

## THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

### Terms of Reference

### APPOINTMENT OF A MATERIAL DEVELOPER (1) PSETA OCCUPATIONAL QUALIFICATION.

**QUOTATION NUMBER: RFP/2021/000799**

**CLOSING DATE: 27 October 2023**

**CLOSING TIME: 11:00**

**Board members:** Mr Thulani Tshefuta (Chairperson) | Ms Christelene Brink | Mr Lewis Nzimande | Ms Gaolape Anastacia Seokolo  
Mr Nkojane Nelson Maesela | Mr Patrick Babsy Makhafane | Ms Nolukhanyo Amanda Kelengeshe | Ms Violet Matshidza  
Ms Tampane Molefe-Sefanyetso | Mr Patrick Boitumelo Moopelwa | Ms Linda Dlodla | Ms Nelisiwe Nzimande  
Ms Nomabandla Silinyana | Mr Marcus Ramakgale

**CEO:** Ms Bontle Lerumo

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## 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 design and development of learning materials.

## 2. BACKGROUND & CONTEXT

- 2.1 The PSETA requires a service provider to design and develop learning materials for one (1) PSETA occupational qualification named:
  - a. **SAQA ID 118095: Occupational Certificate: Diplomatic Mission Administrator: NQF Level 6, credits 207**
- 2.2 The occupational qualification noted above is currently registered with the South Africa Qualifications Authority (SAQA) and will be designed together with Department of International Relations and Cooperation (DIRCO) Subject Matter Experts.

## 3. RATIONALE AND PURPOSE

- 3.1 The PSETA seeks to appoint a suitable and qualified service provider who will provide services to the PSETA as a Material Developer.
- 3.2 After the development and registration of occupational qualifications with the Quality Council for Trades and Occupations (QCTO) and SAQA, the PSETA QA intends to support stakeholders who wish to later apply for extension of scope, programme approval and new accreditation towards occupational qualifications, by facilitating the development of learning material aligned to the newly registered occupational qualifications.

## 4. SCOPE OF WORK

- 4.1. The scope of service is to design and develop learning material for the listed PSETA occupational qualification and may include the following:
  - a. Engage Subject Matter Experts members from DIRCO,

- b. Submit learning material design and development methodology- this does not have to be specific to the one (1) qualification involved, a generic methodology will be acceptable,
- c. Handle the approval process findings until the learning material is approved by the DIRCO and QCTO.

4.2. The appointed material developer will be required to submit the following to PSETA:

- a. Learner guides
- b. Facilitator guides
- c. Formative assessment per component i.e., knowledge, workplace experience and practical guidelines.

## **5. METHODOLOGY AND APPROACH**

5.1. The Material Developer 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 material developer will be expected to revise the project plan following the inception meeting (if applicable) and prepare an inception report.
- b. Progress and process reports must be submitted in the prescribed format.

## **6. COMPETENCY AND EXPERTISE REQUIREMENTS**

6.1 The material developer must meet the following requirements for eligibility:

- a. Three (3) years' proven experience in learning material design and development for occupational qualifications; and
- b. Three (3) year diploma / degree in Education, Training and Development or in a related field.
- c. Proven work experience with the DIRCO.

## **7. TIMELINES OF THE APPOINTMENT**

7.1 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 Material Developer.

## 8. QUALITY AND REPORTING REQUIREMENTS

8.1 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.

## 9. PRICING

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

## 10. EVALUATION PROCESS

10.1. The evaluation will be based on:

Phase 1: Functionality Evaluation		
Phase 2: Preferential Point System	Points allocated for specific goals	Points
Price		80
Special goals		20
Black owned company	8	
Women	4	
Youth	5	
Disability	3	
<b>Total</b>	<b>20</b>	<b>100</b>

- a. The bids will be evaluated on 80/20 principle with 80 points being allocated for price and 20 points allocated for specific goals.
- b. The applicant with the highest total number of points will be awarded the contract.

