

TERMS OF REFERENCE

FOR THE APPOINTMENT OF THE PSETA ACCREDITED SKILLS DEVELOPMENT PROVIDER(S) TO PROVIDE TRAINING IN RESPECT OF AN OCCUPATIONAL CERTIFICATE- PUBLIC SERVICE ADMINISTRATOR NQF LEVEL 5 AND OR GENERAL MANAGER PUBLIC SERVICE 6 FOR THE 100 PUBLIC SERVICE EMPLOYEES:

YEAR 2024-25

QUOTATION NUMBER:

CLOSING DATE: 31 MAY 2024

Board members: Mr T Tshafuta (Chairperson) | Ms C Brink | Mr L Nzimande
Mr NN Maesela | Mr PB Makhafane | Mr MI Napo
Ms T Molefe-Sefanyetso | Mr PB Moopelwa | Ms L Dladla | Ms N Nzimande
Ms N Silinyana | Mr M Ramakgale

CEO: Ms B Lerumo

1. INTRODUCTION AND BACKGROUND

- 1.1. The Public Service Sector Education and Training Authority (PSETA) is a Sector Education and Training Authority (SETA) established by the Skills Development Act (97 of 1998, as amended). PSETA focuses primarily on support to develop capacity in transversal skills, such as administration, management, planning, legislation, and policy development.
- 1.2. This is done through appropriate, adequate, and accessible skills development, training, and education. The PSETA objectives are aligned with the Skills Development Act and those of the National Skills Development Plan (NSDP). They emphasised the need to identify skills shortages and increase public sector investment in skills development, as well as return on investment.
- 1.3. This document serves as an invitation and further outlines the criteria for selection of a suitably accredited Skills Development Provider/s (SDP) to train identified Public Service Employees. PSETA will identify beneficiaries for training through coordination with relevant provincial Offices of the Premier.

2. OBJECTIVES OF THE ASSIGNMENT

- 2.1. This project is in relation to the delivery of learnership programmes in Occupational Certificate: Public Service Administrator Level 5 or General Manager Public Service level 6 targeted at one hundred (100) Public Service employees. These are registered by the Quality Council for Trades and Occupations (QCTO) programme by PSETA consisting of one hundred and twenty (120) and one hundred and fifty (150) credits. respectively as per the description below:

Learnership Code	Learnership Title	NQF Level	Credits
118791	Occupational Certificate: General Manager Public service	6	150
118766	<i>Occupational Certificate: Public Service administrator</i>	5	120

- 2.2. The appointed Skills Development Providers are expected to train the public service employees who need skills which are tabulated in the qualification learning outcomes.

3. SCOPE OF WORK

The scope of work covers the following:

- 3.1. Scoping meeting/s held between PSETA and the appointed service provider.
- 3.2. Contract signed.
- 3.3. Conducive training venues confirmed.
- 3.4. PSETA Learnership Agreement completed by each learner.
- 3.5. Learner induction conducted – attendance registers and learner agreements completed.
- 3.6. Ensure that learner assessments are conducted and Statement of Results issued are submitted on the last day of the training.
- 3.7. Learners uploaded onto the PSETA Information system.
- 3.8. Learning programme facilitated, assessed and moderated.
- 3.9. Provide learner guidance and support.
- 3.10. Learners are externally assessed – Ensure that learners are registered for EISA
- 3.11. Learner certification-
- 3.12. Close out report submitted to the PSETA.

4. COMPETENCIES AND SKILLS SET REQUIRED

The service provider should have the following attributes:

- 4.1. The Skills Development Provider must be fully accredited for the Occupational Certificate-Public Service Administrator at NQF level and/or General Manager Public Service at NQF level 6 with the Quality Council on Trades and Occupations (QCTO).
- 4.2. The Skills Development Provider must also have an Assessor(s), Moderator(s) and Facilitator(s) who are fully qualified for the above qualifications prior to the implementation of the programme.

5. TIME FRAME

- 5.1. The training must take place within the current 2024-25 financial year. Any variations to this period will be negotiated with the appointed Skills Development Provider based on project implementation plan.

6 PROPOSAL EVALUATION AND APPOINTMENT OF SERVICE PROVIDER

- 6.1 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:

Phase 1: Functionality Evaluation		
Phase 2: Preferential Point System		Points
Price		80
Special goals		20
Black owned company	8	
Women	4	
Youth	5	
Disability	3	

PHASE 1 – FUNCTIONALITY EVALUATION

Bids must meet the minimum eligibility criteria in respect of functionality of 75 points out of 100 points that will be awarded for functionality before they are considered further. Any bid that does not meet the minimum eligibility threshold will be automatically disqualified. The functionality criteria together with the maximum points to be awarded are set out below.

