

TERM OF REFERENCE

2025/26 APP DG FUNDING TOP-UP: AET SDPs

DATE: 13 October 2025



1. Introduction

In line with the Services SETA's mandate to facilitate skills development within the sector, Discretionary Grant (DG) funding is awarded for Learning Programme (LP) enrolments and completions. The Services SETA has recently conducted a performance analysis to establish pipeline shortfalls which might prevent it from achieving its 2025/26 Annual Performance Plan targets which are aligned to the Service Level Agreement (SLA) between the Services SETA and the Department of Higher Education and Training (DHET).

2. Scope and Targeted Entities

The Services SETA has a small shortfall in its funded Adult Education and Training (AET) Learning Programme Completion target for the current financial year ending 31 March 2026. The Services SETA is therefore inviting all Adult Education and Training (AET) accredited Skills Development Providers (SDPs) who can enter and exit Services SETA sector employed learners with a Statement of Results/Certificate by 31 Mar 2026 to apply for Discretionary Grant funding. Services SETA will facilitate access to the service sector industries for access to such learners through its Chamber Operations if required. This allocation is for 350 learners at a total budget of R8,000.00 per learner.

3. Who May Apply

Skills Development Providers accredited to offer Adult Education and Training.

4. Eligibility Criteria

- Implementation Capacity:
 - Project Management capacity.
 - Administration capacity.
 - Human Resources capacity.
 - Data and Record Management capacity. Processes to ensure accuracy and reliability of data captured and quality and compliance of records submitted.
 - Monitoring and Reporting Systems. Tools and process for tracking and reporting implementation progress and outputs and ensuring compliance.



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- Financial Management capacity. Accounting, budgeting, planning – cash flow dependencies, separate bank account/cost code.

5. Mandatory Requirements

The following mandatory support documents need to be completed and submitted. Failure to do so will lead to automatic disqualification of your application.

- Company Registration Documents (not mandatory for public institutions).
- Valid Tax Clearance or Exemption Certificates.
- Proof of accreditation.
- Declaration of Interest (Template attached).
- Declaration of Authorised Person (Template attached).
- POPI Declaration (Template attached).

6. Previous Experience and Performance in implementing SETA Learning Programmes (since 2021/22 +- 5 years)

- Data and supporting evidence for the following Performance Indicators/Measure is required:
 - Learner throughput rates (number of successful learners divided by the total number of learners).
 - Learner termination rates (number of learners that terminated divided by the total number of learners).
 - Timely project closure (within how many working days after the last day of learning i.e. in classroom/workplace did your entity submit a project closure report with Certificates/Statement of Results attached where applicable).

7. Evaluation Criteria

- Criteria 1: Mandatory Requirements.
- Criteria 2: Functionality Requirements.
 - Functionality Matrix/Scoresheet (Annexure A).
- Criteria 3: Due diligence (desktop and/or physical).

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8. Application Process

- Applications must be submitted via dgtopup.AET@serviceseta.org.za.
- All proposals must be aligned with the Services SETA 2025/26 APP and SSP.
- Late or incomplete applications will not be considered.
- The Services SETA reserves the right to reject or approve applications based on pipeline shortfall gaps available budget.

9. Important Dates

- **Opening Date:** 13 October 2025.
- **Closing Date:** 30 October 2025.

10. Contact Information

For enquiries, please email: dgtopup.queries@serviceseta.org.za.

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ANNEXURE A: FUNCTIONALITY SCORE SHEET

NAME OF APPLICANT:
DG REFERENCE:

A	B	C	D	E	F	G	H
FUNCTIONALITY	REQUIREMENT	SCORE QUALIFICATION	MEASUREMENT (to be provided/demonstrated)				
			Indicate page/section in application?	Weighted Points	Yes	No	Score
Strategic Alignment (Occupations and Skills in the SSP) and or specific requirements	Applicants must list the occupations, qualifications and skills they plan to implement and reference how this is aligned to the Services SETA Sector Skills Plan (SSP) for 2025/26, other National Priorities or specified/targeted requirements	Alignment will be scored according to one of the categories below. Score ranges are influenced by motivations provided: - High = 7 to 10 pts - Medium = 4 to 6 pts - Low = <4 pts	Provide a specific section and motivate for low alignment. What page(s) or section of your application may the information be found? State page number(s) or section(s)	10 pts	☐	☐	
Implementation Capacity (aligned to section 4)	Applicants must demonstrate their implementation capacity in their project proposals	- Capacity will be scored 10 points per category as illustrated below:	Demonstrate capacity per category in your application.	60 pts	☐	☐	

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		- Project Management Capacity = 10 pts - Administration Capacity = 10 pts - Human Resources Capacity = 10 pts - Data and Record Management Capacity = 10 pts - Monitoring & Reporting Systems = 10 pts - Financial Management Capacity: = 10 pts	What page(s) or section of your application may the information be found? State page number(s) or section(s)				
Previous Experience and Performance (aligned to section 6)	Applicants should provide a table of all Learning Programme projects implemented since 2021/22, include the funder. Provide the score per indicator/measure per project implemented and average the totals. Provide explanations where outputs are less favourable for	Performance will be scored according to the categories below. The more favourable the rate/working days (WDs) the higher the score out of the pts allocated per category: - Learner throughput rates (number of successful learners divided by the total number of learners) - $\geq 70\%$ = 10 pts - 50%-69% = 5 pts	Provide a specific section and motivate for low alignment. What page(s) or section of your application may the information be found? State page number(s) or section(s)	30 pts	☐	☐	

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	consideration. Support the table with narrative explanations and a POE (Portfolio of Evidence). For Services SETA funded projects, submission will be validated against internal data and information	- <50% = 1 pts - Learner termination rates (number of learners that terminated divided by the total number of learners) - ≤10% = 10 pts - 11%-20% = 5 pts - >20% = 1 pt - Timely project closure (within how many working days after the last day of learning i.e. in classroom/workplace did your entity submit a project closure report with Certificates/Statement of Results attached where applicable) = - ≤ 20 WDs = 10 pts - 21 - 39 WDs = 5 pts - 60+ WDs = 1 pts					
Note that Evaluation Committee will use their own discretion to assess quality of all applications received in relation to above functionality criteria and may further verify information submitted from relevant sources and use their own discretion to score your proposal accordingly.							
Total weighted Points				100			

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The minimum functionality threshold is **70** points. Applicants who score less than 70 points on functionality will therefore be disqualified: those who score 70 points or more will be further evaluated on **Criteria 3**.

Name of Evaluator:			
Signature:		Date:	/...../2025