

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY (PSETA)

Terms of Reference

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

QUOTATION NUMBER: RFP/2021/001263

CLOSING DATE: 30 SEPTEMBER 2025

CLOSING TIME: 11:00



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 seeks to appoint a suitable and qualified service provider who will provide services to the PSETA as a Qualification Development Facilitator (QDF) to assist the PSETA QA department fulfil its Development Quality Partner functions.
- 2.2 The appointed service provider will develop one (1) PSETA occupational qualification namely, the Border Management Practitioner.

3. SCOPE OF WORK

- 3.1 The scope of service is to develop a new Border Management Practitioner occupational qualification for the PSETA.
- 3.2 The appointed QDF will be required to undertake the following:
 - i. Facilitate the occupational qualification development meetings in line with the QCTO development requirements.
 - ii. Produce the following documents for evaluation, in the format and manner prescribed by the QCTO:
 - 1. Qualification document
 - 2. Curriculum document,
 - 3. Qualification Assessment Specification (QAS) document,
 - 4. Qualification Assessment Specification Addendum (QASA)
 - 5. Qualification development process reports.
- 3.3 The QDF must submit occupational qualification documents to PSETA as per the prescribed timeframes.
- 3.4 The QDF will be responsible revising and remediating all the documents referred to in 3.2 (ii) above, until the qualification is registered with SAQA.

4. METHODOLOGY AND APPROACH

- 4.1 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.

5. COMPETENCY AND EXPERTISE REQUIREMENTS

- 5.1 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 qualification in Education, Training and Development or related field.
 - c. Three (3) years or more public sector experience

6. TIMELINES OF THE APPOINTMENT

- 6.1 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 QDF.

7. QUALITY AND REPORTING REQUIREMENTS

- 7.1 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.

8. PRICING

- 8.1 The proposed total pricing must be inclusive of VAT and be inclusive of all costs.
- 8.2 A breakdown of rates on any of the services/items priced is required to be provided.
- 8.3 The PSETA reserves the right to negotiate the selection/prioritisation of deliverables in line with the contract price.

9. EVALUATION PROCESS

- 9.1 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:

		Points
Price		80
Special goals		20
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	
Total		100

10. PHASE 1 – FUNCTIONALITY EVALUATION

- 10.1 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.
- 10.2 Any bid that does not meet the minimum eligibility threshold will be automatically disqualified.
- 10.3 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 detailed project plan with the following details: Guidelines a) Detailed work plan on the approach of the assignment and timelines b) Communication strategy with the Public Service Sector & Subject Matter Experts	1 = No Methodology or Methodology not covering all areas of guidelines 2 = Methodology covering a few areas of guidelines 3 = Methodology covering most areas of guidelines 4 = Methodology covering all areas of guidelines but not in depth.	30

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
		c) Demonstrate how risks will be managed to ensure successful implementation of the project.	5= Excellent detailed methodology with all areas thoroughly addressing guidelines	
2.	History of successful delivery of the same or similar project(s).	The reference letters should contain the following information: •Name of the project/ organisation •Nature of work conducted •Date of when project was undertaken •Duration of the project Reference letters must be on the company Letter Head, signed and dated otherwise they will not be considered.	1= No reference letter provided to qualifications development work previously done 2 = 1 to 2 reference letters of qualifications development work previously done 3 = 3 reference letters of qualifications development work previously done 4 = 4 reference letters of qualifications development work previously done. 5 = 5 or more qualifications development reference letters of work previously done	30
3.	Knowledge and experience of the QDF	The individual who will be the lead QDF must have an appropriate academic qualification and at least 3 years	1= No submission of CV and/ or certified copies of qualifications	40

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
		of work experience in occupational qualification development: • 3-year qualification in Education, HR or any related field • 3-years or more public sector work experience is essential • Attach CV and certified copies of qualifications. Proof of SAQA evaluation must be provided in the case of Foreign 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 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

THE TECHNICAL PROPOSAL SHOULD HAVE:

- 11.1 Proposals must clearly provide the name of the individual that will be the Qualification Developer (QDF).
- 11.2 Bidders must submit 2 copies of the proposal and one original.
- 11.3 Indicate area of expertise within Qualification Development, and public sector work experience of the QDF.
- 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 and Certified copies of relevant qualifications.
- 11.7 All the application documents must be submitted as indicated below:
 - Certified copies of the director's ID
 - 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 MANDATORY INFORMATION FOR BIDDERS

- 12.1 All Standard Bidding documents (SBD) documents must be fully 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 Central Supplier Database.
 - General Conditions of Contract (All pages must be signed or initialled)

NB: Please note that failure to submit documents requested on Section 11 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

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