

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY (PSETA)

Terms of Reference

**APPOINTMENT OF A QUALIFICATION DEVELOPMENT FACILITATOR (1) PSETA
OCCUPATIONAL QUALIFICATIONS**

QUOTATION NUMBER: RFP/2021/001311

CLOSING DATE: 28 November 2025

CLOSING TIME: 11:00

Compulsory Briefing: 21 November 2025

Time: 11:00

1. INTRODUCTION

- 1.1 The Public Service Sector Education and Training Authority (PSETA) is a Sector Education and Training Authority (SETA) established in terms of section 9(1) of the Skills Development Act 97 of 1998 as amended and is classified as a National Public Entity under schedule 3A of the Public Finance Management Act, 1 of 1999.
- 1.2 This document outlines the terms of reference for the appointment of a service provider with proven experience and specialization in the development of occupational qualifications.

2. BACKGROUND & CONTEXT

- 2.1 The PSETA seeks to appoint a suitable and qualified service provider who will provide services to the PSETA as a Qualification Development Facilitator (QDF) to assist the PSETA QA department fulfil its Development Quality Partner functions.
- 2.2 The appointed service provider will develop one (1) PSETA occupational qualification namely, the Border Management Practitioner.

3. SCOPE OF WORK

- 3.1 The scope of service is to develop a new Border Management Practitioner occupational qualification for the PSETA.
- 3.2 The appointed QDF will be required to undertake the following:
 - i. Facilitate the occupational qualification development meetings in line with the QCTO development requirements.
 - ii. Produce the following documents for evaluation, in the format and manner prescribed by the QCTO:
 - 1. Qualification document
 - 2. Curriculum document,
 - 3. Qualification Assessment Specification (QAS) document,
 - 4. Qualification Assessment Specification Addendum (QASA)
 - 5. Qualification development process reports.
- 3.3 The QDF must submit occupational qualification documents to PSETA as per the prescribed timeframes.
- 3.4 The QDF will be responsible revising and remediating all the documents referred to in 3.2 (ii) above, until the qualification is registered with SAQA.

4. METHODOLOGY AND APPROACH

4.1 The Qualification Development Facilitator will undertake the following:

- a. Participate in an inception meeting with the PSETA Quality Assurance Team to finalise the development approach and methodology to address the scope of services. The QDF will be expected to revise the project plan following the inception meeting (if applicable) and prepare an inception report.
- b. Facilitate all development meetings
- c. Submit progress and process reports in the prescribed format.

5. COMPETENCY AND EXPERTISE REQUIREMENTS

5.1 The Qualification Development Facilitator must meet the following requirements for eligibility:

- a. Three (3) years or more experience in the development of occupational qualifications
- b. Three-year qualification in Education, Training and Development or related field.
- c. Three (3) years or more public sector experience

6. TIMELINES OF THE APPOINTMENT

6.1 The appointment duration will be for a period of 12 months from the date of appointment. Timeframes will be discussed, and development work will be from the date of the first engagement as per the project plan. Extensions will only be granted where the delays to the project have been formally accounted for and the reasons furnished are valid and/or outside the control of the QDF.

7. QUALITY AND REPORTING REQUIREMENTS

7.1 The service provider will report to the Quality Assurance Department. The Qualification Development Specialist will be the Project Manager and will be the primary point of contact for the service provider.

8. PRICING

- 8.1 The proposed total pricing must be inclusive of VAT and be inclusive of all costs.
- 8.2 A breakdown of rates on any of the services/items priced is required to be provided.
- 8.3 The PSETA reserves the right to negotiate the selection/prioritisation of deliverables in line with the contract price.

