



TERMS OF REFERENCE:

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAINING ON DIVERSITY AWARENESS TRAINING TO HSRC RESEARCHERS AND SUPPORT STAFF MEMBERS

The present document sets out the Terms of Reference (TOR) for the appointment of a service provider to provide training on Diversity Awareness.

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 workshop that aims to assist our staff members in the following areas:

- Orientation to Diversity, Inclusion, Change and Transformation
- Understanding diversity processes
- Diversity Management
- Diversity Intelligence
- Creating an inclusive organisational culture

The session is expected to be highly interactive, experiential and engaging. The workshop will be done virtually. The number of identified HSRC staff members to be trained is 73 but the service provider must be flexible as this number might change.

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 evidence (including contactable references) of previous training in Diversity Issues.
- Demonstrate that it has an intimate understanding of the research environment and be willing to tailor-make and customise a training programme to suit the HSRC needs.
- Provide a report on the workshop a week after it has taken place.
- Provide a certificate of attendance or participation.

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 Diversity Awareness training workshops;
- The service provider must provide recent and traceable references for work on Diversity Awareness
- 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:

1. Experience The service provider performing the assignment should have a track- record in offering training on Diversity Awareness and Management. The service provider should have not less than 5 years' experience in the area of Diversity Management and/facilitation (15). <table border="1" data-bbox="337 1146 826 1268"> <tr> <td>5-10 years' experience</td><td>5 points</td></tr> <tr> <td>11-15 years' experience</td><td>10 points</td></tr> <tr> <td>16-20 years' experience</td><td>15 points</td></tr> </table> 1.1 The portfolio of evidence must include : • Three contactable references and letters of reference with telephone numbers and e-mail addresses from companies who can attest to the providers' experience in facilitating Diversity Awareness and Management workshops. (15)	5-10 years' experience	5 points	11-15 years' experience	10 points	16-20 years' experience	15 points	30
5-10 years' experience	5 points						
11-15 years' experience	10 points						
16-20 years' experience	15 points						

2. Methodology: 2.1 Providers should outline in detail the approach, tools and resources they will use in facilitating the workshop. (20) 2.2 Service Provider must provide a course outline. (10) 2.3 Service Provider must provide a Sample of Course content to demonstrate what the training course will cover. (15)	45								
3. Capacity 3.1 Resources to offer the training virtually (5) 3.2 Profile of company (5) 3.3 The facilitator should have not less than 5 years' experience in offering virtual training workshops (10) The facilitator should have not less than 5 years' experience in the area of Diversity Awareness and Management /facilitation (Detailed CV of Facilitator and copies of qualifications)(5) <table border="1" data-bbox="337 827 826 970"> <tr> <td>5-10 years' experience</td><td>5 points</td></tr> <tr> <td>11-15 years' experience</td><td>10 points</td></tr> <tr> <td>16-20 years' experience</td><td>15 points</td></tr> <tr> <td></td><td></td></tr> </table>	5-10 years' experience	5 points	11-15 years' experience	10 points	16-20 years' experience	15 points			25
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Minimum Threshold percentage: 70%

Enquiries (not applications or CVs) may be directed to Ms Liziwe Cwati at lcwati@hsr.ac.za, tel. 012 302 2605