

Partnering with NGOs to Support the Bana Pele ECD Registration Drive

Partnering to support early learning and development

Non-governmental organisations (NGOs) in South Africa play a critical role in supporting early learning and helping Early Childhood Development (ECD) programmes to deliver safe, stimulating learning environments for young children. The DBE's Bana Pele ECD Registration Drive is a unique, developmental opportunity to enable all **unregistered** ECD programmes in South Africa to join this journey.

The success of the Bana Pele ECD Registration Drive is dependent on strong partnerships between government and non-governmental organisations (NGOs). ECD NGOs have built up strong, supportive relationships with ECD programmes over time, and some have capacity and resources to be able to support the registration process. They can potentially play a critical role in the Bana Pele ECD Registration Drive.

What is the new process under the Bana Pele ECD Registration drive?

Every ECD programme will move through three stages:

- **APPLY:** The ECD programme submits an application through an online form or WhatsApp Bot and receives an initial Bronze certificate.
- **COMPLY:** The ECD programme receives site visits to check that they comply with the norms and standards and submits remaining documentation.
- **COMPLETE:** The ECD programme receives a Silver or Gold certificate.

NGO involvement

- NGOs can choose to support the Bana Pele ECD registration drive in one of two roles, **Support** or **Communications**. Your organisation is invited to opt into one of these roles.
- After attending training, any NGO can support their own network (i.e. ECD programmes that they have a pre-existing relationship with). In addition, from within this group, education districts will identify NGOs that have significant established operations and available resources to support ECD programmes beyond their existing networks. This is the **Support Role**.

- For NGOs who take on the **Support Role** you may agree to support ECD programmes outside of your network.
 - Provinces may work to allocate you to support a specific circuit. A list of **Support Role** NGOs who agree to support unregistered programmes outside their networks will be made available to ECD programmes.
 - The district may actively work to coordinate with you and may invite you to attend regular feedback and troubleshooting meetings. This will not happen if you only support ECD programmes in your existing network.
- After attending briefings, you will be asked to complete the form below and share it with the Bana Pele ECD Registration Drive Project Management Unit team.

Supporting the **APPLY** stage

APPLY is the first step to registration. The goal of this stage is to get every ECD programme on the registration journey. ECD programmes that complete the **APPLY** stage will receive a *Bronze* certificate for one year, during which time they must complete all remaining stages.

For all NGOs

- You are requested to share information on the Bana Pele ECD Registration Drive with **all unregistered** ECD programmes in your network, and encourage them to participate in this new, greatly simplified registration process. The DBE will share key messages for you to cascade.

For NGOs who choose the **Support Role**:

- You will be invited to a two-hour online training session on the Early Childhood Administration and Reporting System (eCARES) application system. This training will clarify how the application process works, what information is needed from applicants to complete the application process, and what support exists to ensure applications are a success.
- You will be provided with information and tools to help you to support ECD programmes with submitting their applications.
- There are different ways of supporting applications, but 'submission clinics' are one format which is encouraged. Submission clinics involve inviting ECD programmes to a location where laptops, internet and in-person support are

available for completing the application form and uploading certified copies of IDs and form 30s for each staff member.

Supporting the COMPLY stage

The COMPLY stage is the full application for *Silver/Gold*. During this stage, ECD programmes will submit other documents that are required, take steps to make sure their ECD programme complies with norms and standards, and receive site inspections by education district officials and environmental health practitioners.

For the full application for *Silver/Gold* there **are three main changes:**

- Fewer documents need to be submitted
- The norms and standards reduce duplications with areas that are checked by municipalities
- Where funding allows, a health and safety support pack will be provided to assist with compliance

In this stage, NGOs who have selected the Support Role will be encouraged to assist ECD programmes to:

1. **Assess** the compliance gaps for registration using a standardised needs assessment tool, to assist in targeting support and determining readiness for site visits.
2. **Assist** with pre-inspection site compliance and document uploads

These steps can be done at the same time.

Information-sharing and capacity-building for the COMPLY stage can be done in various ways:

- A readiness assessment process and tool will enable support to be targeted efficiently and deployed by the outbound call centre and NGOs.
- A handbook and document pack, with templates and sample policies.
- A simple training module / workshop format will be developed and shared with NGOs to deliver to ECD programmes.

General Application Information

To apply for registration, ECD programmes will need to

- Complete an online form
- Upload copies of all staff ID documents
- Complete a Form 30 for each staff member, in order that officials can confirm that no staff members are on the national child protection register

- Complete a health and safety self-assessment

Each of these stages and requirements will be described and supported in the online portal.



The eCARES application url:

<https://dbecares.dbe.gov.za/user-registration/>

A WhatsApp line has been set up to support applicants in their registration journey. Messages will be sent to unregistered ECD programmes on the DBE database, requesting that they apply for registration. On WhatsApp, there is a link to start the eCARES application journey, and answers to frequently asked questions.

We encourage NGOs to inform ECD programmes that WhatsApp messages from the following phone number are from the Department of Basic Education and are legitimate.



eCARES WhatsApp line:

087 725 2059

An **outbound** call centre will contact unregistered ECD programmes including those who are struggling to complete their applications. Call handlers will assist applicants through the entire application process. **The call centre number (010 476 1004) can be shared so that programmes know to answer a call from that number**, but it should be emphasised that the number does not handle incoming calls from applicants. For questions, please use the WhatsApp line number noted above.



Unregistered applicants may receive a call from: 010 476 1004

NGOs – roles and capabilities

	SUPPORT ROLE	COMMUNICATIONS ROLE
	Full process support	Information sharing and communications
Role and tasks	1. Use own comms channels to share information on the Bana Pele drive and encourage participation 2. Pass on DBE Bana Pele comms and information 3. Organise and run Bronze submission clinics for ECD programmes (including document uploads) 4. Provide support staff for Silver/Gold workshops and/or organise workshops 5. Assist ECD programmes with document preparation (including document uploads) 6. Assist ECD programmes with readiness assessment and readiness support	1. Use own comms channels to share information on the Bana Pele ECD Registration Drive and encourage participation 2. Pass on DBE Bana Pele comms and information
Criteria and capability	• Formal and ongoing relationships with local ECD programmes • Resources + staff capacity/availability for tasks 4 - 6 • Undertaking not to charge ECD programmes for Bana Pele drive information and/or support	• Minimum two years working in and with ECD sector • Undertaking not to charge ECD programmes for Bana Pele drive information and/or support



BANA PELE ECD REGISTRATION DRIVE NGO SIGN-UP FORM

_____ [NAME OF NGO]

_____ [NPO REGISTRATION NO.]

How many ECD programmes do you have a pre-existing and ongoing relationship with?

(For example, providing training, nutrition, curriculum or mentoring) _____

In which areas (by province, district if known, suburb or area) are these ECD programmes located:

Province	District	Suburb/Area

Please tick ONE of the options below:

☐	We are able and willing to undertake the Support Role and meet the criteria overleaf
☐	We are able and willing to undertake the Communications Role and meet the criteria overleaf
☐	We are not able to offer support and would like to continue to receive information

We undertake:

- To attend training on supporting the application and compliance processes (Support Role only)
- Not to charge ECD programmes for information, support or advice on the Bana Pele ECD Registration drive.

The named contact person for your NPO is:

NAME: _____

EMAIL: _____

PHONE: _____