9. EVALUATION PROCESS

- 9.1 The proposals will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for specific goals once the minimum functionality criteria are met. The evaluation will be based on:

		Points
Price		80
Special goals		20
Black owned company Bidder who has 51% to 100% black people ownership	8	
Women Bidder who has 51% to 100% women ownership	4	
Youth Bidder who has 51% to 100% youth ownership	5	
Disability Bidder who has 51% to 100% disability ownership	3	
Total		100

10. PHASE 1 – FUNCTIONALITY EVALUATION

- 10.1 Bids must meet the minimum eligibility criteria in respect of functionality of 70 points out of 100 points that will be awarded for functionality before they are considered further.
- 10.2 Any bid that does not meet the minimum eligibility threshold will be automatically disqualified.
- 10.3 The functionality criteria together with the maximum points to be awarded are set out below:

Phase 1

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
1.	Methodology and Project plan	<p>Demonstrable project management capability in terms of methodology and execution, submit project plan with a clear indication of milestones to be achieved and related cost. A detailed project plan with the following details:</p> <ul style="list-style-type: none"> a) Detailed work plan with timelines b) Communication strategy with relevant stakeholders c) Risk Management Perspectives 	<p>1 = No Methodology</p> <p>2 = Methodology covering some areas, up to two areas</p> <p>3 = Methodology covering all three areas</p> <p>4 = A good methodology thoroughly covering all areas</p> <p>5= Excellent detailed methodology thoroughly covering all areas</p>	30



NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
2.	History of successful delivery of the same/similar project(s).	<p>Reference letters on company letterhead covering:</p> <ul style="list-style-type: none"> • Name of the project/ organisation • Nature of work conducted • Dates/duration of project(s) undertaken • Signed and Dated 	<p>1= No reference letter provided. 2 = 1 to 2 reference letters. 3 = 3 reference letters not fully compliant with all the requirements 4 = 4 reference letters compliant with all the requirements 5 = 5 or more reference letters compliant with all the requirements</p>	30
3.	Knowledge and experience of the QDF	<p>The lead QDF must at least have:</p> <ul style="list-style-type: none"> • A 3-year qualification in Education, HR or other related field. • 3 years' public sector work experience • 3 years' experience in the development of occupational qualifications • Attached CV, certified copy of ID and copies of qualifications. For qualifications obtained outside South Africa, the QASA evaluation certificate must be attached. 	<p>1= No CV and/or copies of qualifications attached. 2= CV, ID copy, certified copies of qualifications attached, less than 2 years of public sector experience. 3 = CV, ID copy & certified qualifications copies attached; 3 years public sector experience & up to 2 years of occupational qualifications development experience.</p>	40

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
			<p>4 = CV, ID copy & certified qualifications copies attached; 3 years public sector experience & up to 3 years of occupational qualifications development experience.</p> <p>5 = CV, ID copy & certified qualifications copies attached; 3 years public sector experience & over 4 years of occupational qualifications development experience.</p>	
	Total			100

11. FORMAT OF THE BID SUBMISSION

THE TECHNICAL PROPOSAL SHOULD HAVE:

- 11.1 Proposals must clearly provide the name of the individual that will be the Qualification Developer (QDF).
- 11.2 Bidders must submit **2 copies** of the proposal and **one** original.
- 11.3 Indicate area of expertise within Qualification Development, and public sector work experience of the QDF.
- 11.4 Itemised annual budget with justification for amounts
- 11.5 Signed and dated reference letters of services provided as Qualification Development Facilitator
- 11.6 Detailed Curriculum Vitae (CV) of Qualification Development Facilitator and Certified copies of relevant qualifications.
- 11.7 All the application documents must be submitted as indicated below:
 - Certified copies of the director's ID
 - Valid Tax compliance status (TCS) PIN or proof of exemption from SARS,
 - Copy of the registration document of the organization (CIPC), and
 - Copy of the Central Supplier Database registration.

12. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

- 12.1 All Standard Bidding documents (SBD) documents must be completed and signed.
 - SBD 1 (All sections must be fully completed)
 - SBD 4 (All sections must be fully completed)
 - SBD 6.1(All sections must be fully completed)
 - Proof of registration on Central Supplier Database.
 - General Conditions of Contract (All pages must be signed or initialled)

NB: Please note that failure to submit documents requested on Section 12 will render the proposal disqualified.

Bid proposals must be submitted to: Ms Ursula Mathonsi

Manager: Supply Chain Management

The PSETA



Ground Floor, Woodpecker Building
177 Dyer Road, Hillcrest Office Park, Pretoria

No late applications will be accepted.

No electronic bid applications will be accepted.

The validity periods of the bids are 90 days from the closing date. Please direct all queries to Ms. Ursula Mathonsi via email on ursulam@pseta.org.za or telephonically on 012-423 5700