



TERMS OF REFERENCE:

APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT LEARNERSHIP PROGRAMMES FOR HSRC EMPLOYEES

This document outlines the Terms of Reference (TOR) for appointing a service provider to implement learnership programmes for HSRC employees.

1. Introduction and background:

The HSRC is committed to the skills development and professional growth of its employees. As part of this commitment, the HSRC seeks to appoint a qualified service provider to design, implement, and manage relevant learnership programmes in line with Sector Education and Training Authority (SETA) standards.

2. Objectives:

1. To provide accredited learnership programmes to HSRC employees.
2. To enhance skills development and improve employee competencies aligned with organisational needs.
3. To ensure compliance with the Skills Development Act, Employment Equity Act, and relevant SETA requirements.

3. Scope of work:

The appointed service provider will be expected to:

1. Facilitate registration of HSRC employees in accredited learnership programmes.
2. Deliver theoretical and practical components of the learnerships.
3. Ensure alignment of learnerships with NQF standards and applicable SETA frameworks.
4. Monitor progress and provide mentorship/support to learners.
5. Conduct assessments and moderation as per SAQA and SETA requirements.
6. Submit regular progress reports to the HSRC's Capacity, Growth and Innovation Unit.
7. Assist with workplace integration and coordination with line managers.
8. Having tools such as a Learning Management System (LMS) will be an added advantage.

4. Target Audience:

Employee identified for upskilling or career progression. Suggested learnership may include the following:

1. Learning and Development Advisor (NQF 7) (1pax)

Due to the number of participants, we are open to public courses.

5. Deliverables:

1. Learnership implementation plan
2. Learner enrolment and registration confirmation
3. Attendance and performance reports
4. Portfolio of evidence for each learner
5. SETA-compliant assessment and moderation reports
6. Final report on completion rates and impact assessment
7. Certificate of completion of the learnership and SoR

6. Duration:

The service provider will be contracted for a period of 12 months starting in October 2025.

7. Experience and Qualifications of the Service Provider:

1. Accreditation with relevant SETAs (proof required)
2. Proven track record of implementing similar programmes in public or research organisations
3. Capacity to deliver both theory and workplace components
4. Experienced facilitators and assessors (registered with relevant SETAs)

8. Standard Requirements:

- The bidder must provide a company profile demonstrating experience (not less than five years) in offering learnerships. The profile must demonstrate a list of clients(not more than five years) for similar services and the years the services were provided.

- The facilitator who will be allocated to the HSRC must have a relevant post-graduate qualification with a minimum NQF (National Qualification Framework) 5 and must have a minimum of 5 years of experience in facilitating learnerships. The experience must be demonstrated by the provision of a recently updated CV.
- The bidder must submit a comprehensive technical proposal where the bidder is required to demonstrate understanding and response to the scope of work, methodology, implementation plan, and the approach to how the project will be managed through its entire life cycle according to the following key aspects:
 - Comprehensive project plan
 - Detailed response to project mapping methodology and response to the scope of work
 - Approach and implementation plan.
- Service Provider must provide a Course Outline and Sample of Course content to demonstrate what the training courses will cover.
- The bidder should be registered with any of the SETA's or accredited Higher Education Institute and must provide valid proof.

EVALUATION CRITERIA TO APPOINT THE SERVICE PROVIDER:

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

1. Experience	30														
<p>1.1 The service provider performing the assignment should have at least a 5 year track- record in offering learnerships. The bidder must provide a company profile demonstrating experience in offering learnerships. (15)</p> <table><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 and more</td><td>15 points</td></tr><tr><td></td><td></td></tr></table> <p>1.2 The portfolio of evidence must include :</p> <ul style="list-style-type: none">• Three relevant and signed reference letters from different companies, telephone numbers and e-mail addresses from companies who can attest to the service provider's experience in offering and facilitating learnerships. (15) <table><tr><td>1 relevant and signed contactable reference letter</td><td>5 points</td></tr><tr><td>2 relevant and signed contactable reference letters</td><td>10 points</td></tr><tr><td>3 relevant and signed contactable reference letters</td><td>15 points</td></tr></table>	5-10 years' experience	5 points	11-15 years' experience	10 points	16 and more	15 points			1 relevant and signed contactable reference letter	5 points	2 relevant and signed contactable reference letters	10 points	3 relevant and signed contactable reference letters	15 points	
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<p>2. Methodology:</p> <p>2.1 The service provider must demonstrate a clear understanding of the assignment by outlining the objectives, context and outcomes expected by the HSRC.</p> <p>This should include a detailed explanation of the below listed elements that will be used to facilitate the workshop showing clarity and insight into the delivery of the program:</p> <p>2.1.1. the approach (including implementation plan) (25)</p> <p>2.1.2. resources that will be used to facilitate the workshop (25)</p> <table border="1" data-bbox="337 806 826 989"> <tr> <td>Poor Proposal</td><td>0</td></tr> <tr> <td>Average Proposal</td><td>1-10</td></tr> <tr> <td>Good Proposal</td><td>11-15</td></tr> <tr> <td>Excellent Proposal (all elements addressed)</td><td>16-25</td></tr> </table>	Poor Proposal	0	Average Proposal	1-10	Good Proposal	11-15	Excellent Proposal (all elements addressed)	16-25	50
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<p>3. Capacity</p> <p>3.1 The facilitator should have not less than 5 years' experience in the area of learnerships (Detailed CV of Facilitator. (20)</p> <table border="1" data-bbox="337 1268 826 1415"> <tr> <td>5 years' experience</td><td>5 points</td></tr> <tr> <td>6-10 years' experience</td><td>10 points</td></tr> <tr> <td>11years and more</td><td>20 points</td></tr> <tr> <td></td><td></td></tr> </table>	5 years' experience	5 points	6-10 years' experience	10 points	11years and more	20 points			20
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Minimum Threshold percentage: 70%

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

SCM Documents Required by closing date 12 Sep 2025 @ 16:00pm ,submit via email to: znkosi@hsrc.ac.za

Proposal and quotation

Completed SBD 4 & SBD6.1

Valid BBBEE certificate/ Sworn Affidavit

CSD Report

