



TERMS OF REFERENCE:

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAINING ON RESEARCH GRANT PROPOSAL WRITING FOR HSRC EMERGING RESEARCHERS

This document outlines the Terms of Reference (TOR) for appointing a service provider to deliver training on research grant proposal writing for HSRC emerging researchers.

1. Introduction and background

The HSRC is committed to building internal capacity in research grant development to enhance competitiveness and sustainability. In line with this, the HSRC seeks to procure the services of a qualified external service provider to design and deliver a training program on grant proposal writing tailored for its researchers.

The need for training has been identified to assist colleagues with grant proposal writing, therefore a service provider with necessary qualifications and expertise is invited to submit responses with required documentation.

As a research institution, grant proposal writing is a cornerstone of our institution as all research programs are expected to raise funds for projects to proceed.

2. Purpose:

The purpose of this assignment is to equip emerging researchers with the knowledge and skill of writing a research grant proposal. The skill to write a research grant proposal that can be precise with vision.

1. Encourage and support the researchers in the development of excellent research grant proposals.
2. Identify and understand donor requirements and funding calls.

3. Conceptualize and design competitive grant proposals.
4. Develop strong problem statements, objectives, methodologies, and impact frameworks.
5. Prepare realistic budgets and workplans aligned with proposal goals.
6. Improve success rates in local and international grant applications
7. Offering practical training to researchers who are seeking external grant funding to support their research and understand budgeting principles.
8. This virtual workshop should be planned for three days
9. Our goal is for the participants to gain a solid understanding of the grant writing process, learn how to create a project budget, employ strategies to increase external funding and build a strong relationship with potential conforming project and operational budgets effectively,

3. OBJECTIVES:

This workshop aims to provide HSRC emerging researchers with a thorough overview of the entire research grant proposal writing process. Emphasis must be placed on:

1. Encouraging and supporting the emerging researcher in the development of excellent grant proposals
2. Offering practical training to HSRC emerging researchers who are seeking external grant funding to support their research.
3. At the end of the workshop, the participants 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 training.
4. 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.

4. Scope of work:

The service provider will be expected to:

1. Conduct a brief needs assessment to tailor the content to HSRC needs.
2. Design and deliver a practical, hands-on training session (online) over 2–3 days.
3. Provide training materials, templates, and tools for post-training use.
4. Use real or simulated funding calls (e.g., NRF, NIH, EU Horizon, Gates Foundation) for practice exercises.

5. Include modules on both narrative and financial components of proposals.
6. Offer post-training support (e.g., one feedback session on draft proposals).
7. Submit a comprehensive training report with recommendations for ongoing support or follow-up training.

8. Target Audience:

1. HSRC Emerging Researchers (HSRC Researcher Trainees)
2. Estimated number of participants:(20)

9. Deliverables:

1. Training program and agenda that is customized to HSRC.
2. Facilitation of a full training session (3 days).
3. Participant materials and a proposal writing toolkit.
4. A training report with evaluation summary and recommendations.

The service provider is expected to deliver:

1. Training needs assessment summary (pre-training).
2. Customised training programme outline.
3. Participant manuals and resource materials.
4. Post-training evaluation results and analysis.
5. Final report with recommendations.
6. Provide certificates of attendance and attendance register
7. Ability to offer the two – three day workshop during the month of October / November 2025

STANDARD REQUIREMENTS

The service provider must demonstrate:

1. Proven experience in grant writing and capacity development in research organizations.

The bidder must provide a company profile demonstrating a minimum of 5 years experience in conducting training on Grant Proposal writing workshop for research institutions. The profile must demonstrate a list of clients for similar services and the years the services were provided (services must not be older than five years).

2. Track record of successful grant applications to national and international funders.

The bidder must provide at least one reference letter to demonstrate a track record for facilitating training on Grant Writing. The reference letter/s must be on the bidder's client letterhead, dated duly signed by an authorized person reflecting the level of service and performance provided by the bidder. The reference letter/s must not be older than five years.

3. Bidders must demonstrate in their proposal knowledge of the funding landscape relevant to the social sciences and humanities.
4. The Facilitator must have excellent facilitation skills and ability to train a diverse group of professionals, PhD, however Masters will be considered if evidence of successful grant writing is provided. The facilitator must have a minimum of 5 years of experience in the grant writing workshop field. The experience must be demonstrated by the provision of recently updated CV/s of the allocated project team.
5. The bidder must submit a comprehensive technical proposal where the bidder is required to demonstrate an 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:
 - a. Comprehensive project plan
 - b. Detailed response to project mapping methodology and response to the scope of work
 - c. Approach and implementation plan.
 - d. Service Provider must provide a Course Outline and Sample of Course content to demonstrate what the training courses will cover.

6. 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:

80/20 Preference Point system

Experience 1.1 The service provider performing the assignment should have at least a 5 year track- record in offering training on grant writing. The bidder must provide a company profile demonstrating experience in conducting training on grant writing. (15) <table border="1" data-bbox="240 1239 730 1549"> <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> 2 The portfolio of evidence must include : Three relevant and signed reference letters from different companies, telephone numbers and e-mail addresses from companies who can attest to	5-10 years' experience	5 points	11-15 years' experience	10 points	16 and more	15 points			30
5-10 years' experience	5 points								
11-15 years' experience	10 points								
16 and more	15 points								

the service provider's experience in facilitating research grant writing workshops. **(15)**

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

2. Methodology:

2.1 The service provider must demonstrate a clear understanding of the assignment by outlining the objectives, context and outcomes expected by the HSRC.

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:

2.1.1. the approach (including implementation plan) **(25)**

2.1.2. resources that will be used to facilitate the workshop **(25)**

Poor Proposal	0
Average Proposal	1-10
Good Proposal	11-15
Excellent Proposal (all elements addressed)	16-25

50

Capacity The facilitator should have not less than 5 years' experience in the area of grant writing (Detailed CV of Facilitator). (20) <table border="1" data-bbox="337 422 826 678"> <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> </table>	5 years' experience	5 points	6-10 years' experience	10 points	11years and more	20 points	20
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11years and more	20 points						

Minimum Threshold percentage: 70%

Enquiries (not applications or CVs) may be directed to tmkhwazazi@hsr.ac.za and lcwati@hsr.ac.za