



# NWST TERMS OF REFERENCE. FUNDRAISING PROPOSAL WRITING.

# EXECUTIVE SUMMARY

This document gives an overview of Nairobi Waldorf School Trust. It will help the proposal writers to better understand how the Nairobi Waldorf School Trust is governed and the school requirements to enable them prepare a comprehensive fundraising proposal.

# ABOUT NAIROBI WALDORF SCHOOL TRUST

Nairobi Waldorf School Trust hereby referred to as (NWST) is a school which was established in 1999 and has been in existence for over 23 years and it has 2 campuses. Our founding and larger campus is in Karen with 5 Kindergarten classes, 5 primary classes on Miotoni road and currently 3 upper primary classes and 3 high school classes on Nandi road. NWST Lavington campus on Mageta road has 6 kindergarten classes and currently runs up to class 5. After class 5 the children join our Karen campus for onward education to high school. The school is working towards relocating the Classes on Miotoni road to Nandi road in September 2023. The lease on the Miotoni road campus expires on 31<sup>st</sup> July, 2023. Our school population in NWST Karen Campus is 266 and on Lavington campus is 156. Our official operating hours are Monday - Friday 8am - 3:15p.m.

## OUR MISSION

Nurturing wholistic beings.

## OUR VISION

To be the leading inspirational school in Kenya by nurturing, through Waldorf education, balanced, free individuals who are capable of critical, creative, and flexible thinking.

## OUR VALUES

1. Reverence – Nurturing a deep respect for individuals and our connection to the world around us.
2. Imagination – Cultivating the creative, imaginative minds of our students.
3. Inventiveness – Inspiring thoughts and actions through innovative means.
4. Freedom – Encouraging individuality while maintaining personal responsibility.
5. Diversity – Embracing and appreciating our differences.

## ABOUT THE WALDORF EDUCATION CURRICULUM

Waldorf education was developed at the beginning of the 20th century by Austrian philosopher Rudolf Steiner. Steiner's education approach is inspired by his philosophy and teachings, called anthroposophy. The first Waldorf school was established in 1919 in Germany.

Waldorf education and teaching methods are designed to stimulate and nurture both the academic and creative capacities and abilities of a child. The curriculum nourishes the intellectual growth, physical movement, and artistic interests of a child. Through this, Waldorf cultivates each child's unique contribution to the future through the unfolding of courage, compassion, and knowledge.

The Waldorf approach fosters and empowers a child's sense of self-discovery. This maximizes the potential for learning, loving, and creating through educating the **head, heart, and hands**. Waldorf graduates maintain a strong sense of self-confidence combined with academic knowledge and practical skills to meet life and all its possibilities.

Currently, there are more than 1,500 Waldorf schools and kindergartens in 50 countries, making Waldorf the fastest growing independent school movement in the world.

## NWST SCHOOL GOVERNANCE

The Nairobi Waldorf School Trust is a private school. It is governed by three groups - the Board of Trustees, the Pedagogical Team, and the Management Team.

### Board of Trustees

The Board is made up of a balanced representation of faculty, administration, parents, and respected members of the community. Board members are elected by the school community at the Annual General Meeting (AGM). The Board of Trustees is responsible for overall school legal, financial, and administrative

oversight and governance as well as developing and approving school policies and human resource appointments.

### **Management Team**

In support of the Board of Trustees and the Pedagogical Team, the school relies on the Management Team to conduct the daily tasks of the running of the school. This group comprises the School Manager, Deputy School Manager, School Administrator, Human Resources Coordinator, and the Finance Coordinator. This team helps to implement the policies and procedures of the school.

### **Pedagogical Team**

The curriculum, spirit, and pedagogical standards of the school are promoted and maintained by the Pedagogical Team (PT). The function of the PT is to ensure the quality, depth, and professionalism of teaching at the school. The PT determines and creates an environment where teachers can nurture, protect, and support students so that they can fully experience their own individuality and success.

## **STRATEGIC DIRECTION**

In the 2021-2025 the school prioritized moving from our current location with minimal disruption to the current learning and ensuring that there is no negative effect on our school numbers during the move.

