**TERMS OF REFERENCE:**

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A TWO DAY TIME MANAGEMENT TRAINING**

This document sets out the Terms of Reference (TOR) for the appointment of a service provider to provide a 2 dayS workshop on Time Management.

**SCOPE OF WORK/NATURE OF THE ASSIGNMENT**

The purpose of this bid is to secure the services of a service provider that would be able to successfully facilitate a Time Management workshop that aims to assist our employees in the following areas:

* Identifying the main obstacles to effective time management in your daily life
* Understanding the nature of time management
* Understanding a range of tools, techniques and concepts for time management
* Techniques to build an effective time management process that will enhance your productivity and lower your stress
* The benefits of having an effective time management process

This workshop is aimed at ensuring that employees understand the operations of Time management and are therefore better able to fulfil their responsibilities in an effective way. It is also to equip them to manage their time effectively.  The training will be offered virtually.

**The successful company would be expected to:**

* Demonstrate, through a detailed proposal outlining a clear methodology that it has the necessary skills, competencies, and experience to undertake this assignment.
* Provide a portfolio of evidence (including contactable references) of previous training in Time Management.
* Demonstrate that it has an intimate understanding of the research environment and be willing to customise a training programme to suit the HSRC context.
* Provide a report on the workshop a week after it has taken place.
* Provide a certificate of attendance.

**The successful company must meet the following criteria in order to be considered:**

* The facilitator must have a relevant qualification; Masters degree will be an advantage
* The facilitator must have a minimum of 5 years’ experience in facilitating or offering Time  Management training workshops;
* The service provider must provide recent and traceable references for work on Time Management;
* The service Provider must be accredited with any of the SETA’s

**EVALUATION CRITERIA TO APPOINT THE SERVICE PROVIDER**

The following criteria will be applied in procuring a suitable service provider:

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| 1. **Experience**

The service provider performing the assignment should have a track- record in offering training in Time Management. The facilitator should have not less than 5 years’ experience in the area of Time Managementand/facilitation **(15).**

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| **5-10 years’ experience** | **5 points** |
| **10-15 years’ experience** | **10 points** |
| **15-20 years’ experience** | **15  points** |

* 1. The portfolio of evidence must include :
* Three contactable references, telephone numbers and e-mail addresses from companies who can attest to the providers’ experience in facilitating Time Management workshops. **(5)**
* Three recent letters of reference from companies who can attest to the providers’ experience in facilitating Time Management workshops. **(10)**
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| **2. Methodology:** * 1. Providers should outline in detail the approach, tools and resources they will use in facilitating the workshop. **(20)**
	2. Service Provider must provide a course outline**. (10)**
	3. Service Provider must provide a Sample of Course content to demonstrate what the training course will cover. **(15)**
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| 1. **Capacity**
	1. Proof of a National Footprint. **(5)**
	2. Profile of company **(5)**

The facilitator should have not less than 5 years’ experience in   the area of Time Management/facilitation (Detailed CV of Facilitator and copies of qualifications**(15)**

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| **5-10 years’ experience** | **5 points** |
| **10-15 years’ experience** | **10 points** |
| **15-20 years’ experience** | **15  points** |
|  |  |

 | 25 |

Minimum Threshold percentage: 70%

Enquiries (not applications or CVs) may be directed to Liziwe Cwati (lcwati@hsrc.ac.za)