

# CALL FOR PROPOSALS

## FROM LABOUR SERVICE ORGANISATIONS

(NPOs/PBOs/federations)

FOR FINANCIAL YEAR: 2025/2026

The Department of Employment and Labour is launching a call for proposals for (NPOs/PBOs) that specialise in labour matters to provide **training or workshop sessions on labour laws to vulnerable workers, e.g. domestic workers, farm workers, retrenched workers etc.**

### THE TRAINING SHOULD FOCUS ON THE FOLLOWING

- Basic Conditions of Employment Act
- Labour Relations Act
- Employment Equity Act
- Unemployment Insurance Act



**Enquiries:**

Sipho.Hlope@labour.gov.za | Saraphina.Tshabalala@labour.gov.za

**Applications can be emailed to:** civilsociety.headoffice@labour.gov.za

OR

- Compensation for Occupational Injuries and Diseases Act
- Occupational Health and Safety Act.



**Enquiries:**

Lebone.Moagi@labour.gov.za | Joalane.Mathinya@labour.gov.za

**Applications can be emailed to:** civilsociety.compensationfund@labour.gov.za

**LABOUR SERVICING ORGANISATIONS FROM ALL PROVINCES ARE WELCOME TO SUBMIT PROPOSALS**

**ONE APPLICATION PER ORGANISATION (EITHER COIDA AND OHSA OR LRA, BCEA, UIA, EEA)**

**CLOSING DATE**  
**17 February**  
**2025**

**PLEASE NOTE:**

The closing date for submission of proposals is 17 February 2025 at 16:00 pm

**NB: If there is no response within three months of submission, please consider your application unsuccessful.**

### APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS

- The organisation must be registered with the Department of Social Development in terms of NPO Act of 1997. (Attach NPO certificate)
- Must have an existing office (with office equipment)
- Have an active bank account (Attach confirmation letter)
- Send an audited financial statement for a previous project (from any donor)
- Must have knowledge and understanding of labour related matters and labour laws
- Must have knowledge and understanding of COIDA and OHSA
- Latest NPO compliance letter issued by DSD (attach a compliance letter)
- Attach a valid letter of good standing for COIDA/OHSA proposals

*Deregistered organisations will not be considered*

**NB: THE FORMAT FOR PROPOSALS ATTACHED SERVES AS A GUIDE. KINDLY SUBMIT THE PROPOSAL SEPARATELY.**



Department of  
Employment and Labour



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REPUBLIC OF SOUTH AFRICA



# SUBMISSION FORMAT

## PROJECT PROPOSAL

<b>Name of Organisation</b>	
<b>Postal Address</b>	
<b>Physical Address</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>E-mail Address</b>	
<b>Contact Person</b>	
<b>Banking Details</b>	<b>Account Name:</b>
	<b>Name of Bank:</b>
	<b>Branch name:</b>
	<b>Account number:</b>
	<b>Type of Account:</b>
<b>Organisation Description</b>	
<b>Project Title</b>	
<b>Project Description</b>	
<b>Project Objectives</b>	
<b>Project Activities</b>	
<b>Project Output</b>	
<b>Project Term/Period</b>	1 year
<b>Budget</b>	
<b>Area of Project</b>	
<b>Target Group/ Beneficiaries</b>	
<b>How is civil society strengthened</b>	
<b>Evaluation Plan</b>	



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