## 10.2. PHASE 1 – FUNCTIONALITY EVALUATION

- 10.3.1 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.
- 10.3.2 Any bid that does not meet the minimum eligibility threshold will be automatically disqualified.
- 10.3.3 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> <p><b>Guidelines</b></p> <ol style="list-style-type: none"> <li>a) <b>Detailed work plan on the approach of the assignment, activity-based costing and timelines</b></li> <li>b) <b>Communication strategy with (Public Service Sector)</b></li> </ol>	<p>1 = No Methodology or Methodology not covering all areas of <b>Guidelines</b></p> <p>2 = Methodology covering few areas of <b>Guidelines</b></p> <p>3 = Methodology covering most areas of <b>Guidelines</b></p> <p>4 = Methodology covering all areas of <b>Guidelines</b> but not in depth.</p>	40

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
		<b>Subject Matter Experts</b> <b>c) Demonstrate how the risk will be managed to ensure successful implementation of the project.</b>	5= Excellent detailed methodology with all areas thoroughly addressing <b>Guidelines</b>	
2.	History of successful delivery of the same or similar project(s).	Number of reference letters from SETAS, Professional Bodies/Industry Bodies and or relevant sector on material development work conducted containing the following information: <ul style="list-style-type: none"> <li>•Name of the project/ organisation</li> <li>•Nature of work conducted</li> <li>•Date of when project was undertaken</li> <li>•Duration of the project</li> </ul> Reference letters must be on the company Letter Head,	1= No reference letter provided of learning material development work previously done  2 = 1 to 2 reference letters of learning material development work previously done  3 = 3 reference letters of learning material development work previously done  4 = 4 reference letters of learning material	30

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
		signed and dated otherwise they will not be considered.	development work previously done.  5 = 5 or more learning material development reference letters development work previously done	
3.	<b>Knowledge and experience of Material Developer</b>	<p>The individual who will be the lead material developer must have an appropriate academic qualification and at least 3 years of work experience in material development, and experience in project management in the realm of qualification development.</p> <ul style="list-style-type: none"> <li>• 3-year diploma / degree in Education, Training and Development or in a related field</li> <li>• 2-years or more public sector work experience is essential</li> <li>• Attach CV and certified copies of qualifications. Proof of SAQA evaluation must be provided in the</li> </ul>	<p>1= No submission of CV and/ or certified copies of qualifications</p> <p>2= CV, Certified copies of qualifications and less than 1 years' public sector work experience</p> <p>3 = CV, Certified copies of qualifications and a minimum of 2 years' public sector work experience.</p>	30



NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
		<p>case of Foreign Qualifications.</p> <p><b>The bidder must provide reference letters together with CV, demonstrating success in developing learning material in the past.</b></p>	<p>4 = CV, Certified copies of qualifications and a minimum of 3 to 5 years' public sector work experience.</p> <p>5 = CV, Certified copies of qualifications and 6 years and above public sector work experience</p>	
	<b>Total</b>			<b>100</b>

## 11. FORMAT OF THE BID SUBMISSION

### TECHNICAL PROPOSAL

- 11.1 Proposals must clearly provide the name of the individual that will be the Material Developer.
- 11.2 Bidders must submit 2 copies of the proposal and one original.
- 11.3 Indicate Area of expertise within Learning Material, and public sector work experience
- 11.4 Itemised annual budget with justification for amounts,
- 11.5 Signed and dated reference letters of services provided as Material Developer in the past five years,
- 11.6 Detailed Curriculum Vitae (CV) of Material Developer,
- 11.7 Certified copies of relevant qualifications,
- 11.8 Submission of all applicable documents as indicated below:
  - Certified copies of the director's ID's document,
  - 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 INFORMATION FOR BIDDERS**

12.2 A valid Tax compliance status (TCS) PIN or proof of exemption from SARS.

12.3 All Standard Bidding documents (SBD) documents must be completed and signed.

- SBD 1
- SBD 4
- SBD 6.1
- Proof of registration on Central Supplier Database.
- General conditions of contract (all pages must be initialed)

**NB: Please note that failure to submit documents requested on section 12 (12.3) will render the proposal disqualified.**

Bid proposals must be submitted to:

Ms Ursula Mathonsi

Manager: Supply Chain Management

The PSETA

Ground Floor, Woodpecker Building

Hillcrest Office Park, Lynwood

Pretoria

**By no later than 27 October 2023 at 11:00**

No late applications will be accepted.

No electronic bid applications will be accepted.

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