

## THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

### TERMS OF REFERENCE

**APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT OF THE  
RECOGNITION OF PRIOR LEARNING (RPL) TOOLKIT FOR THE ADVANCED  
OCCUPATIONAL CERTIFICATE: SENIOR GOVERNMENT OFFICIAL, SAQA ID:  
121166, NQF LEVEL 7, 244 CREDITS**

**QUOTATION NUMBER: RFP/2021/001378**

**CLOSING DATE: 06 MARCH 2026**

**CLOSING TIME: 11:00am**

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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 development of Recognition of Prior Learning (RPL) toolkits.

## 2. BACKGROUND & CONTEXT

- 2.1 The PSETA requires a service of a developer for the development of a toolkit for Recognition of Prior Learning (RPL) for a registered occupational qualification as follows:

QUALIFICATION ID	QUALIFICATION TITLE	LEVEL	CREDITS
121166	Advanced Occupational Certificate: General Manager Public Service	7	244

- 2.2 The occupational qualification noted above is registered with the South Africa Qualifications Authority (SAQA).

## 3. RATIONALE AND PURPOSE

- 3.1. The PSETA seeks to appoint a suitable and qualified service provider who will provide services to the PSETA of developing the RPL toolkit for the qualification specified in 2.1 above.
- 3.2. The service provider will assist the PSETA QA department to fulfil its Assessment Quality Partner functions by developing the RPL toolkit for the Senior Government Official occupational qualification.

## 4. SCOPE OF WORK

- 4.1. The scope of service is to develop the RPL toolkit for the Advanced Occupational Certificate: Senior Government Official.
- 4.2 The appointed service provider will be required to undertake the following:

- i. Provide a description of a RPL advisor and evidence facilitator in line with the occupational qualification.
- ii. Determine qualification of the RPL practitioners as per QCTO RPL policy guidelines.
- iii. Determine the guidelines of building a portfolio for the qualification and this should include preparation and planning guidelines, evidence gathering guidelines and guidelines on how to cross reference evidence.
- iv. Determine the types of evidence that should be produced as in line with the qualification.
- v. Establish guidelines on the appeals process by RPL candidates.
- vi. Produce the following documents for evaluation, in the format and manner prescribed by the QCTO:
  - Assessment strategy which will include the purpose and procedure i.e. in terms of evidence to assess competency on all required tasks as set out in the curriculum as well as additional evidence where there is a need for gap training
  - Relevant RPL interviews and observation instruments.
  - Related RPL templates.
  - Integrated Summative Assessment instrument that will test competency for issuing of statement of results for entry to EISA.

4.3. The service provider will be responsible for RPL toolkit until approval by the QCTO.

## **5. METHODOLOGY AND APPROACH**

- 5.1. The service provider 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 service provider will be expected to revise the project plan following the inception meeting (if applicable) and prepare an inception report.
  - b. Submit progress and process reports in the prescribed format.

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

- 6.1 The Service provider must meet the following requirements for eligibility:
  - a. Five (5) years' proven experience in the development of curriculum, assessment and RPL instruments.
  - b. Three (3) year diploma / degree in Education, Training and Development or in a related field.

- c. Five (5) years or more public sector experience

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

7.1 The appointment duration will be for a period of twelve (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 Learner Achievement 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 price.

## **10. EVALUATION PROCESS**

### **10.1 PHASE 1: FUNCTIONALITY EVALUATION**

Bids must meet the minimum eligibility criteria in respect of functionality of 75 points out of a 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.