The school had set aside funds to build or renovate possible locations, but due to the Covid Pandemic some of the reserves were utilised. We have a budget of Ksh.137,280,000 (One Hundred and Thirty-Seven Million, Two Hundred and Eighty Thousand) that we would like to fundraise so that we can be able to put up structures in the new location and move the entire Karen school from Miotoni road to Nandi Road in September 2023.

## WHY IS NWST MOVING TO A NEW HOME?

NWST Karen is moving from the rental property where it has been for 23 years as the Landlords wish to develop their property. Our lease agreement ends on 31st July 2023 making it the appropriate time to put up structures in the new location for all the classes.

To date we are in good financial standing with our current landlords, we have never defaulted on our rent.

## COST OF THE MOVE.

	Item	Number	Total Estimated Cost.
1	Pre-Primary Classrooms	6	16,800,000
2	Primary Classrooms	14	35,000,000
	Secondary Classrooms	4	10,000,000
3	Toilet blocks (students)	4	16,000,000
4	Physics Laboratory	1	1,900,000
5	Music Room	1	1,800,000
6	Room Art	1	1,900,000
7	Curative Room / Sick Bay	1	2,500,000
8	Teachers' Room	1	2,100,000
9	Art Workshop	1	1,800,000
10	Dining Hall + Kitchen & WCs	1	16,000,000
11	Power equip. & Reticulation	-	17,000,000
12	Plumbing & Sewage infrastructure	-	14,000,000
13	Demolitions & Modifications	-	480,000
	TOTALS.		137,280,000

The Board of Trustees is keen on securing a forever home to ensure our parents feel that the school is stable and the children remain in the school for their kindergarten, primary and high school years.

## NWST BUILDING STYLE

Waldorf School's building style is very warm. It blends in to match the aesthetics of nature in terms of colours, materials and is designed to be environment friendly with minimum destruction to the environment.

This creates a very inviting cosy atmosphere that promotes a calm and peaceful environment to teach children. Our children also are keen on taking care of the environment.



*Current class 3. Wooden cabin-like classes built on a raised wooden platform.*



*Current classroom building materials for the leased property*





*Classroom interiors*





Interior of the new classes.



*Outdoor spaces & playing fields*



## PROJECT ADVISORY CONSULTANTS

For consultations on the school move project the school is working hand in hand **Urko Sanchez Architects** who advise the school in their various professional capacities. These consultants have developed the master plans and the designs which will be shared alongside the proposal with the various groups the school is targeting for fundraising.

## SCOPE OF WORK.

1. To develop a fundraising proposal that the NWST will use locally and globally to raise Ksh.137,280,000 (One Hundred and Thirty-Seven Million, Two Hundred and Eighty Thousand).
2. Develop a fundraising action plan for the school.
3. Provide the school with a database of international and national potential private donors (companies, private foundations, individuals, etc.)

The proposal will be shared with the following;

- Financial institutions which support Waldorf education with grants and donations globally.
- Friends of Waldorf education both locally and globally.
- Financial institutions which finance Waldorf education specifically.
- Alumni of the Nairobi Waldorf School Trust.
- Other potential donors.

## REQUIREMENTS.

1. Demonstrated experience in grants proposal writing (they should let us know work they have done in the area and amounts they have raised or numbers of successful projects)
2. Strong experience in fundraising and proposal writing
3. Strong communication skills
4. Ability to do thorough research

## 5. Strong writing and editing skills

### NEXT STEPS

If you are able to develop a fundraising proposal using the above details. Please express your interest by sending an application clearly stating your previous experiences in similar fundraising proposal writing and the what you will charge for the developing the NWST fundraising proposal.

Send your expression of interest letter the Deputy School Manager by the close of business on Friday 23<sup>rd</sup> December, 2022 via email address

[nwstfinancecommittee@nairobiwaldorfschool.ac.ke](mailto:nwstfinancecommittee@nairobiwaldorfschool.ac.ke)

We look forward to a positive working relationship with you.