

Appointment of a service provider to provide Mandatory Occupational Health & Safety Trainings.

TERMS OF REFERENCE

HSRC Board: Dr Reginald Cassius Lubisi (Chairperson), Dr Kgomoiso William Kasonkola, Dr Deenadayalen Konar, Prof. Ibbo Day Joseph Mandaza, Ms Shameme Manjoo, Dr Alex Mohubetswane Mashilo, Prof. Zerish Zethu Nkosi, Adv Faith Dikeledi Pansy Tlakula, Prof. Fiona Tregenna, Prof. Sarah Mosoetsa (CEO)

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1. BACKGROUND INFORMATION

The Human Sciences Research Council (HSRC) is a research organization that advances social sciences and humanities for public use. The HSRC subscribes to the values of good governance, accountable public administration and sound management of the resources as reflected in the Public Financial Management Act of 1999 (PFMA as amended by Act 29 of 1999) and other laws and regulations are applicable to public administration.

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Our mandate is to inform the effective formulation and monitoring of government policy; to evaluate policy implementation; to stimulate public debate through the effective dissemination of research-based data and fact-based research results; to foster research collaboration; and to help build research capacity and infrastructure for the human sciences.

2. SCOPE OF WORK

The HSRC wishes to appoint an experienced Occupational Health & Safety Training Service provider to assist with the training of employees in the month of June/July 2025.

Trainings are the following (Cape Town - 4 employees & Sweetwaters – 4 employees.8 in total. HSRC will send its workers to the Service provider's premises.

- Risk Assessment
- First Aid training level 1
- Basic fire fighting
- She Representative training

Note: Training service provider to provide attendance registers for trainings, and later submit competence certificates.

3. MANDATORY REQUIREMENTS (Failure to submit any of the below will result in disqualification)

Also as part of the Mandatory requirements, service providers to submit a course content for all these courses: First aid, Firefighting, SHE rep and HIRA courses.

Accreditations:

(i) Be registered as a skills provider with HWSETA (Health Welfare Sector Education and Training Authority) to provide above trainings (provide a valid certificate)

(ii) Provide proof of registration certificate with Department of Employment and Labour as a training provider and also a unit number of registrations for each of the above trainings.

(iii) Provide proof of registration with SAQA (South African Qualifications Authority) for the above Trainings (Elective units) with SAQA ID number, NQF Number (National Framework Work) and number of credits for each elective unit

(iv) **Qualifications and experience of Trainer/Moderator/Assessor:**

(a) Provide CVs and qualifications of two trainers taken into the following

(b) The trainer to be registered with SETA/QCTO as a Facilitators, Assessors and moderator. Proof of registration to be provided

(c). The trainer to have 3 years plus training experience as a Facilitators, Assessors and moderator in OHS courses (First aid, Fire fighting SHE rep and HIRA courses)

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(v) Training Service Provider to have National footprint i.e., Pretoria, Cape Town, Durban & Sweetwaters

4. CLOSING DATE: 25 June 2025 @ 12:00pm

5. CONTACT DETAILS : Zanele Nkosi 012 302 2065 -znkosi@hsrc.ac.za