



## **TERMS OF REFERENCE:**

### **APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A RESEARCH GRANT PROPOSAL WRITING WORKSHOP TO HSRC RESEARCHERS**

This document sets out the Terms of Reference (TOR) for the appointment of a service provider to provide a Research Grant Proposal Writing workshop to HSRC researchers.

### **Background**

The Human Sciences Research Council (HSRC) was established in 1968 as a statutory research council mandated to undertake and promote research in the human and social sciences. It is recognised as a national Public Entity and is subject to the requirements of the Public Finance Management Act (PFMA), Act 1 of 1999, in terms of financial and performance management and reporting. The HSRC is accountable to the Parliament of the Republic of South Africa, to which it submits annual reports incorporating annual financial statements and performance reports audited by the Auditor General of South Africa. The HSRC receives public funds to support its work, but it is not fully funded by government, hence additional revenue is generated by responding to tenders and calls for proposals.

### **Nature of the Assignment**

This workshop aims to provide HSRC research staff with a thorough overview of the entire research grant proposal development. Emphasis must be placed on:

- Encouraging and supporting the researcher in the development of excellent grant proposals
- Offering practical training to researchers who are seeking external grant funding to support their research.
- At the end of the workshop researchers would have produced a draft proposal for a potential research opportunity which will have been reviewed and feedback provided by the facilitator in the period after the training.

The hope is that participants will leave with a working knowledge of the grant writing process, how to develop a project budget, employ strategies to increase external funding and how to nurture donor relationships.

## **Key Responsibilities:**

The appointed service provider is expected to:

- Demonstrate, through a detailed proposal which is underpinned by 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 Research Grant Proposal Writing.
- Demonstrate that it has an intimate understanding of the research environment and be willing to customise a training programme to suit the HSRC context, including demonstrating an understanding of the current donor trends in the respect of submission of research grant proposals.
- Provide evidence of having reviewed the draft proposals of participants
- Provide a report and attendance register on the workshop a week after it has taken place.

## **Key Requirements:**

- The facilitator must have a Master's degree in a relevant discipline (a PhD degree would be an advantage)
- The facilitator must have a minimum of 5 years' experience in facilitating or offering Grant Proposal writing training workshops; Provide proof of trainings offered in the last 3 years.
- The service provider must provide 3 recent and traceable references for work on Research Grant proposal writing;
- Experience with grant proposal writing for international donors including EU, USAID etc will be an added advantage

## EVALUATION CRITERIA TO APPOINT THE SERVICE PROVIDER

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

<p><b>Experience</b></p> <p>The service provider/facilitator performing the assignment should have a track- record in offering training on Grant Proposal writing. (15)</p> <table><tr><td>5-10 years' experience</td><td>5 points</td></tr><tr><td>10-15 years' experience</td><td>10 points</td></tr><tr><td>15-20 years' experience</td><td>15 points</td></tr></table> <p>1.1 The portfolio of evidence must include:</p> <p>Three contactable references, telephone numbers and e-mail addresses from companies who can attest to the providers' / facilitator's experience in facilitating grant proposal writing workshops. (5)</p> <p>Three recent letters of reference from companies who can attest to the providers'/ facilitator's experience in facilitating Leadership in grant proposal writing workshops with a focus on research. (10)</p>	5-10 years' experience	5 points	10-15 years' experience	10 points	15-20 years' experience	15 points	30
5-10 years' experience	5 points						
10-15 years' experience	10 points						
15-20 years' experience	15 points						
<p><b>Methodology:</b></p> <p>Providers should outline in detail the approach, tools and resources they will use in facilitating the workshop. In particular the approach must demonstrate a commitment to experiential learning (20)</p> <p>Service Provider must provide a course outline. (10)</p> <p>Service Provider must provide a Sample of Course content to demonstrate what the training course will cover. (15)</p>	45						
<p><b>Capacity</b></p> <p>The service provider/facilitator must be able to offer the training virtually (5)</p> <p>The facilitator should have not less than 5 years' experience in the area of grant proposal writing and/facilitation (Detailed CV of Facilitator and copies of qualifications).(20)</p> <table><tr><td>5-10 years' experience</td><td>5 points</td></tr><tr><td>10-15 years' experience</td><td>10 points</td></tr><tr><td>15-20 years' experience</td><td>15 points</td></tr></table>	5-10 years' experience	5 points	10-15 years' experience	10 points	15-20 years' experience	15 points	25
5-10 years' experience	5 points						
10-15 years' experience	10 points						
15-20 years' experience	15 points						

Bidders who fail to obtain a minimum threshold score of 70% on functionality will not be considered for further evaluation (Price and B-BBEE)

Enquiries (not applications or CVs) may be directed to  
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