

TERMS OF REFERENCE (TOR)

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT COACHING TRAINING FOR PSETA EXECUTIVE MANAGEMENT TEAM.

VALUES

Honesty and Integrity | Accountability | Service Excellence | Fairness and Transparency

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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 by 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.

2. BACKGROUND

- 2.1. The organization is committed to continuous leadership development and enhancing the performance of its Executive Management Team. As part of this initiative, it seeks to appoint a qualified and experienced service provider to provide executive coaching services over a period of twelve (12) months

3. PURPOSE

- 3.1. The purpose of this initiative is to provide professional and confidential coaching services that support the personal and professional development of the Executive Management Team, aligned to the strategic goals of the organisation.

4. OBJECTIVES

- 4.1. To enhance leadership effectiveness and strategic decision-making.
- 4.2. To strengthen interpersonal and team collaboration skills.
- 4.3. To support individual executives in overcoming specific leadership challenges.
- 4.4. To promote a culture of accountability, resilience, and adaptive leadership.

5. SCOPE OF WORK

- 5.1.1. The appointed service provider will be expected to:
 - 5.1.2. The appointed service provider will be required to:
 - 5.1.3. Conduct individual coaching sessions with members of the Executive Management Team.
 - 5.1.4. Deliver coaching interventions tailored to identified developmental needs.
 - 5.1.5. Provide periodic feedback and progress reports (with respect to confidentiality agreements).

6. EXPECTED DELIVERABLES

- 6.1.1. Individual coaching development plans.
- 6.1.2. Confidential coaching sessions.
- 6.1.3. Quarterly summary reports on utilization and general progress.
- 6.1.4. Final report at the end of the 12-month period.

7. DURATION

- 7.1. The appointment will be for a period of twelve (12) months from the date of signing the Service Level Agreement (SLA) with the PSETA.

8. REQUIRED QUALIFICATIONS AND EXPERIENCE

- 8.1. The service provider must demonstrate:
 - Proven experience in conducting executive coaching or leadership development training.
 - Relevant qualifications in coaching, leadership development OR organisational psychology.
 - Knowledge of public sector leadership challenges will be an advantage,
 - Experience working with senior/executive level.

9. PROPOSAL EVALUATION AND APPOINTMENT OF SERVICE PROVIDER

- 9.1. 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	1
TOTAL	100

10. REQUIRED DOCUMENTS

10.1. Submission of all applicable documents as indicated below:

- Certified copy of accreditation certificate/letter.
- CV and Qualifications of the Skills Development Facilitator
- 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 organisation (CIPC);
- Copy of the Central Supplier Database registration.

11. COSTING

11.1. Each item must be clearly priced. All prices should be quoted in South African Rands (ZAR).

12. FORMAT OF THE BID SUBMISSION

12.1. Submission of all applicable documents as indicated below:

- Certified copy of the accreditation certificate/letter.
- CV and Qualifications of the Skills Development Facilitator.
- 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 organisation (CIPC);
- Copy of the Central Supplier Database registration.

13. IMPORTANT INFORMATION FOR BIDDERS

13.1. Proposals must be submitted electronic, the requestion (RFQ) number must be indicated on the line subject.

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

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

- SBD 4
- SBD 6.1
- General conditions of contract (each page must be initialled)
- Proof of registration on Central Supplier Database

Bid applications must be submitted to:

Ms Lungile Mokoena

email on lungilem@pseta.org.za or SCM@pseta.org.za

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



26/06/2025