiSE focused on its role as a sector developer to nurture social enterprises (SE) through capacity building programmes, membership and partner benefits, and funding support in the form of grants and investments. By its 5th anniversary, raiSE expanded its efforts to build a more collaborative and impactful ecosystem for the SE sector. Today, raiSE comprises over 600 member enterprises that drive social impact locally and internationally. It has forged strong partnerships with public and private stakeholders, building a robust network for social initiatives. Beyond Singapore, raiSE collaborates with international stakeholders to advance SE practices and has established itself as a thought leader in the SE landscape.

2. Scope of Work

The scope of work for the publication is as follows:

a. Develop a suitable research design for the publication which include, but is not limited to the methodology, scope, process, and timeline of the project.
b. Review and analyse archival documents, annual reports, and other relevant data
c. Develop additional suitable data collection methodologies if any required data for the publication is not readily available. This includes interviews with raiSE's stakeholders, surveys, etc.
d. Data collection and fieldwork to gather required data for the publication.

e. Analyse research findings.

f. Produce a professional 10th anniversary publication based on findings, by synthesising findings into a cohesive narrative supported by qualitative and quantitative data.

g. Present and review findings to raiSE management and/or stakeholders, incorporating feedback from raiSE to effectively communicate key findings and insights.

h. Publish the findings in the format of a hardcopy book, including copy-editing and design of the publication.

The research for the publication will employ a combination of primary and secondary data collection methods. Primary data will be gathered through interviews with internal and external stakeholders, selected based on their relevance to raiSE. We estimate conducting interviews with 10 to 20 stakeholders. Secondary data collection will involve analysing and processing a range of documents, both internal and external. This includes raiSE's archival data, impact reports, publications, and news articles featuring raiSE.

Tenderers may wish to provide proposals and cost breakdowns for optional items (outside of base costs) that will help the publication meet its objectives. raiSE will indicate in writing should we procure any of the proposed optional services indicated in the proposal, should the need arise.

3. Expected Output

The expected output is a comprehensive hardcopy publication that captures raiSE's decade of evolution, serving as a milestone publication as part of raiSE's 10th Anniversary.

4. Key Milestones

We aim to kickstart the research project in Q1 2025 and finalise the publication in Q3 2025. The key milestones are as follows:

Key Milestones	Timeline
Tender Opens	3 Feb 2025
Tender Closes	20 Feb 2025, 5pm
Presentation to Committee	6 March 2025 (tentative)
Appointment of Vendor	Week of 17 March 2025
Completion of Hardcopy Publication	By September 2025

Please reach out to Caroline Ang (caroline@raise.sg) and Fayola Tan (fayola@raise.sg) for any clarification. Thank you.