

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

Terms of Reference

APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP QAS ADDENDUM AND ASSESSMENT TOOLS

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 PSETA requires the services of a service provider to develop a QAS Addendum as per the QCTO criteria and development of data bank of instruments and tools for external assessments for the implementation of external integrated summative assessments (EISA) for registered occupational qualification namely:
- SAQA ID: 118791, Occupational Certificate: General Manager Public Service, NQF Level 6, credits 150.
 - SAQA ID: 118766: Occupational Certificate: Public Service Administrator, NQF level 5, credits 120.

2. SCOPE OF WORK

- 2.1 The scope entails the following:
- a) Develop a Qualification Assessment Specification (QAS) Addendum (Blueprint) as per QCTO's AQP Policy.
 - b) Develop a databank of ten (10) unique EISA ready instruments (question papers) for the listed occupational qualification.
 - c) Develop a databank of ten (10) per EISA instruments memorandum (model answers) for each of the listed occupational qualification.
 - d) Develop Marking Guidelines for ten (10) EISA instruments for the Markers
 - e) Develop relevant moderation reports for each of the question papers developed within a bank.
- 2.2 The instruments/tools must comply with the Qualification Assessment Specification (QAS Addendum) for the occupational qualification. The QAS addendum is a blueprint used to develop instruments for occupational qualification.
- 2.3 The Service Provider must submit to PSETA an implementation plan highlighting a timeline.

3. COMPETENCY AND EXPERTISE REQUIREMENTS

3.1 The Service Provider – methodology and workplan for the project

Guidelines:

1. Structure of a proposal

The prospective service provider must provide the following details.

- A. Understanding of the SETA environment and the Public Service sector.
- B. Understanding of assessments in line with QCTO requirements
- C. Approach, design and methodology for the project (e.g. tools, sample, suggestions for elaboration or changes to scope and methodology as outlined in the TORs, examples of questions suggested, process elements)
- D. Activity-based project plan (including effort time frame linked to activities – it is particularly important that effort levels for key resources are clear)
- E. Detailed activity-based budget (in South African Rand, including VAT)
- F. Stakeholder Communication Plan
- G. Team (team members, roles and level of effort for each member of the team)
- H. Quality assurance and Risk Management Plans (to ensure that the process and products are of good quality)

3.2 The Service Provider - showing industry knowledge, qualifications and experience in developing assessment instruments for any registered occupational qualifications.

4. TIMELINES OF THE APPOINTMENT

The appointment's duration will be for a period of 6 months from the date of appointment as agreed by both parties in the contract. Although set timeframes will be discussed per project, the conditions for extension are as noted in the scope of service above.

5. QUALITY AND REPORTING REQUIREMENTS

5.1 The service provider will report to the PSETA Quality Assurance Department.

6. PRICING

6.1 Detailed costing aligned to the deliverables should be submitted.

6.2 The proposed project costs must be all-inclusive.

The PSETA reserves the right to negotiate the selection/prioritization of deliverables in line with the contract price.

7. EVALUATION PROCESS

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
Total	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.

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

PHASE 1 – FUNCTIONALITY EVALUATION

- ii. 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.
- iii. Any bid that does not meet the minimum eligibility threshold will be automatically disqualified.
- iv. 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 detailed project plan with the following details: Guidelines as per the table on 3.1	1 = No Methodology or Methodology not covering all areas of Guidelines 2 = Methodology covering few areas of Guidelines	40

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
			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 QAS Addendums (Blueprints) with the following information: - List of QAS Addendums produced - List of Assessment Instruments produced	1= No List provided of QAS Addendums or Assessment Instruments 2 = List mentioning 1 to 2 QAS Addendums or Assessment	30

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
		All lists must include of Names Organisations names; contact details of the QAS Addendums/Assessment Instruments and name of registered occupational qualifications	Instruments previously done 3 = List mentioning 3 QAS Addendums or Assessment Instruments previously done 4 = List mentioning 1 to 4 QAS Addendums or Assessment Instruments previously done. 5 = List mentioning 5 or more QAS Addendums or Assessment Instruments previously done	
	Knowledge and experience of Occupational Qualification development	The individual who will be the lead facilitator must have an appropriate academic qualification and at least 3 years of work experience in	1= No submission of CV and/ or certified copies	30

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
		the Public Service sector knowledge of occupational qualification development, and experience in project management in the realm of skills development. • 3-year diploma / degree in Education, Training and Development or in a related field • 3 years or more in the Public Service sector • Attach CV and certified copies of qualifications. • Proof of SAQA evaluation must be provided in the case of Foreign Qualifications. The bidder must provide reference letters together with CV, demonstrating success and or involvement in the development of occupational qualifications in the past.	of relevant qualifications 2= CV, Certified copies of relevant qualifications and less than 1 years' related experience 3 = CV, Certified copies of relevant qualifications and a minimum of 2 years' related experience. 4 = CV, Certified copies of qualifications and a minimum of 3 to 5 years' experience. 5 = CV, Certified copies of qualifications and 6 years and above experience	
	Total			100

8. FORMAT OF THE BID SUBMISSION

TECHNICAL PROPOSAL

8.1 Company profile indicating all the requirements as per the evaluation criteria.

8.2 Methodology and Approach (detailed project plan)

8.3 Team member names and roles

8.4 CV and certified copies of qualifications

8.5 Track record and experience

8.6 Submission of all applicable documents as indicated below:

- Certified copy of doctor's certification with medical practice number.
- 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);
- Copy of the Central Supplier Database registration.

9. IMPORTANT INFORMATION FOR BIDDERS

9.1 Proposals must be submitted electronically, the request (RFQ) number must be indicated on the line subject.

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

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

- SBD 4
- SBD 6.1
- Proof of registration on Central Supplier Database.

NB: Please note that failure to submit documents requested on section 9 (9.3) will render the proposal disqualified.

Bid applications must be submitted to:

Ms Lungile Mokoena email on lungilem@pseta.org.za



15.03.2023