

# THE PUBLIC SERVICE SECTOR EDUCATION AND TRAINING AUTHORITY

## Terms of Reference

THE APPOINTMENT OF A QUALIFICATION DEVELOPMENT FACILITATOR –  
DEVELOPMENT OF TWO OCCUPATIONAL QUALIFICATIONS.

REF: RFP/2021/8470

Closing Date: 16 November 2021

No late applications will be accepted

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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 The PSETA intends to appoint a service provider to provide registered Qualification Development Facilitator (QDF) services. The QDF will assist the PSETA ETQA department fulfil its Development Quality Partner functions by developing, reviewing and/or Re-aligning historically registered qualifications.

## **2. BACKGROUND & CONTEXT**

- 2.1 The PSETA has been delegated the Development Quality Partner (DQP) function by the Quality Council for Trades and Occupations (QCTO) for historically registered qualifications.
- 2.2 The PSETA is also expected by the QCTO to review and/or realign all qualifications that are currently under the Quality Assurance Partner function.
- 2.3 PSETA requires the services of a registered QDF to undertake the development of two (2) occupational qualifications.

## **3. RATIONALE AND PURPOSE**

- 3.1 The PSETA has identified priority occupations within the sector and there is a need for the development of two occupational qualifications for the Public in line with the QCTO processes.
- 3.2 The objectives of the QDF are to:
  - 3.2.1 contribute to meeting the annual performance plan targets of the PSETA's qualification development strategy; and

3.2.2 respond to QCTO's policies in developing and realigning historically registered qualifications into occupational qualifications for the Public Service Sector.

#### **4. SCOPE OF WORK**

4.1 The appointed QDF will develop qualifications for the following occupations:

4.1.1 **OFO Code: 2019-121301 Policy and Planning Manager; and**

4.1.2 **OFO Code: 2019-121905 Programme or Project Manager**

4.2 The appointed QDF will be required to undertake the following:

4.2.1 Advise on occupational qualifications that would be developed on a family level, part qualifications level and confirm occupational parameters as per the Organising Framework for Occupations (OFO) codes;

4.2.2 Facilitate the development of the occupational and/or part qualifications;

4.2.3 Engage with the CEP Members that would be involved in scoping exercises;

4.2.4 Determining facilitation approaches and methodology to ensure compliance;

4.2.5 Facilitate pre-scoping and scoping meetings;

4.2.6 Mentor a Learner Qualification Development Facilitator with a view to enhance equity and to be trained in the facilitation of occupational qualification development;

4.2.7 Produce the following documents for evaluation, in the format and manner prescribed by the QCTO:

- occupational qualification document,
- curriculum document,
- qualifications assessment specifications document, and

- qualification development process report;
- 4.2.8 The QDF will submit the progress and close out report to PSETA;
- 4.2.9 QDF must submit occupational qualification to PSETA and QCTO as per the prescribed timeframes;
- 4.2.10 The QDF will be responsible for each occupational qualification or part qualification up until the registration at SAQA; and
- 4.2.11 Timeframes will be discussed as per occupational qualification and development work will be from the date of the first engagement as per the project plan.

## **5. METHODOLOGY AND APPROACH**

The Qualification Development Facilitator will undertake the following:

- 5.1. Participate in an inception meeting with the PSETA Education and Training Quality Assurance Team to finalise and complete the occupational qualification and methodology to address the scope of services and research objectives. The QDF will be expected to revise the project plan following the inception meeting (if applicable) and prepare an inception report.
- 5.2. The QDF must report to the PSETA Education and Training Quality Assurance assigned team.
- 5.3. The project will be monitored quarterly through a Project Steering Committee (PSC).
- 5.4. Progress and process reports must be submitted in an agreed format. Project management reports to be submitted quarterly.

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

- 6.1 The QDF must meet the following requirements for eligibility:

- 6.1.1 Be qualified as the QDF with the Quality Council for Trades and Occupations (QCTO),
- 6.1.2 The QDF must have experience in development, design and re alignment of occupational qualifications,
- 6.1.3 Provide a detailed proposal consisting of the scope of work, deliverables, workplans, estimated timeframes, budget and implementation structure including the name of the QDF that will be responsible for the facilitation process.

## **7. TIMELINES OF THE PROJECT**

- 7.1 The QDF will be expected to complete and submit the qualifications to QCTO by March 2022.

## **8. QUALITY AND REPORTING REQUIREMENTS**

- 8.1 The QDF will report directly to the Education and Training Quality Assurance Manager or to the delegated representative, as and when required.