10.1.1 The functionality criteria together with the maximum points to be awarded are set out below:

<b>NO</b>	<b>EVALUATION CRITERIA</b>	<b>GUIDELINES FOR CRITERIA APPLICATION</b>	<b>SCORE GUIDE</b>	<b>WEIGHT</b>
1.	Methodology and Project plan	Demonstrable project management capability in terms of methodology and execution, submit project plan with a clear	1 = No Methodology or Methodology not covering all areas of Guidelines	30

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
		<p>indication of milestones to be achieved and related cost. A detailed project plan with the following details:</p> <p><b>Guidelines</b></p> <ul 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 Subject Matter Experts</b></li> <li>c) <b>Demonstrate how the risk will be managed to ensure successful implementation of the project.</b></li> </ul>	<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 Guidelines but not in depth.</p> <p>5= Excellent detailed methodology with all areas thoroughly addressing Guidelines</p>	
2.	History of successful delivery of the same or similar project(s).	<p>Number of reference letters from SETAS, Professional Bodies/Industry Bodies and or relevant sector on curriculum, assessment and RPL development work conducted containing the following information:</p> <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> </ul>	<p>1= No reference letter provided</p> <p>2 = 1 to 2 reference letters of indicating NQF aligned assessment tools developed</p> <p>3 = 3 reference letters of indicating NQF aligned assessments developed</p>	30

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
		•Duration of the project  Reference letters must be on the company Letter Head, signed and dated otherwise they will not be considered.	4 = 4 reference letters indicating NQF aligned assessments developed  5 = 5 or more reference letters of NQF aligned assessment developed	
3.	<b>Knowledge and experience of Material Developer</b>	The individual who will be the lead RPL toolkit developer must have an appropriate academic qualification and at least 5 years of work experience in curriculum, assessment and RPL instrument development, and experience in managing similar project <ul style="list-style-type: none"> <li>• 3-year diploma / degree in Education, Training and Development or in a related field</li> <li>• 5-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 case of Foreign Qualifications.</li> </ul> <b>The bidder must provide reference letters together with CV, demonstrating success in developing learning material in the past.</b>	1= No submission of CV and/ or certified copies of qualifications  2= CV, Certified copies of qualifications and less than 2 years' experience in developing assessment and RPL instruments  3 = CV, Certified copies of qualifications and a minimum of 3 years' experience in developing assessment and RPL instruments.  4 = CV, Certified copies of qualifications and a minimum of 4 to 5 years' experience in developing assessment and RPL instruments.	40

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
			5 = CV, Certified copies of qualifications and 6 years and above experience in developing assessment and RPL instruments	
	<b>Total</b>			<b>100</b>

## PHASE 2

10.2 The bids will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for specific goal, once the minimum functionality criteria are met.

Phase 2: Preferential Point System		Points
<b>Price</b>		<b>80</b>
<b>Special goals</b>		<b>20</b>
Black owned company Bidder who has 51% to 100% black people ownership	8	
Women Bidder who has 51% to 100% women ownership	4	
Youth Bidder who has 51% to 100% youth ownership	5	
Disability Bidder who has 51% to 100% disability ownership	3	
<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 RPL instruments developer.
- 11.2 Bidders must submit 2 copies of the proposal and one original.
- 11.3 Indicate area of expertise within Education, Training and Development, and public sector work experience
- 11.4 Itemised budget with justification for amounts,
- 11.5 Signed and dated reference letters of services provided
- 11.6 Detailed Curriculum Vitae (CV) of the lead developer with certified copies of relevant qualifications
- 11.7 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**

- 12.1 All Standard Bidding documents (SBD) must be completed and signed.
  - SBD 1 (All sections must be fully completed)
  - SBD 4 (All sections must be fully completed)
  - SBD 6.1 (All sections must be fully completed)
  - Proof of registration on the Central Supplier Database.
  - General Condition of Contract (each page signed/ initialled)

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

Bid proposals must be submitted to: Ms Ursula Mathonsi

Manager: Supply Chain Management

The PSETA

Ground Floor, Woodpecker Building, 177 Dyer Road, Hillcrest Office Park, Pretoria

**By no later than 06 March 2026 at 11am**

No late applications will be accepted.

No electronic bid applications will be accepted.

The validity periods of the bids are 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