



TERMS OF REFERENCE TO SOURCE A SERVICE PROVIDER TO REVIEW THE INTERNSHIP PROGRAMME TRAINING GUIDELINES AND DEVELOP TRAINING GUIDELINES FOR CANDIDACY PROGRAMME.

MQA Strategic Objective	Facilitate access to occupationally directed learning programmes for the unemployed
Alignment to MQA Annual Performance Plan	Workplace Experience provided to graduates within the mining and minerals sector. Improved competency of HDSAs towards the attainment of Government Competency Certificates and other certificates of competency recognised within the Mining and Minerals Sector.
Project Name	Review the training guidelines for Internship project and develop the training guidelines for Candidacy Project

1. INTRODUCTION

The Mining Qualifications Authority (MQA) is a public entity established in terms of section 45 of the Mine Health and Safety Act, Act No. 29 of 1996 (MHSA) and is regarded as a Sector Education and Training Authority (SETA) in terms of item 4A to the second schedule of the Skills Development Act No. 97 of 1998 (SDA). The MQA is listed as a schedule 3(a) public entity in terms of the Public Finance Management, Act No. 1 of 1999 (PFMA) and has an Accounting Authority (the Board) that is constituted in terms of the MHSA, the SDA and its constitution.

2. OBJECTIVE OF THE REQUEST FOR PRPOSALS

The MQA wishes to appoint a suitable and adequately qualified service provider to review the existing Internship Programme training guidelines and develop training guidelines for the Candidacy Programme.

3. SCOPE OF WORK

The appointed service provider will

3.1 Review the current existing Internship training guideline for the following disciplines:

- 3.1.1 Metallurgical Engineering
- 3.1.2 Jewellery Design Manufacturing and related qualifications
- 3.1.3 Geology
- 3.1.4 Mining Engineering
- 3.1.5 Mechanical Engineering
- 3.1.6 Mining Surveying
- 3.1.7 Electrical Engineering (Heavy Current)
- 3.1.8 Environmental Health and Management
- 3.1.9 Analytical Chemistry

3.2 Develop new training guideline for the Internships Programme and Artisan Trades for the following disciplines:

- 3.2.1 Chemical Engineering (Mineral Processing)
- 3.2.2 Electromechanical Engineering Instrumentation Mechanician
- 3.2.3 Industrial Engineering
- 3.2.4 Occupational Health and Safety
- 3.2.5 Occupational Hygiene
- 3.2.6 Boilermaker
- 3.2.7 Rigger Ropesman
- 3.2.8 Diesel Mechanic

- 3.2.9 Fitter and Turner
 - 3.2.10 Fitter Including Machining
 - 3.2.11 Heavy Equipment Mechanic/ Earth Moving
 - 3.2.12 Electrical
 - 3.2.13 Millwright
 - 3.2.14 Welder
 - 3.2.15 Instrumentation Mechanician
 - 3.2.16 Diesel Fitter
 - 3.2.17 Goldsmith
 - 3.2.18 Diamond Cutter
 - 3.2.19 Diamond and Gemstone Setter
 - 3.2.20 Earthmoving
 - 3.2.21 Auto electrical/Autotronics
 - 3.2.22 Platter Welder
 - 3.2.23 Plater Boilermaker
 - 3.2.24 Mechatronics
- 3.3 Develop a new training guideline for the candidacy programme for the following disciplines:
- 3.3.1 Electrical Engineering GCC;
 - 3.3.2 Mechanical Engineering GCC;
 - 3.3.3 Mine Manager's Certificate of Competence MCC;
 - 3.3.4 Mine Surveyor GCC;
 - 3.3.5 Mine Overseer and
 - 3.3.6 Blasting Certificate.
- 3.4 Develop as part of the training guidelines the logbooks for each discipline as stated in 3.1 – 3.3 above
- 3.5 Develop as part of the training guidelines the workplace approval requirements and Monitoring and Evaluation Tool for each discipline as stated in 3.1 - 3.3 above
- 3.6 Develop as part of the training guideline, requirements for coaches for each discipline as stated in 3.1 - 3.3 above
- 3.7 Facilitate workshops with Subject Matter Experts (SMEs) and Community of Expert Practitioners (CEPs) for each individual or cluster of discipline as outlined in 3.1 - 3.3 above to come up with a reviewed training guideline for the internship programme and to develop a training guideline for the candidacy programme.

