

Request for Proposal – Artisan Training Programme Service Provider

Date of Issue	22 May 2025
Closing Date for queries	30 May 2025
Closing date for RFP	5 June 2025
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1. Introduction

Ditholwana Ts`a Rena Community Development Trust was founded by Anglo American Platinum in 2017 with the aim of facilitating the development, promotion, implementation and maintenance of measures designed to enhance the sustainable social and economic development of Historically Disadvantaged South Africans living within the benefit areas within a 15 km radius of the Anglo American Mogalakwena Platinum Mine.

To support youth Development and Employment, the Trust is launching an Artisan Training and Development Programme with the sole purpose of providing financial and administrative support to eligible young people willing to pursue accredited training in artisan trades, focusing primarily on institutions located within the Limpopo Province.

2. Purpose of this Request

The aim of this RFP is to find a suitable Skills Development Providers who will Administrator and project manage the full implementation of the Artisan Training Programme. The successful service provider will ensure that beneficiaries are effectively supported through their training journey—from applications stage, enrolment, theoretical & practical training, on-the-job training, and trade testing. The RFP is directed towards Skills Development Providers (SDPs) or accredited training institutions with experience in artisan training.

3. Scope of proposal

The service provider will be expected to:

- Design and manage the training programme application and selection process.
- Conduct outreach campaigns within beneficiary areas to attract applicants.
- Prioritize work placement at companies that are workplace approved and within Limpopo, where possible
- Ensure that a wide range of artisan trades are offered (e.g., welding, plumbing, electrical, fitting and turning, boiler making, etc.).
- Coordinate with institutions to confirm enrolments and track attendance and performance.
- Facilitate preparation support for the Trade Test, including revision classes or additional resources where needed.
- Support learners through the Red Seal/trade test certification process.
- Manage the training fund disbursements, stipends, and other related logistics.
- Provide regular progress reports and updates to the Trust.
- Act as liaison between learners, institutions, parents, and other stakeholders.

3.1. Expected Deliverables

The following deliverables will be required from the service provider:

- Implementation plan with key timelines and milestones.
- Beneficiary database and tracking system.
- Monthly and quarterly reports with data and narrative updates.
- On the job placement support
- Trade Test support plan and Red Seal outcome tracking.
- Final project close-out report with recommendations.

3.2. Eligibility Criteria

- Experience in administering bursary or education support programmes.
- Knowledge of the artisan training landscape in Limpopo and South Africa at large.
- Strong project, financial, and stakeholder management experience.
- A proven track record of working with youth from rural communities.
- Familiarity with SETA-accredited institutions and the Red Seal process.

3.3. Proposal Requirements

Interested service providers should submit a proposal including:

- Company Profile and relevant experience.
- The company must have SETA accreditation
- Detailed programme implementation process
- Proposed work plan and timelines
- Team composition and qualifications.
- Budget and cost breakdown.
- References from previous similar projects

4. Mandatory Requirements

The service provider must:

Demonstrate Experience with Bursary or Skills Development Programmes

- At least 5 years of managing artisan training, learnerships, apprenticeships programmes.
- Evidence of previous clients, outcomes, and systems used.

Have a Robust Beneficiary Management System

- Ability to track applications, enrolments, payments, progress, and completion.
- Data security and compliance with POPIA.

Provide Learner Support Services

- Academic monitoring and psychosocial support mechanisms.
- Communication plan with beneficiaries (SMS, email, check-ins).

Handle Disbursement of Funds

- Experience managing stipends, tuition fees, and other training -related payments.
- Financial controls which include but not limited to distribution of stipends for students and transparent reporting

Reporting and Compliance

- Ability to produce monthly and quarterly progress and financial reports.
- Familiarity with SETA reporting or other government frameworks.

Capacity and Staffing

- Qualified personnel (project manager, finance officer, learner support specialist).
- Organogram and CVs of key personnel.

Trade Test Preparation and Red Seal Support

The service provider must support learners in preparing for the trade test, including:

- Structured revision sessions aligned to the curriculum.
- Access to simulated or mock trade tests.
- Assistance with registration for the trade test.
- Guidance on portfolio of evidence (if applicable).
- Post-test support for unsuccessful candidates (retesting, remedial sessions).

4.1. Evaluating Criteria

Criteria	Description	Weight
Relevant Experience	Proven track record in bursary management or skills development	20%
Project Approach and Methodology	Implementation plan including trade test prep, revision, and Red Seal/trade test support	20%
System and Technology Capacity	Ability to manage learner data, progress, and trade test status	15%
Team Capacity and Qualifications	Staff with experience in artisan training and trade test coaching	15%
Reporting and Compliance Capability	Monthly learner progress, trade test readiness, Red Seal outcomes tracking	10%
Empowerment and Localization	B-BBEE status, women/youth/local ownership	10%
Total		100%

5. Proposal Submission and Awarding

- All proposals should be emailed to the email address mentioned above, no later than 17:00 on the closing date of 5 June 2025.
- Where a proposal is not received by the Ditholwana Tsa Rena's Implementation Unit, TEBA, by the due date and time in the stipulated email address, it will be regarded as a late submission. Late submissions will not be considered.
- All proposals must be submitted to the following email address Fikiswa.simelane@teba.co.za cc Elna.Mazibuko@teba.co.za
- Successful applicants will be contacted as soon as the evaluation process is completed. No regret letters will be sent out.

6. Appointment

Appointment of the service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such an agreement, Ditholwana Tsa Rena reserves the right to appoint the alternative applicant.

Enquiries and contacts

Any enquiry regarding this RFP shall be submitted, in writing, to the Ditholwana Ts`a Rena Trust's Project Implementation Unit, TEBA, via email to Fikiswa.simelane@teba.co.za by 30 May 2025.

Any other contact with the Ditholwana Tsa Rena personnel involved in this application is not permitted during this process, other than as required through existing service arrangements or as requested by Ditholwana Tsa Rena as part of this process.