



EXPRESSION OF INTEREST TRAINING OF NPO ORGANISATION 2026 - 2027

The Health and Welfare Sector Education and Training Authority ("HWSETA") invites all registered NPOs in the Health and Welfare sector.

Details of the NPOs Funding Project

The HWSETA will appoint 9 lead NPOs (1 in each province) to coordinate, train and manage the project for the respective assigned province, the lead NPO will be required to recruit, train and manage the contracting requirements with each respective NPO and the HWSETA. The lead NPO will be required to coordinate and administer the placement of volunteers within NPOs.

This training programme aims to train NPOs in our sector on governance, ethics and management.

The training must cover the following skills areas:

1. Governance and Management:

- Board governance and leadership
- Strategic planning and decision-making
- Conflict resolution and mediation skills
- Ethics and ethical behaviour

2. Financial Management and Budgeting:

- Financial reporting
- Budgeting and financial planning

3. Community Development and Stakeholder collaboration:

- Building partnerships
- Engaging with local communities and stakeholders

4. Project Management:

- Project planning and scheduling.
- Budget and financial management.
- Risk and issue management.
- Resource allocation and coordination.
- Stakeholder and donor engagement.
- Monitoring and evaluation of project outcomes.

5. ICT:

- Email and collaboration platforms (e.g. Microsoft 365 or Google Workspace).
- Cloud storage and document management
- Websites and social media platforms.
- Cybersecurity tools, including antivirus software and firewalls.

Key qualifying criteria for the Lead NPOs

Lead NPOs applying for this programme must demonstrate that they possess the governance, operational and financial capacity to coordinate the implementation of the HWSETA NPO Governance and Capacity Building Programme within their respective province.

1. Legal Registration and Compliance

The organisation must be formally registered and provide certified copies (or certified electronic copies where applicable) of the following:

- NPO Registration Certificate issued in terms of the Non-Profit Organisations Act, 1997 (Act No. 71 of 1997).
- Latest Letter of Good Standing issued by the Department of Social Development, not older than twelve (12) months.
- Where registered as a Not for Profit Trust or Non-Profit Company (NPC), proof that the organisation is required and proof of compliance (must possess dual registration with NPO Act)

2. Governance Requirements

Applicants must demonstrate sound governance and management structures by providing:

- Organisational governance structure.
- List of Board Members/Trustees.
- Evidence of active governance and management oversight.
- Organisations that are deregistered or non-compliant with the NPO Act, Public Finance Management Act (PFMA), or applicable programme legislation will not be considered.

3. Service Registration and Operational Capacity

Where legislation requires, the organisation must provide proof of:

- Valid programme or service registration/licensing.
- Conditional registration where applicable.
- Compliance with minimum norms and standards applicable to the services rendered.
- No history of regulatory non-compliance.

Where legislative registration is not applicable, the organisation must demonstrate sufficient organisational capacity and a proven track record in delivering similar programmes.

Where applicable, organisations must provide evidence that relevant staff have been vetted against:

- The Child Protection Register; and
- The National Register for Sex Offenders.

4. Experience and Organisational Capacity

Applicants must demonstrate:

- Proven experience in training NPOs in Governance, Financial Management, Project Management, ICT and Community Development.
- A minimum of five (5) signed client reference letters, not older than three (3) years.
- Capacity to recruit, coordinate and support participating NPOs throughout the assigned province.
- Capacity to coordinate volunteer placements.
- Capacity to administer Memorandum of Agreement (MOAs) between HWSETA and participating NPOs.

5. Provincial and National Footprint

- Applicants must demonstrate the organisational capacity to successfully coordinate implementation within the province for which they are applying.

6. Financial Management

Applicants must demonstrate sound financial management by submitting:

- A valid bank confirmation letter or bank account verification in the name of the organisation.
- Evidence of sound financial management and internal control systems.
- Compliance with applicable funding requirements.
- Where previously funded by government, evidence of satisfactory compliance with previous funding agreements (where applicable).

7. Application Requirements

Applicants must:

- Apply using the prescribed HWSETA EOI template through the HWSETA EOI Portal.
- Submit an itemised budget.

- Submit a concise proposal (2–5 pages) addressing:
 - Province applied for.
 - Recruitment strategy for participating NPOs.
 - Training implementation approach.
 - Volunteer placement strategy.
 - Capacity to administer MOAs.
 - Programme management and reporting approach.

8. Programme Implementation Requirements

Successful Lead NPOs must:

- Commence training no later than 15 January 2027.
- Deliver a minimum of five (5) days of training.
- Coordinate the implementation, monitoring and reporting of the programme within their assigned province.

Financial Implications

The HWSETA is looking to appoint 9 leading NPOs (1 per province), the programme will operate under the following budget structure.

- Training per NPO learner will be at **R10 076**.
- Stipend for volunteer placed in NPO will be **R48000 (12 months)**

Please Note:

The HWSETA reserves the right to withdraw the approval if:

- The information provided in the application form is not true and correct; or
- The Training provider does not adhere to any of the requirements laid down by the HWSETA.
- Registration status of the organisation ceases to exist before or during the commencement of the project.

NB. By submitting this application form, you hereby authorise the HWSETA to collect your personal information for the service offered. Personal information is only used for the purpose of delivering the mandate of the HWSETA. Refer to the HWSETA Privacy Policy on our website.

Link to NPO/NGO: https://projects.hwseta.org.za/eoi_index

For any enquiries, please contact janek@hwseta.org.za

CLOSING DATE: 18 September 2026.