- 3.8 Lead workshops and meetings involving various stakeholders, such as SMEs, CEPs, industry experts, professional bodies, union representatives, representatives from state and other representatives from employer bodies. Ensure that these sessions are productive, inclusive, and focused on achieving the goals of training guideline development.
- 3.9 Conduct benchmarking on best practice and advise the MQA on some of the best practices in the implementation of the two programmes. (benchmarking can be conducted with amongst other organisations the following: other SETAs, Engineering Council of South Africa (ECSA), Mineral Council South African (MINCOSA, etc).
- 3.10 Consult with relevant bodies to get in-depth knowledge on the two programmes (for example Professionals bodies, Department of Mineral Petroleum Resources (DMPR, etc).
- 3.11 Get information on relevant regulations, industry professional body standards and compliance requirements. Ensure that the training guidelines being developed or reviewed meets these regulatory criteria.
- 3.12 Maintain clear and transparent communication with all stakeholders throughout the development process. Keep them informed about progress, changes and next steps.
- 3.13 Engage with the SMEs and CEP Members that would be involved this process.
- 3.14 Foster open communication and collaboration among stakeholders. Seek input, feedback, and consensus on the content. Address concerns and conflicts as they arise.
- 3.15 Conduct stakeholder consultation workshops on the guidelines for the two programmes.
- 3.16 Incorporate feedback from stakeholder into the guidelines development process.
- 3.17 Manage the project effectively in terms of, time and cost and quality assured to support the project up to completion.
- 3.18 Be available for presenting the document for approval to MQA Management Team, to a maximum of five meetings/workshops.
- 3.19 Maintain accurate records of workshop proceedings, decisions, and feedback received from stakeholders. Document changes and revisions made to training guidelines and related documents.
- 3.20 Ensure that a sign off process is in place to reflect industry buy in and acceptance.

4. DELIVERABLES

The service provider is expected to produce the following documents for evaluation, in the format and manner prescribed by the MQA:

- 4.1 Draft training guidelines for the Internship and Candidacy programmes for review by different stakeholder groupings.
- 4.2 Monthly Project Progress reports.
- 4.3 Final Draft training guidelines for internship and Candidacy programmes after incorporating all inputs from all stakeholders.
- 4.4 Logbook for each discipline or clustered disciplines for both internships and Candidacy programmes.
- 4.5 Workplace approval requirements.
- 4.6 Monitoring and Evaluation tool for internships and Candidacy Programmes.
- 4.7 Coaching requirement for each discipline for both Internships and Candidacy programmes.
- 4.8 Project close out report.

5. TIME SCHEDULE

The service provider should complete the work within a period of 12 months from the day of signing of the service level agreement with the MQA.

6. INTERGRITY AND CONFLICT OF INTEREST

The service provider shall, always, exhibit the highest level of integrity in the performance of all professional assignments and will accept only assignments for which there is a reasonable expectation that the assignment will be completed with professional competence. The successful service provider is required to conduct the assignment and compile the required reports with the utmost integrity and honesty and collect sufficient, appropriate evidence to ensure that the ultimate solution will assist the MQA to achieve its organisational goals and objectives.

7. PROJECT TEAM COMPOSITION

7.2 Project Manager

A person responsible for managing the project must have project management and financial management experience.

7.1 Facilitators X3

Person(s) responsible for facilitating workshops for Training guideline development must possess strong communication, project management, and facilitation skills. They also need a deep understanding of educational principles and industry-specific knowledge to ensure that the programme meet the needs of both learners and employers in the Mining and Minerals Sector.

8 PROJECT MANAGEMENT

The service provider will report directly to the Senior Manager Learning Programmes: Strategic Projects.

9 PROJECT PROPOSAL

The successful bidder will be required to submit the following:

9.1 Short profile of the bidder

9.2 All documents required as per the evaluation criteria

10 PROJECT PLAN

Based on the information provided in this document, the service provider is to submit a project plan with timelines in line with the proposed duration of the projects. The MQA will consider and approve of the project plan before commencement of the project.

11 PROJECT PRICING

11.1 The amount quoted must be denominated in South African Rand, and should include VAT.

11.2 The quoted price should be as per the scope of work (and also guided by the table in . Details of the Cost/ fees breakdown for all the services to be rendered must be included.

