

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

Terms of Reference

APPOINTMENT OF A QUALIFICATION DEVELOPMENT FACILITATOR (1) PSETA OCCUPATIONAL QUALIFICATIONS

QUOTATION NUMBER: RFP2021/001029

CLOSING DATE: 26 June 2024

CLOSING TIME: 11:00

Board members: Mr Thulani Tshefuta (Chairperson) | Ms Christelene Brink | Mr Lewis Nzimande | Ms Gaolape Anastacia Seokolo
Mr Nkojane Nelson Maesela | Mr Patrick Babsy Makhafane | Ms Nolukhanyo Amanda Kelengeshe | Ms Violet Matshidza
Ms Tampane Molefe-Sefanyetso | Mr Patrick Boitumelo Moopelwa | Ms Linda Dludla | Ms Nelisiwe Nzimande
Ms Nomabandla Silinyana | Mr Marcus Ramakgale

CEO: Ms Bontle Lerumo

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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 occupational qualifications.

2. BACKGROUND & CONTEXT

- 2.1 The PSETA requires a service of a qualification development facilitator to re-align one (1) PSETA historically registered qualification into an occupational qualification named:

QUALIFICATION ID	QUALIFICATION TITLE	LEVEL	CREDITS
66869	National Certificate: Home Affairs	5	120

- 2.2 The occupational qualifications noted above was registered with the South Africa Qualifications Authority (SAQA) and will be designed together with Department of Home Affairs Subject Matter Experts.

3. RATIONALE AND PURPOSE

- 3.1 The PSETA seeks to appoint a suitable and qualified service provider who will provide services to the PSETA as a Qualification Development Facilitator.
- 3.2 The PSETA intends to appoint a service provider to provide registered Qualification Development Facilitator (QDF) services. The QDF will assist the PSETA QA department fulfil its Development Quality Partner functions by developing, reviewing and/or re-aligning historically registered qualifications.

4. SCOPE OF WORK

- 4.1. The scope of service is to realign the historically registered qualification into an occupational qualification for the PSETA.
- 4.2 The appointed QDF will be required to undertake the following:

- i. Provide advice on occupational qualification parameters as per the Organising Framework for Occupations (OFO) codes.
- ii. Facilitate the re-alignment of the historical registered qualification into an occupational qualification.
- iii. Engage Subject Matter Experts that would be involved in development process.
- iv. Determine facilitation approaches and methodology to ensure compliance with QCTO development requirements.
- v. Facilitate all development meetings.
- vi. Produce the following documents for evaluation, in the format and manner prescribed by the QCTO:
 - Occupational qualification document
 - Curriculum document,
 - Qualification Assessment Specifications (QAS) document,
 - Qualification development process reports.
- vii. QDF must submit occupational qualification documents to PSETA as per the prescribed timeframes.
- viii. QDF will be responsible for occupational qualification until the registration at SAQA.

5. METHODOLOGY AND APPROACH

5.1. The Qualification Development Facilitator 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 QDF will be expected to revise the project plan following the inception meeting (if applicable) and prepare an inception report.
- b. Facilitate all development meetings
- c. Submit progress and process reports in the prescribed format.

6. COMPETENCY AND EXPERTISE REQUIREMENTS

6.1 The Qualification Development Facilitator must meet the following requirements for eligibility:

- a. Three (3) years' proven experience in the development of occupational qualifications.
- b. Three (3) year diploma / degree in Education, Training and Development or in a related field.

- c. Three (3) years or more public sector experience

7. TIMELINES OF THE APPOINTMENT

- 7.1 The appointment duration will be for a period of 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 Qualification Development 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 selection/prioritisation of deliverables in line with the contract price.

10. EVALUATION PROCESS

- 10.1. The evaluation will be based on:

Phase 1: Functionality Evaluation		
Phase 2: Preferential Point System	Points allocated for specific goals	Points
Price		80
Special goals		20

Black owned company	8	
Women	4	
Youth	5	
Disability	3	
Total	20	100

- a. The bids will be evaluated on 80/20 principle with 80 points being allocated for price and 20 points allocated for specific goals.
- b. The applicant with the highest total number of points will be awarded the contract.

10.2. PHASE 1 – FUNCTIONALITY EVALUATION

- 10.3.1 Bids must meet the minimum eligibility criteria in respect of functionality of 70 points out of 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.	Methodology and Project plan	Demonstrable project management capability in terms of methodology and execution, submit project plan with a clear indication of milestones to be achieved and related cost. A	1 = No Methodology or Methodology not covering all areas of Guidelines	40

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
		detailed project plan with the following details: Guidelines a) Detailed work plan on the approach of the assignment, activity-based costing and timelines b) Communication strategy with (Public Service Sector) Subject Matter Experts c) Demonstrate how the risk will be managed to ensure successful implementation of the project.	2 = Methodology covering few areas of Guidelines 3 = Methodology covering most areas of Guidelines 4 = Methodology covering all areas of Guidelines but not in depth. 5= Excellent detailed methodology with all areas thoroughly addressing Guidelines	
2.	History of successful delivery of the same or similar project(s).	Number of reference letters from SETAS, Professional Bodies/Industry Bodies and or relevant sector on occupational qualification development work conducted containing the following information: •Name of the project/ organisation •Nature of work conducted •Date of when project was undertaken	1= No reference letter provided of learning material development work previously done 2 = 1 to 2 reference letters of learning material development work previously done 3 = 3 reference letters of learning material	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.	development work previously done 4 = 4 reference letters of learning material development work previously done. 5 = 5 or more learning material development reference letters development work previously done	
3.	Knowledge and experience of Material Developer	The individual who will be the lead Qualification Development Facilitator must have an appropriate academic qualification and at least 3 years of work experience in occupational qualification development, and experience in managing similar project • 3-year diploma / degree in Education, Training and Development or in a related field • 3-years or more public sector work experience is essential • Attach CV and certified copies of qualifications. Proof of SAQA	1= No submission of CV and/ or certified copies of qualifications 2= CV, Certified copies of qualifications and less than 2 years' public sector work experience 3 = CV, Certified copies of qualifications and a minimum of 3 years' public sector work experience. 4 = CV, Certified copies of qualifications and a	30

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
		evaluation must be provided in the case of Foreign Qualifications. The bidder must provide reference letters together with CV, demonstrating success in developing learning material in the past.	minimum of 4 to 5 years' public sector work experience. 5 = CV, Certified copies of qualifications and 6 years and above public sector work experience	
	Total			100

11. FORMAT OF THE BID SUBMISSION

TECHNICAL PROPOSAL

- 11.1 Proposals must clearly provide the name of the individual that will be the Material Developer.
- 11.2 Bidders must submit 2 copies of the proposal and one original.
- 11.3 Indicate Area of expertise within Qualification Development Facilitator, and public sector work experience
- 11.4 Itemised annual budget with justification for amounts,
- 11.5 Signed and dated reference letters of services provided as Qualification Development Facilitator
- 11.6 Detailed Curriculum Vitae (CV) of Qualification Development Facilitator 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 A valid Tax compliance status (TCS) PIN or proof of exemption from SARS.

12.2 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.
- General conditions of contract (all pages must be initialed)

NB: Please note that failure to submit documents requested on section 12.2 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 26 June 2024 at 11:00

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 or telephonically on 012-423 5700