



TERMS OF REFERENCE:

REQUEST FOR INFORMATION FOR 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.

4. Target Audience:

Employees identified for upskilling or career progression. Suggested learnerships may include the following:

1. Learning and Development Advisor (NQF 7)
2. Cyber Security / software engineer (NQF 6)
3. Research/Data Collection (NQF 5 or 6)
4. Project Management (NQF 5)

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.

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 at least one reference letter to demonstrate a track record for facilitating and offering learnerships. The reference letters 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 bidder must provide a company profile demonstrating experience in offering learnerships. The profile must demonstrate a list of clients (not older 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/s and qualifications.
- 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.
- The bidder should be registered with any of the SETA's or accredited Higher Education Institute and must provide valid proof.

9. Briefing Date

- 15 August 2025 @ 10:00am via MS Teams
https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmRkNzZjYmItMjJiZi00YTlzlWlyM2EtZjdhMzFIOWMyYTl4%40thead.v2/0?context=%7b%22Tid%22%3a%22161524ab-4f53-4300-a494-dcdbaeb8e86c%22%2c%22Oid%22%3a%2220d2b759-9b2d-4193-a056-6de3a3c48ddc%22%7d
- Closing date for submissions is 21 August 2025