11.3 The MQA may subject the award of the proposal to price negotiation with the preferred service provider. This will, however, be exercised subject to the following principles:

11.3.1 Negotiation may not allow any preferred service provider a second or unfair opportunity.

11.3.2 Is not detriment of any other prominent service provider; and

11.3.3 Does not lead to higher price than the proposal as submitted.

12 EVALUATION CRITERIA

Proposals for the appointment of the service provider will be evaluated in three (3) phases. The first phase will be compliance, the second phase will be functionality, and the third phase will be price and specific goals in accordance with the PPPFA.

13.1 PHASE ONE (1): COMPLIANCE REQUIREMENTS

13.1.1 RETURNABLE DOCUMENTS TO BE SUBMITTED

- 13.1.1.1 Proof of registration on Central Supplier Database System (CSD)
- 13.1.1.2 Valid Tax Clearance Certificate (Refer to SBD 2: Tax Clearance Certificate Requirements) or Tax PIN
- 13.1.1.3 B-BBEE Certificate of Measured Entity (if no certificate is received, a score of zero will be allocated for evaluation purposes).
- 13.1.1.4 SBD 4: Bidder's disclosure Form fully completed and appropriately signed.
- 13.1.1.5 SBD 6.1: Preference Points Claim Form, fully completed and appropriately signed.

NB: Prominent Service providers who fail to submit the above documents will be disqualified and will not be evaluated further, however, to the extent that the applicable laws and regulations permit, Prominent Service providers will be contacted to address outstanding information within a reasonable timeline as determined by the MQA. The request for such outstanding information will not be information that affects the substance of the proposal or that gives a Prominent Service provider unfair advantage to the other bidders.

13.2 PHASE TWO (2): FUNCTIONALITY

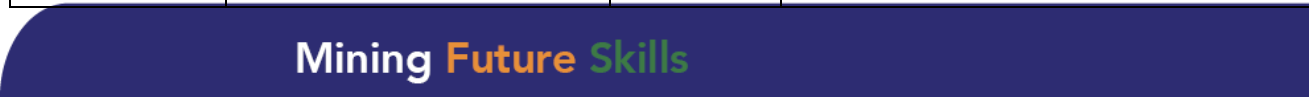
Proposals will be evaluated individually on score sheets by a representative evaluation panel according to the evaluation criteria indicated below. These functionality criteria will be broken down into a rating of no submission, poor, fair, satisfactory, very good and excellent.

The proposals will be evaluated on a five-point scale as follows:

- 0 = Required documents not submitted.
- 1 = Poor, does not meet criteria.
- 2 = Fair, less than acceptable. Not sufficient for the performance requirements.
- 3 = Satisfactory, adequate for the performance requirements.
- 4 = Very Good, above the average compliance to the requirement.
- 5 = Excellent, exceptional mastery of the requirement

KPA	ELEMENT	WEIGHT	Scoring Matrix
KPA	FUNCTIONAL	100	
<p>1. Reference letters from different clients as evidence of related services successfully completed.</p>	<p>Proven experience and expertise in providing the services to other companies for the facilitation of the development or review of training guidelines or similar work.</p> <p>Submit a minimum of three (3) reference letters from different clients.</p> <p>For the reference letter to comply it must have the following:</p> <ul style="list-style-type: none"> • NB: Be on the <u>client's letter head, signed by relevant officials, dated, with contactable details (email/phone numbers)</u>, must have been issued within a period of 3 years prior to closing date of request for proposal. • Narrating the work performed for the client. 	20	<p>0 = No submission of a compliant reference letter.</p> <p>1 (Poor) = 1 compliant reference letter submitted.</p> <p>2 (Fair) = 2 compliant reference letters submitted.</p> <p>3 (Satisfactory) = 3 compliant reference letters submitted.</p> <p>4 (Very Good) = 4 compliant reference letters submitted.</p> <p>5 (Excellent) = 5 or more compliant reference letter submitted.</p> <p>NB: References will be contacted to verify work undertaken.</p>

