

RFQ Number	NO-274/2023
Issue Date	20 March 2024
Closing Date	27 March 2024, bu no later than 23:30pm
Submission details	<p>Please forward your responses either via email or hand delivered on or before the closing date as follows:</p> <p>via email - <a href="mailto:mmokaila@seda.org.za">mmokaila@seda.org.za</a></p> <p>OR</p> <p><u>Hand delivered.</u></p> <p>Small Enterprise Development Agency (Seda) The Fields Office Block A 1066 Burnett Street Hatfield 0833</p> <p>Contact Details Mr M Mokaila at Tel: (012) 441-1000 or (012) 441- 1171</p>

## TERMS OF REFERENCE

### 1. Purpose

The purpose of this RFQ is to identify a service provider with the relevant experience, knowledge, skills and capabilities to assist DSBD, Seda and the ESD CoP to research and develop a professional development framework, qualifications, career path and professional body for the ESD practitioner in South Africa as well as implementation scenarios and plans.

### 2. Background

Seda is a partner in the development and roll-out of the Enterprise and Supplier Development Community of Practice (ESD CoP), launched in July 2023 for corporate, government and SOE ESD practitioners responsible for implementation of Enterprise and Supplier Development (ESD) strategies, policies, programmes and activities for the benefit of SMME development.

The ESD CoP is implementing a programme of activities to support the improved practice of ESD practitioners, in order to support the inclusion of more black-owned small and medium enterprises (SMEs) in the formal economy and corporate supply chains.

The ESD CoP is a membership-based initiative involving Government departments and private sector (corporate) representatives. One of its functions is to support the professional capabilities, skills, knowledge and best-practice sharing of enterprise and supplier development (ESD) practitioners.

The Ecosystem Development for Small Enterprise (EDSE) programme funded by the EU is supporting Seda with the ESD CoP by assisting with a programme of activities for the ESD CoP. The ESD CoP is concluding the development a foundational e-learning course for ESD practitioners. A series of masterclasses will also be held to serve as the basis for creating a continued professional development series for ESD practitioners with the ESD CoP and its partners. For more information on the ESD CoP and to assist with the development of proposals for the RFQ, the ESD CoP website can serve as reference information - <http://esdcommunity.net>

Through the development of the foundational elearning course, it was noted that a professional development framework and related qualifications and career path needs to be mapped and developed for the ESD practitioner. The need for professionalising the sector and the creation of a dedicated professional body to oversee and regulate ESD practitioners was also needed and would assist significantly in improved ESD and related transformation policies, strategies, programmes and

the implementation and support provided to SMMEs. The ESD CoP aims to develop this and requires research and information gathering to inform an implementation plan for this to be realised.

**Note that the target here is the ESD practitioners. ESD practitioners are not necessarily ESD consultants that implement ESD programmes for SMMEs on behalf of Corporates/SOE/Government. The focus is on ESD practitioners within Corporates/SOE/government and not SMME training/capacity building sessions as part of ESD programme implementation.**

ESD practitioners are deemed as professionals responsible for the development and implementation of ESD and related organisational strategies, programmes and policies. While being responsible for the planning, managing and reporting on activities and resources allocated to ESD programmes; they are also accountable for the oversight, monitoring evaluation and reporting of the delivery against the planned programme outcomes and impacts.

### 3. Scope of Work

A service provider (SP) is required to assist DSBD, Seda and the ESD CoP to research and develop a professional development framework and related qualifications, career path and professional body options/scenario for the ESD practitioner in South Africa and an appropriate implementation plan for the ESD CoP.

The scope of work for this projects includes the following:

#### 1. *Inception briefing at the start of the project*

A full briefing meeting will be held at the inception/contracting fo the project so that the appointed SP can refine the proposal submitted and include additional information. This session will also serve to clarify expectations and the specific milestones for the rollout of the project. This will be captured into an Inception report for the project that will be agreed and signed-off by all partners and form the basis for the implementation of the project.

#### 2. *Development of a proposed career path for an ESD practitioner in Corporate/SOE/Government*

A career path mapping of the ESD practitioner in South Africa will need to be researched, developed and consulted with ESD practitioners and the ESD CoP.

International, regional and continental experiences will need to be researched and incorporated into the career path so that there is alignment.

The existing South African ESD practitioners will need to be profiled to inform this career path and any gaps, issues, challenges and opportunities identified. The career development and progression of the ESD practitioner will also need to be captured.

### 3. *Development of a professional development qualifications framework for an ESD practitioner*

Informed by the career path mapped for the ESD practitioner a NQF based professional qualification framework need to be developed and consulted with ESD practitioners and the ESD CoP. The framework needs to align to SAQA NQF levels and also the applicable sector SETAs/QCTO levels/requirements/ standards.

