



**RESEARCH DISCRETIONARY GRANTS ADVERT: CALL FOR APPLICATIONS TO PRIVATE  
RESEARCH ENTITIES AND PUBLIC HIGER EDUCATION INSTITUTIONS**

The Services Sector Education and Training Authority (Services SETA) invites researchers, public and private research providers, institutions, employer associations and professional bodies to partner with the Services SETA in delivering skills development research projects linked to its approved 2024/25 Research Agenda and Impact Evaluation.

The application window will open on **11 November 2024** at 8:00 AM and will close on **02 December 2024** at 4:00 PM.

For detailed information please refer to our website [www.servicesseta.org.za](http://www.servicesseta.org.za)

A handwritten signature in black ink, appearing to be 'M. M. M.', is written over the text of the approval statement.

Advert and specification aligned  
with the AA approval received.  
07.11.2024

**2024-25 Research Discretionary Grant Window:** Call for Proposal to researchers, public and private research providers, institutions, employer associations and professional bodies to partner with the Services SETA in delivering skills development research projects linked to its approved 2024/25 Research Agenda.

## Introduction

The Services Sector Education and Training Authority (Services SETA) hereby invite suitably experienced private research providers, public higher education institutions and/or consortia of private providers and public higher institutions, including member companies, to apply for discretionary grant funding linked to our *Research Agenda 2024/25*.

These grants are intended to meet the Services SETA's research needs that have been derived inter alia from the *National Skills Development Plan*, *National Development Plan*, and the *White Paper for Post-School Education and Training* and the Department of Higher Education and Training's *Research Agenda*.

These topics have been identified through stakeholder engagement with chamber committees representing industry, labour, government and the non-profit sector, as well as further engagement with the accounting authority and executive management. This window prioritises two research projects with the title:

1. Assessment of Services SETA contribution to Transformation Agenda in line with Five Transformational Imperatives,
2. Analysis of the Responsiveness and Relevance of TVET Occupational Qualifications to Industry Needs

In addition, due to urgent need to conduct overall impact evaluation of learning interventions, in line, with the SETA Integrated High Impact Programme, and audit findings among other reasons, it has become important to include a research study addressing the impact of Services SETA funded learning interventions on beneficiaries – taking a 360° evaluation. As a result, an additional research project has been included with the following title:

3. Impact Evaluation of Services SETA's Learning Programme Interventions in the past four and half years (2020/21-2024/25)

Specifications for these projects are attached as **Annexures 1-3** and contain the scope of work for each project.

## Who can apply?

All private research providers and public HEIs with the requisite capacity and good standing legally may therefore apply for this discretionary grant funding.

## Requirements

A proposal that includes the following minimum elements. Failure to comply may lead to disqualification:

- a) Understanding of the research and the specifications (background to the research, rationale, purpose, objectives).
- b) Approach, design and methodology for the research (e.g., literature and documentation review, data collection tools, sample, suggestions for elaboration or changes to scope and methodology as outlined in the project specifications , examples of research questions suggested, process elements).
- c) Activity-based plan (including number of person days per activity and time frame linked to activities).
- d) Activity-based budget (in South African Rand, including VAT).
- e) Competence (include list of related projects undertaken of main contractor and subcontractors, making clear who did what, and contact people for references);
- f) Team (team members, roles and level of effort of each person involved in the project).
- g) Quality assurance plan (to ensure that the process and products are of good quality).
- h) Research policy nexus (indicate how the research findings can be engaged with to promote utilisation.
- i) Risk and quality assurance plan for the research study (to ensure that the process and products of this study are of good quality).

## Application process

In order to be considered for this Discretionary Grant, the following mandatory supporting documents need to be submitted on the online portal. Failure to do so may lead to immediate disqualification.

- Valid Tax Clearance or Exemption Certificate
- Company Registration Documents
- Declaration of Interest (Form 1a)
- Declaration of Authorised Person (Form 1b)
- POPIA Declaration Form
- Detailed Proposal/s with budget
- BBBEE Certificate
- References for related research undertaken by the service providers
- CVs of key personnel

## Evaluation criteria

The evaluation of the applications will follow the following process:

- Stage 1 – Submission through the DG email address
- Stage 2 – Compliance and evaluation – evaluation of mandatory documentation submitted through a dedicated email address
- Stage 3 – Due diligence – Applicants that go through to this stage may be requested to present the submitted proposal to a Service SETA evaluation committee.

Applications must be submitted through this email address:  
[research2024@serviceseta.org.za](mailto:research2024@serviceseta.org.za)

Queries and challenges experienced with the portal to be directed to: Helpdesk email to:  
[research2024@serviceseta.org.za](mailto:research2024@serviceseta.org.za) Telephone: 011 276 9600