	<ul style="list-style-type: none"> The reference letter must indicate that the work was executed successfully, or the client is happy to recommend the service provider (i.e., satisfaction of work that was done). <p>NB: The MQA <u>will</u> contact the provided reference clients via their provided contact details and should such reference clients not confirm the work and services as in the reference letter, the MQA shall consider such provided letter non-compliant.</p>		
<p>2. Capacity to deliver (Experience and qualifications of the key personnel – Project Manager). Submission of CVs and certified</p>	<p>2.(a) Submit a CV of the Project Manager with a minimum of 3 years’ experience in Project Management.</p> <p>NB: CVs must indicate the company, position held and duration of where the <u>PROJECTMENT MANAGEMENT</u> experience was acquired.</p>	<p>10</p>	<p>0 = No compliant CV submitted</p> <p>1 = A compliant CV provided of a qualified person with less than 12 months’ relevant experience.</p> <p>2 = A compliant CV provided of qualified person with 12 – less than 24 months’ relevant experience.</p> <p>3= A compliant CV provided of qualified person with 36 – less than 48 months’ relevant experience.</p> <p>4 = A compliant CV provided of qualified person with 48 – less than 60 months’ relevant experience.</p>



copies of qualifications).			5 = A compliant CV provided of a qualified person with 60 or more months' relevant experience
	<p>2.(b) Qualification of the Project Manager</p> <p>Provide <u>certified copies of qualifications</u> of a person who will serve as a Project Manager, the person must at least have a qualification pitched at NQF level 7.</p> <p>Certified qualifications must be attached to this submission.</p> <p>The qualifications certifying date stamp must be valid for 6 months prior to the closing date of this request for proposal.</p> <p>Project Team members who submit qualifications obtained from institutions outside South Africa must, for each qualification submit certificate of evaluation from SAQA.</p>	10	<p>0 = No qualification provided</p> <p>1 = Qualification pitched at NQF level 5 or less.</p> <p>2 = Qualification pitched at NQF level 6 or less.</p> <p>3 = Qualification pitched at NQF level 7.</p> <p>4= Qualification pitched at NQF level 8.</p> <p>5 = Qualification pitched at NQF level 9 and above.</p>

<p>3. Capacity to deliver (Experience and qualifications of the key personnel 3X Facilitators).</p> <p>Submission of CVs and certified copies of qualifications).</p>	<p>3.(a) Submit CVs of 3x facilitators with a minimum of 3 years' experience in facilitating workshops to develop training guidelines or qualifications or curriculum.</p> <p>NB: CVs must indicate the company, position held and duration of where the <u>FACILITATION</u> experience was acquired.</p>	<p>25</p>	<p>0= No compliant CV submitted</p> <p>1= A compliant CV provided of a qualified person with less than 12 months' relevant experience.</p> <p>2 = A compliant CV provided of qualified person with 12 – less than 24 months' relevant experience.</p> <p>3= A compliant CV provided of qualified person with 36 – less than 48 months' relevant experience.</p> <p>4 = A compliant CV provided of qualified personnel with 48 – less than 60 months' relevant experience.</p> <p>5= A compliant CV provided of a qualified person with 60 or more months' relevant experience.</p>
	<p>3.(b) Qualification of the Facilitators</p> <p>Provide certified copies of qualifications of the persons that will serve as Facilitators, these persons must at least have a qualification pitched at NQF level 6.</p> <p>Certified qualifications must be attached to this submission.</p>	<p>20</p>	<p>0 = No qualification provided</p> <p>1 = Qualification pitched at NQF level 4 or less.</p> <p>2 = Qualification pitched at NQF level 5 or less.</p> <p>3 = Qualification pitched at NQF level 6.</p> <p>4 = Qualification pitched at NQF level 7.</p> <p>5 = Qualification pitched at NQF level 8 and above.</p>

	The qualifications certifying date stamp must be valid for 6 months prior to the closing date of this request for proposal.		
4. Project Plan	<p>Detailed in-depth project plan aligned to scope of work and covering the following:</p> <ul style="list-style-type: none"> • timeframes for the project; • activity-based plan; • Milestones • Resources required 	15	<p>0=No compliant project plan.</p> <p>1= Project plan submitted but not aligned to any of the requirements.</p> <p>2= Project Plan submitted and aligned to scope of work and covering less than the four (4) elements.</p> <p>3 = Compliant project plan submitted covering all the four (4) elements.</p> <p>4 = Compliant project plan submitted covering all the four (4) elements and Risk Register.</p> <p>5 = Compliant project plan submitted covering all the four (4) elements of the proposals and Risk Register with a risk mitigation plan.</p>

All service providers who will score less than 60 out of 100 points for functionality will not be considered further and will be regarded as having submitted a non-responsive proposal.