The foundation elearning course developed by the ESD CoP can also assist to inform this framework.

Aspects on recognition of prior learning and continued professional development also need to be captured and considered.

The ESD practitioners operate in corporate, SOE and government environment and the difference and nuances need to be considered and captured. There are also different sectors in which ESD operate that have their own qualification requirements and standards that also need to be captured and considered.

International, regional and continental experiences and best practices also need to inform the professional development framework so that there is alignment and to support career progression an movement.

### 4. *Development of a Professional body development process/scenarios for the ESD practitioner via the ESD CoP as well as related opportunities, partners and operational models*

The ESD CoP intends to grow and develop into the ESD practitioner professional body. To inform this process research is required to develop different scenarios and/or processes that need to be followed to achieve this outcome.

Legislative, regulatory and other requirements need to be captured and outlined. Case study examples can be utilised as reference and to justify and enhance the case for the ESD practitioner professional body.

Sector opportunities, partners needs to be identified and captured as part of the scenarios and process towards the professional body development.

The research will need to outline various operational models and cost implications and opportunities for the ESD CoP to grow and develop into a professional body.

Applicable justifications and information required for key milestones need to be collected and captured in order for the necessary submission and documentation to be provided in support of the process.

5. *Development of Action plan / implementation plan for the DSBD, Seda and ESD CoP to become the professional body for ESD practitioners*

An overall action plan for the the project partners and ESD CoP need to be developed to enable the development of a professional body for the ESD practitioner and an appropriate professional development framework and career path. The action plan needs to indicate timelines as well as allocate responsibilities to the project partners and other key roleplayers.

The critical path needs to be outlined and key supporting activities that need to be completed by the project partners. If there are any cost implications they need to be estimated and captured as well possible funding sources and funding partners and opportunities.

6. *Project Closure and handover*

A project closure report is expected at the conclusion of the project capturing key milestones, lessons and experiences that should be considered by Seda, DSBD and the ESD CoP in taking this work forward. Any documentation and information collected are to be handed over to the project partners. Any additional research development work required and/or specialised expert inputs should also be indicated.

The project will be managed by Seda together with the ESD CoP. A project team consisting of various key internal and external stakeholders, project partners and role players will be set-up to manage the project.

Consultation processes will be required at key project milestones with identified and affected stakeholders in the project. The project proposals and plans need to indicate and provide for this.

#### 4. Project Deliverables & Time Frames

The project will start at the end of March 2024 and need to be completed within 4 to maximum 5 months, therefore end August 2024.

The following deliverables are expected:

1. Inception report
2. Proposed career path for an ESD practitioner in Corporate/SOE/Government
3. Proposed professional development qualifications framework for an ESD practitioner
4. Professional body development process/scenarios for the ESD CoP as well as related opportunities, partners and operational models
5. Action plan / implementation plan for the DSBD, Seda and ESD CoP to become the professional body for ESD practitioners
6. Closure report

The service provider is requested to provide an all-inclusive cost for the project. Daily rates with anticipated days per team member / expert need to be provided. Any anticipated travel and disbursements also need to be detailed.

The project will be awarded on the total project cost over the project period, and not based on hourly or daily rates. The service provider will need to ensure the delivery of the project deliverables and outcomes within the required time period stipulated.

#### 5. Seda's Roles and Responsibilities

Seda will respond timeously to all material submitted for review.

#### 6. Travel and Accommodation (if applicable)

No travel or accommodation costs will be entertained or be payable unless included in an initial and approved quotation, in which case they will need to comply with Seda's standard travel and accommodation allowances.

## 7. Information required in the Proposal/Quotations

Proposals for this project need to indicate the following in the proposal documentation:

- Understanding of the scope of the project and methodology or technical approach proposed
- Team proposed and team composition including team structure, roles and responsibilities. Experience and contribution of team proposed for the project, including team member CVs. It is expected that team proposed will have the following experience:
  - Enterprise and Supplier Development (ESD) strategies, policies and programme development experiences with Corporate/SOE/Government
  - Curriculum development/ Education Technology
  - SAQA and ETQA unit standards / qualification development
  - SETA and QCTO experience
  - Professional body establishment experience and knowledge of relevant policy/legislation and regulations
- Value-added services and contributions that can be made to the project
- A project plan with key milestones and linked to the deliverables. Any risks and assumptions / conditions need to be specifically specified as well as risk mitigation measures and critical success factors for the project implementation and completion.
- Reference letters for similar projects, with contact details for each reference showing experience with similar projects development

This will form the basis for the evaluation of the quotations received.