## **9. PRICING**

- 9.1 The proposed total pricing must be inclusive of VAT.
- 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/prioritization of deliverables in line with the contract price.

## **10. EVALUATION PROCESS**

- 10.1 The bids will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for B-BBEE, once the minimum functionality criteria are met.
- 10.2 The evaluation will be based on:

<b>Phase 1 : Functionality Evaluation</b>	
<b>Phase 2 : Preferential Point System</b>	<b>Points</b>
Price	80
B-BBEE status level of contribution	20
<b>Total</b>	<b>100</b>

### 10.3 PHASE 1 – FUNCTIONALITY EVALUATION

10.3.1 Bids must meet the minimum eligibility criteria in respect of functionality of 70 points out of a 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.	Project Plan	<ul style="list-style-type: none"> <li>Proposal with Project plan displaying an understanding of SA Public service and skills development landscape, Qualification development/ Re alignment process, QCTO DQP Policy and QCTO QDF Policy.</li> <li>Demonstrate practical methodologies highlighting project structure and implementation.</li> </ul>	<p>1 = Proposal and project plan not acceptable (all areas not covered).</p> <p>2 = Poorly written proposal and project plan (few areas covered)</p> <p>3 = Average proposal (most</p>	30

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
		<ul style="list-style-type: none"> <li>Detailed in-depth project plan detailing timeframes for the project, activity-based plan, detailed activity-based budget (including costing for travel, disbursements, incidental costs, accommodation) and quality assurance plan.</li> </ul>	areas covered) 4 = Good proposal (all areas covered but not in depth) 5= Excellent detailed proposal (all areas thoroughly addressed in depth)	
2.	History of successful delivery of the same or similar project(s).	Number of reference letters from SETAS, Professional Bodies or Industry Bodies on Qualification development/or Re alignment work  <b>Reference letters must be on a company letter head, signed and dated, otherwise they will not be considered.</b>	1= 0 references in the past five years 2= one (1) to two (2) relevant reference in the past five years on qualification development work 3= three (3) references in the past five years qualification development work 4= four (4) references in the past five years	40

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
			qualification development work 5= five (5) references and above in the past five years qualification development work	
3.	Experience of the QDF in the facilitation of Qualification Development/Realignment	Number of years of experience in Qualification realignment or Development with the Legislative Sector. A detailed CV of the QDF must be submitted.	<ul style="list-style-type: none"> <li>• 1= No submission of CV in experience with Qualification realignment or development</li> <li>• 2= CV, and less than 5years in experience with Qualification realignment or development</li> <li>• 3 = CV, a minimum of 5 years' in experience with Qualification realignment or development</li> <li>• 4 = CV and a</li> </ul>	30

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
			minimum of 6 to 9 years' in experience with Qualification realignment or development • 5 = CV with 10 years and above in experience with Qualification realignment or development	
	<b>Total</b>			<b>100</b>

#### 10.4 PHASE 2 – PREFERENTIAL POINT SYSTEM SCORING

10.4.1 Bids must score a minimum of 70 points in the functionality evaluation phase 1 to proceed to phase 2 of the evaluation.

10.4.2 Applicants meeting the minimum functionality criteria, will then be scored on the 80/20 principle, based on their price and B-BBEE ratings, respectively.

10.4.3 The applicant with the highest total number of points will be awarded the contract.

### 11. FORMAT OF THE BID SUBMISSION

#### Technical Proposal

11.1 Area of expertise within Qualification Development and/or Re Alignment projects

11.2 Itemised annual budget with justification for amounts

11.3 Reference Letters of Qualification Development and/or Re Alignment work from the relevant SETA/Professional Body/Industry Bodies

11.4 Understanding the relevant skills development legislation

11.5 Submission of all applicable documents as indicated below:

- PSETA will verify the submitted QDF against the QCTO list of qualified Qualification Development Facilitator (QDF)
- The completed and signed Standard Bidding documents (SBD)
  - SBD 4
  - SBD 6.1
  - SBD 8
  - SBD 9

Failure to provide the documents listed under 11.5 will render your proposal as disqualified.

## **Financial Proposal**

11.6 Pricing Schedule

## **12. IMPORTANT INFORMATION FOR BIDDERS**

12.1 Bidders must submit a valid tax pin and a valid B-BBEE Status Level Verification certificate

12.2 Proposals must be submitted electronically.

**Bid applications must be submitted to:**

**Ms Lungile Maleleka**

email on [lungilem@pseta.org.za/SCM@pseta.org.za](mailto:lungilem@pseta.org.za/SCM@pseta.org.za)



Approved: 02-08-2021