13.3 PHASE THREE (3): PRICE AND SPECIFIC GOALS

During the third phase proposals will be evaluated using the 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

Criteria	Points
Price	80
Specific goals	20

Specific goals Points will be awarded to a bidder in accordance with the table below:

PREFERENCE GOAL	80/20	Documents for verification
GOAL 1 – B-BBEE Status		
Level of Contributor	15	
Maximum Points		
1	15	B-BBEE Certificate/Sworn Affidavit
2	14	B-BBEE Certificate/Sworn Affidavit
3	10	B-BBEE Certificate/Sworn Affidavit
4	8	B-BBEE Certificate/Sworn Affidavit
5	6	B-BBEE Certificate/Sworn Affidavit
6	5	B-BBEE Certificate/Sworn Affidavit
7	4	B-BBEE Certificate/Sworn Affidavit
8	2	B-BBEE Certificate/Sworn Affidavit
Non-compliant contributor	0	
GOAL 2 – Promotion of Black Woman/Youth/Disable/Rural Area		Documents for verification
Maximum Points	5	
Business owned by equal to or more than 50% black people who are woman	2	B-BBEE Certificate/Sworn Affidavit
Business owned by equal to or more than 50% black people who are youth	1	B-BBEE Certificate/Sworn Affidavit
Business owned by equal to or more than 50% black people with disability	1	B-BBEE Certificate/Sworn Affidavit

Business owned by equal to or more than 50% black people living in rural areas	1	B-BBEE Certificate/Sworn Affidavit
--	---	------------------------------------

13.3.1 Service Providers must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or Registered Auditor approved by Independent Regulatory Board of Auditors (IRBA) or Sworn Affidavit, together with their bids, to substantiate their specific goals claims.

13.3.2 Service Providers who do not submit B-BBEE Status Level Verification Certificate or Sworn Affidavit are non-compliant contributors to be B-BBEE and do not qualify for preference points for specific goals.

13.3.3 The Mining Qualifications Authority (MQA) is an equal opportunity, affirmative action employer. It shows the same commitment to those who wish to provide services to the Mining Qualifications Authority (MQA) via the procurement process. It should be noted that regard will be given to those proposals from persons or companies which were previously disadvantaged, or which show evidence of ability to do skills transfer and representativeness. This does not preclude the formation of consortia or the inclusion of proposals on how this project can be used to further the aims of transformation.

13 TERMS AND CONDITIONS OF THE BID

14.1 Awarding of this contract will be subject to the service provider's acceptance of the Supply Chain Management's general conditions of contract.

14.2 The appointed service provider will enter into a service level agreement with the MQA, which will include amongst others:

14.2.1 Period of agreement.

14.2.2 Project objectives and scope.

14.2.3 Method of communication.

14.2.4 Disputes; and

14.2.5 Termination of contract and other specific matters will be agreed upon to form part of the service level agreement.

14.3 The MQA reserves the right to terminate the contract if there is clear evidence of non-performance or poor performance.

14.4 In the event where there is more than one service provider accredited on the bid, and they have the necessary skills that are required to render a specific service, the MQA will issue out the Terms of Reference/Specifications to call for proposals and award the work accordingly.

14.5 The MQA may at its sole discretion award an assignment or any part thereof to more than one service provider(s).

14.6 Payments will only be made for acceptable work completed and delivered.

14.7 Any deviation from the project plan should be put in writing and signed by the project manager.

14.8 Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract.

14.9 The MQA may undertake a due diligence to qualifying service provider(s) on functionality.

14 CONTACT PERSONS FOR ENQUIRIES

All enquiries related to this bid call must be forwarded to:

Supply Chain Management Enquiries

Ms Mandi Shange

(011) 547 2789

E-mail Address: MandiS@mqa.org.za

AND

Technical enquiries related to this bid must be forwarded to:

Mr Bafedile Raseroka

Tel: (011) 547 2634

Email Address: Bafediler@mqa.org.za