## 8. Evaluation of the Proposal

### 8.1 Phase 1: Pre- qualification criteria

The following pre-qualification criteria will form the basis of the evaluation all price quotations and failure to comply will result in the elimination of the price quotation for further evaluation:

- Submission of completed and signed SBD 4; and
- Submission of completed and signed SBD 6.1 documents.

### 8.2 Phase 2: Functionality

The following criteria will be used for evaluating all price quotations that met the pre-qualification criteria on the basis of functionality where price quotations must score a minimum of **(70 points)** for functionality to qualify for further evaluation in terms of the 80/20 preference points system.

	Functionality Criteria	Points Allocation
1.	<p><b>Technical Capability</b></p> <p>Service provider should have experience of ten (10) years or more in in the ESD research environment by providing Company Profile.</p> <ul style="list-style-type: none"> <li>- 10+ years experience = 40 points</li> <li>- 5 to 9 years experience = 30 points</li> <li>- 1 to 4 years experience = 15 points</li> <li>- Less than 4 years experience = 0 points</li> </ul>	40
2	<p><b>Staff Experience - Team propose</b></p> <p>The service provider must provide the detailed CVs of the key staff that will be assigned to the project. The team proposed should have five (5) years or more experience with a Master Degree in Business Management or equivalent qualification</p> <ul style="list-style-type: none"> <li>- 5 year's or more with the relevant qualification = 30 points</li> <li>- 3 to 4 years with the relevant qualification = 20 points</li> <li>- 1 to 2 years with relevant qualification = 10 points</li> <li>- Less than one year experience = 0 points</li> </ul> <p><b>Each CV submitted should be supported with the relevant qualification.</b></p>	30
3	<p><b>Track Record/Experience - similar projects experience</b></p> <p>The service provider must provide five (5) similar projects in ESD that have been completed in that last five (5) years. Provide signed reference letters for on a company letterhead with contact details, project description, completion date and duration.</p> <ul style="list-style-type: none"> <li>- 5 References Letters (5 projects) =30 points</li> <li>- 4 Reference Letters (4 projects) = 20 points</li> <li>- 3 Reference Letters (3 projects) = 10 points</li> <li>- 2 Reference Letters (2 projects) = 5 points</li> <li>- 1 Reference Letter (1 project) = 0 points</li> </ul> <p>References letters should not be older than five (years). Older than five (5) years will result in no points allocated.</p>	30
<p><b>Total Points (A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION)</b></p>		<b>100</b>

### 8.3 Phase 3: Preference Points System

Only qualifying price quotations that achieved the minimum points for functionality will be evaluated further on the 80/20 preference points system described in the Preferential Procurement Regulations follows:

	Preference Point Criteria	Points Allocation
1.	Price	80
2.	Specific Goals as per the SBD 6.1	20
<b>Total Points</b>		<b>100</b>

Specific Goals and points claimed are indicated per table below:

The specific goals allocated points in terms of this RFQ	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)																		
Micro Enterprise	8																			
Small Enterprise	6																			
Medium Enterprise	3																			
Large Enterprise	1																			
BBBEE Level Ownership	6																			
<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>L1</th> <th>L2</th> <th>L3</th> <th>L4</th> <th>L5</th> <th>L6</th> <th>L7</th> <th>L8</th> <th>L0</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>5.25</td> <td>4.50</td> <td>3.75</td> <td>3</td> <td>2.25</td> <td>1.5</td> <td>0.75</td> <td>0</td> </tr> </tbody> </table>	L1	L2	L3	L4	L5	L6	L7	L8	L0	6	5.25	4.50	3.75	3	2.25	1.5	0.75	0		
L1	L2	L3	L4	L5	L6	L7	L8	L0												
6	5.25	4.50	3.75	3	2.25	1.5	0.75	0												
Targeted Group: Youth	2																			
Target Group: Non-Youth	1																			
Spatial: Rural and Townships	4																			
Spatial: City	1																			

### TERMS AND CONDITIONS

- Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 30 days.
- The hourly rates of consultants must be in accordance with the rates issued and determined by the South African Institute of Chartered Accountants, Department of Public Service and Administration or the body regulating the profession of the consultant (if applicable).
- Consultant's travel arrangements must be in line with government's travel cost containment measures [air travel, vehicle hire, accommodation rates, claiming kilometres according to the rates set by the Department of Transport] (if applicable).

4. No late price quotations will be accepted under any circumstances.
5. Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).
6. Failure to submit a valid Sworn Affidavit (EME) or an original/certified valid B-BBEE Status Level Verification Certificate (other than EME or QSE), CIPC, Copy of Utility Bill/Lease Agreement/Title Deed will result in no preference points being awarded for Specific Goals.
7. Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
8. This RFQ is subject to the National Treasury's General Conditions of Contract (GCC) that can be accessed on the following link:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf>

**Seda wishes to thank you in advance for your price quotation.**