The bids 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:

Domain	Evaluation Method	Criteria	Weight
Methodology and Approach	<ul style="list-style-type: none"> Project Vision: what are you trying to accomplish, and why? Project Scope: is clearly defined and limited to the work that must be done to meet the goals at hand. Planned Deliverables: Project deliverables are defined by a given project's tangible result or outcome. Risk Management Plan: Risks identified and mitigation plan Reporting Plan: Key reports and proposed timelines Demonstrate understanding of the implementation of occupational qualifications 	<ul style="list-style-type: none"> 1 point = Vision Methodology not covering all areas of Guidelines. General understanding of the scope of work is poor 2 points = Vision, extensive project scope Methodology covering few areas of Guidelines. Guidelines are fully addressed. Showing lack of understanding of the scope of work 3 points = Vision, extensive project scope and planned deliverables Methodology covering most areas of Guidelines 	50

Domain	Evaluation Method	Criteria	Weight
	(this should include the final external assessment conducted).	<p>but does not fully demonstrate extensive understanding of the scope of work</p> <ul style="list-style-type: none"> • 4 points = Vision, extensive project scope, planned deliverables, activities and risk management plan Methodology covering all areas of Guidelines but not in depth. • 5 points = Vision, extensive project scope, planned deliverables, activities, risk management plan, and a reporting plan Excellent detailed methodology with all areas thoroughly addressing Guidelines 	

Domain	Evaluation Method	Criteria	Weight
History of successful implementation of the same or similar project(s).	<p>Reference Letters: submission of reference letters proving the history of implementing NQF-aligned learning programmes. The following should be listed on the reference letters.</p> <ul style="list-style-type: none"> • Name of the project/company • Nature of work conducted • Date of when the project was undertaken. • Duration of the project <p>Reference letters must be on company letterhead, signed and dated. Letters that do not meet the above conditions will not be considered.</p>	<ul style="list-style-type: none"> • 1 point = One reference letter or no reference letter. • 2 points = Two reference letters with at least one of the letters relating to the implementation of an NQF aligned learning programme. • 3 points = Three reference letters with at least two of the letters relating to the implementation of an NQF aligned learning programme. • 4 points = Four reference letters with at least two of the letters relating to the implementation of an NQF aligned learning programme and at least one 	20

Domain	Evaluation Method	Criteria	Weight
		<p>letter relating to the implementation of a Learnership project.</p> <ul style="list-style-type: none"> 5 points = Five or more reference letters with at least one of the letters relating to the implementation of an NQF aligned learning programme ,at least two letters relating to the implementation of a Learnership project.= and one letter relating to implementation of an occupational qualification 	
Expertise in related field. Qualifications and experience of the Facilitators	<p>The facilitators must be subject matter experts</p> <p>Comprehensive CVs</p> <p>Copies of qualifications for Public Administration or related qualification at NQF level 7 or higher</p>	<p>1= At least 1 facilitator with 1 years' experience, PSETA registration and Public Administration qualification at NQF Level 7</p>	30

Domain	Evaluation Method	Criteria	Weight
	<p>PSETA Registration as an Assessor and/ Moderator</p> <p>5 years or more working experience in training in the Public Service Sector.</p>	<p>2= At least 1 facilitator with 2 years' experience, PSETA registration and Public Administration qualification at NQF Level 7</p> <p>3 = At least 2 facilitators with 3 years experience, as assessors and moderators registered, PSETA registration and Public Administration qualification at NQF Level 7</p> <p>4 = At least 2 facilitators with 4 years experience, and as assessors registered PSETA registration and Public Administration qualification at NQF Level</p> <p>5 = At least 3 facilitators with 5 years or more experience, as assessors registered PSETA registration and</p>	

Domain	Evaluation Method	Criteria	Weight
		Public Administration qualification at NQF Level 8	
Total			100

8. FORMAT OF THE BID SUBMISSION

- 8.1. Company profile indicating all the requirements as per the evaluation criteria.
- 8.2. Team member names and roles
- 8.3. CV and certified copies of qualifications
- 8.4. Track record and experience.
- 8.5. Submission of all applicable documents as indicated below:
 - QCTO Accreditation letter.
 - Valid Tax compliance status (TCS) PIN or proof of exemption from SARS.
 - Copy of the registration document of the organisation (CIPC).
 - Copy of the Central Supplier Database registration.

9. COSTING

- 9.1. A cost analysis must be given to cover the full project amount. The proposed project pricing must be all-inclusive (i.e. including professional fees, venue hire, travel expenses, disbursements, and VAT). The PSETA may require a breakdown of rates on any of the items priced and service providers are required to provide same. Incidental costs shall be in line with the National Treasury Instruction Note 1 of 2013/14. Expenditure incurred without the prior approval of the organisation will not be reimbursed. PSETA reserves the right to negotiate the selection/prioritisation of deliverables in line with the contract price.
- 9.2. The allocation of grant funding for this training per learner will be capped at R25 200.00 as per the PSETA Funding Framework.
- 9.3. This allocation is inclusive of all expenditures.

10. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

10.1 Proposals must be submit one (1) original and two (2) copies, the requestion (RFQ) number must be indicated on

the line subject.

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

10.3. 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.

NB: Please note that failure to submit documents requested on section 10(10.3) will render the proposal disqualified.

Bid applications must be submitted to:

Woodpacker Building

177 Dyer Road

Hillcrest ,Pretoria

Gauteng

0083

Please direct all queries to **Ms Lungile Mokoena** via email on lungilem@pseta.org.za

**Bontle
Lerumo**

Digitally signed

by Bontle

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Date: 2024.05.02

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