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Physical: Woodlands Office Park, 20 Woodlands Drive, Building 26, 1st Floor
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**FIELD BAND
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RFQ FBF-ECD 2026

APPOINTMENT OF AN ACCREDITED ECD NQF LEVEL 4 TRAINING SERVICE PROVIDER

Date: 24 June 2026

Closing Date: 5 July 2026, all applications to be emailed to: info@fieldband.org.za

1. Background

The Field Band Foundation (FBF) seeks to appoint a suitably qualified and accredited training provider to deliver an accredited Early Childhood Development (ECD) NQF Level 4 qualification to 12 Project Officers over a period of 12 months. Due to the geographical spread of participants across South Africa, the programme must be delivered through an online or hybrid learning model while maintaining compliance with all accreditation requirements.

2. Purpose

The purpose of this intervention is to equip Project Officers with foundational ECD knowledge and practical skills that will enhance the delivery of FBF's Music for All and ECD programmes, particularly in the areas of child development, learning through play, cognitive development, classroom facilitation, and age-appropriate educational practices.

3. Scope of Work

The appointed service provider shall:

- Deliver an accredited ECD qualification registered at NQF Level 4.
- Enrol and support 12 learners.
- Provide online and/or hybrid learning solutions suitable for remote participants.
- Facilitate learner orientation and induction.
- Provide learning materials in electronic format.
- Conduct assessments, moderation, and learner support.
- Track learner attendance and progress.
- Facilitate workplace-based practical assignments where required.
- Submit learner achievements to the relevant Quality Council/SETA.
- Issue Statements of Results and Certificates upon successful completion.
- Provide monthly progress reports to FBF.

Board of Directors:

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4. Minimum Requirements

The service provider must:

Accreditation

- Be accredited by the relevant Quality Council and/or SETA to deliver the proposed qualification.
- Provide proof of accreditation and programme approval.
- Demonstrate compliance with all legislative and quality assurance requirements.

Experience

- Minimum five (5) years' experience in delivering accredited ECD programmes.
- Proven experience in delivering online or hybrid learning programmes.
- Demonstrate successful completion of similar projects.

Capacity

- Have qualified facilitators, assessors and moderators registered with the relevant ETQA.
- Provide learner support services.
- Have a Learning Management System (LMS) or equivalent online platform.

5. Programme Requirements

The programme should include, but not be limited to:

- Child Growth and Development
- Early Learning and Stimulation
- Learning Through Play
- Classroom and Learning Environment Management
- Child Safety and Protection
- Communication Skills
- Inclusive Education Practices
- Observation and Assessment of Children
- Record Keeping and Reporting
- Practical Application in ECD Settings

6. Delivery Method

The preferred model is:

- Online facilitator-led sessions.
- Recorded sessions available for revision.
- Virtual learner support.

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- Monthly or bi-monthly contact sessions where required.
- Flexible scheduling that accommodates operational requirements.
- Weekend or after-hours learning options will be advantageous.

7. Contract Duration

- Duration: 12 Months
- Expected Start Date: July 2026 (or as agreed)

8. Reporting Requirements

The service provider shall submit:

- Monthly attendance reports.
- Monthly progress reports.
- Assessment and moderation reports.
- Risk and intervention reports for learners at risk.
- Final close-out report.

9. Deliverables

Deliverable	Quantity
Candidate Enrolment	12 Learners
Candidate Support	12 Learners
Candidate Material	12 Sets
Assessments Conducted	As Required
Monthly Progress Reports	12
Statements of Results	12
Certificates	Successful Learners

10. Evaluation Criteria

Criteria	Weighting
Accreditation & Compliance	30%
Relevant Experience	25%
Delivery Methodology	20%
Facilitator & Assessor Capacity	10%
Cost	15%
Total	100%

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11. Submission Requirements

Interested service providers must submit:

- Company Profile.
- Proof of Accreditation.
- Facilitator, Assessor and Moderator CVs.
- Detailed Training Methodology.
- Implementation Schedule.
- Three (3) contactable References.
- Tax Compliance Status.
- Quotation on a company letterhead for 12 candidates

12. Special Conditions

- FBF reserves the right not to appoint
- Preference will be given to providers capable of delivering a fully online or hybrid programme.
- Providers must demonstrate the ability to support candidates as and when needs arise.
- The provider must ensure certification is completed within prescribed timeframes after programme completion.

13. Target Participants and Operational Context

The training programme will accommodate **12 Project Officers** employed by the Field Band Foundation and based across multiple provinces in South Africa.

The participants are located as follows:

Province	Location	Number of Participants
Western Cape	Plettenberg Bay	1
Western Cape	Cape Town	1
Northern Cape	Danielskuil	1
KwaZulu-Natal	Mandini	1
Limpopo	Blouberg	1
Mpumalanga	Witbank (Emalahleni)	1
Gauteng	Alexandra	1
	Springs	1
	Soweto	1
	Setlabotjha (Sedibeng/Vaal)	1
	Kempton Park (Birchleigh)	1
	Birchleigh/Norkem Park	1
Free State	Viljoenskroon	1

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Operational Implementation Requirements

Participants are full-time employees of the Field Band Foundation and are actively involved in programme delivery and administration.

Normal working hours are:

Monday to Friday: 09:00 - 17:00

As a result, the training methodology must be flexible and designed to minimise disruption to operational responsibilities.

The preferred delivery model is therefore:

- Online or hybrid learning
- Self-paced learning components where applicable
- Recorded sessions available for revision
- After-hours learner support
- Flexible assessment scheduling.
- Limited contact sessions where required.
- Strong learner support and mentorship.

Saturday Support Sessions

Service providers are strongly encouraged to include:

- Scheduled online support sessions on Saturdays or after work hours.
- Virtual tutorials and catch-up sessions.
- Assignment and portfolio development support.
- Learner mentoring and coaching sessions.

NB: Please note that the participants are employed full-time

14. Enquiries

For further information, clarification, or queries regarding this RFQ, please contact:

Belinda Nehwoh: 011 234 9040 Email: info@fieldband.org.za

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