



# **THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY**

## **Terms of Reference**

**BID REF: RPL/PSETA/07-2020**

**APPOINTMENT OF PSETA ACCREDITED SKILLS DEVELOPMENT PROVIDER(S)  
TO PROVIDE RPL ASSESSMENTS AND TOP UP TRAINING FOR NATIONAL  
DIPLOMA: PUBLIC ADMINISTRATION NQF 6 (SAQA ID 67460).**

Closing Date: 21 August 2020

Closing Time: 11h00

No late applications will be accepted  
No electronic bid applications will be accepted

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## **1. INTRODUCTION**

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). PSETA focuses primarily on support to develop capacity in transversal skills, such as administration, management, planning, legislation, and policy development.

This is done through appropriate, adequate, and accessible skills development, training, and education. The PSETA objectives are aligned with the Skills Development Act and those of the National Skills Development Plan (NSDP 2030). They emphasize the need to identify skills shortages and increase public sector investment in skills development, as well as return on investment.

This document outlines the criteria for selection of suitably accredited Skills Development Provider(s) to assess through Recognition of Prior Learning (RPL) identified Public Service employees. The appointed Skills Development Provider(s) will implement this project with any of the PSETA constituent members (National or Provincial Departments, Parliament, Legislatures and PSETA Public entities).

## **2. BACKGROUND & CONTEXT**

The PSETA has made available, funds through its Discretionary Grant to conduct Recognition of Prior Learning (RPL) for one hundred and twenty (120) Public Service Employees against the PSETA registered National Diploma: Public Administration NQF 6 (SAQA ID 67460) for the 2020-21 financial year.

This programme is delivered through a tri-party relationship that involves; Learners, Employers and Skill Development Provider with PSETA providing support through Grant, Monitoring, Verification and Certification. It is therefore important that the SDP possesses skills relating to multi-stakeholder management to ensure fulfilment of the programmes requirements.

## **3. SCOPE OF WORK**

The output of this RPL assessment project is 120 Public Service employees competent on the following PSETA registered qualifications:

SAQA ID	SAQA Title	NQF Level	Minimum Credits
67460	National Diploma: Public Administration	6	240

The appointed SDP(s) should execute the following activities:

- a. Planning and Preparation:
  - i. Compile a final project plan in consultation with PSETA
  - ii. Compile a schedule for inductions, support, and observations
  - iii. Organise RPL induction, support, and observation sessions to take place in various provinces as identified
  - iv. Prepare candidates Portfolio of Evidence (PoE) files with RPL tools
  - v. Confirm that one or more of the project team member(s) achieved an RPL adviser.
- b. Delivery
  - i. Facilitate the signing of candidate's registration forms and letters of commitment
  - ii. Conduct RPL inductions
  - iii. Guide and support the candidates in the collection of evidence
  - iv. Conduct RPL observations at the workplace
  - v. Follow-up on submission of candidate's portfolio of evidence until submission
- c. Learner Achievement
  - i. Assess the candidate's portfolio of evidence files
  - ii. Facilitate the moderation and verification of learner achievements
- d. The RPL assessment should be candidate centred with clear considerations for an adult candidate
- e. A face-to-face approach must be used in delivering this project
- f. The implementation of this programme must commence in the 2020-21 financial year
- g. PSETA will indicate the provinces in which training is expected to take place at contracting stage.
- h. PSETA will provide a list of candidates to the appointed SDP(s).

#### 4. METHODOLOGY AND APPROACH

The success or failure of this programme is dependent on how well the SDP has planned for the implementation. SDPs are urged to note that this programme is regarded as a high risk in that its performance determines PSETA's performance against annual targets for this programme. In this regard, PSETA has opted to apply a Project Management Methodology in managing the implementation of this programme. Thus, SDP's proposal will be evaluated in part, based on a compelling project management methodology involving the following elements: phased approach of initiation, planning and design, execution, controlling, evaluation and closing.

#### 5. COMPETENCY AND EXPERTISE REQUIREMENTS

Successful implementation of a Recognition of Prior Learning programme is also dependent on the skills development provider's competency, expertise, and skills. At the minimum, the provider must have the relevant PSETA accreditation in terms of the qualification. Applicant will be deemed to be compliant with ETD Practitioner requirements for implementing this RPL. Should noncompliance be identified after an award of the grant, the applicant will be required to remedy the situation promptly otherwise the award will be withdrawn.

#### 6. TIMELINES OF THE PROJECT

The minimum period for this assignment is three (3) months, commencing from the date of signing the Memorandum of Agreement.

#### 7. STRUCTURE OF A PROPOSAL

The structure and contents of a proposal required from the service provider is shown in Box 1:

##### **Box 1. Structure of a proposal**

The prospective service provider(s) must provide the following details:

Section A – Mandatory requirements (SBD forms and other documents);

Section B – Methodology and approach (project vision, scope, deliverables, proposed success criteria, phases, tasks, and activities) and

Section C – Reference letters from previous implementation of Learnership and/or qualification projects.

#### 8. PRICING

The proposed total pricing must be inclusive of vat and must take regard of the total available grant.

- The PSETA reserves the right to negotiate the selection/prioritisation of deliverables in line with the contract price.
- The total available grant is **R 28 490.00** per learners all inclusive.

## 9. EVALUATION PROCESS

The bids that have passed through the mandatory knock-off gate will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for B-BBEE once the minimum functionality criteria are met.

<b>Phase 1: Functionality Evaluation</b>	
<b>Phase 2: Preferential Point System</b>	<b>Points</b>
Price	80
B-BBEE status level of contribution	20
<b>Total</b>	<b>100</b>

The evaluation will be based on:

<b>Phase 1: Mandatory Requirements</b>	
<b>Phase 2: Functionality Evaluation</b>	
<b>Phase 3: Preferential Point System</b>	<b>Points</b>
Price	80
B-BBEE status level of contribution	20
<b>Total</b>	<b>100</b>

### 9.2. FUNCTIONALITY EVALUATION

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. Any bid that does not meet the minimum eligibility threshold will not be evaluated further on Price. The functionality criteria together with the maximum points to be awarded are set out below:

Criteria	Evaluation Guide	Score guide	Weight
<p>Demonstrated experience of implementing qualification or Learnership</p> <p>Signed reference letter(s) on a letterhead must be provided</p>	<ul style="list-style-type: none"> <li>The experience is measured in terms of the content in the reference letters from the SDPs' clients that are provided to support the application.</li> <li>The reference letters must indicate qualifications or learnership projects that were successfully implemented by the SDP and must be signed by the relevant person.</li> <li>Points are awarded for the number of qualifications or learnership projects successfully conducted.</li> </ul>	<ul style="list-style-type: none"> <li>One project = 1</li> <li>Two projects = 2</li> <li>Three projects = 3</li> <li>Four projects = 4</li> <li>Five projects and above = 5</li> </ul>	20%
<p>Expertise in related field –CVs of all key project personnel and copies of relevant certificates to be included.</p>	<ul style="list-style-type: none"> <li>The expertise of the team is measured in terms of the knowledge and expertise of the project team in relation to the qualification.</li> </ul>	<ul style="list-style-type: none"> <li>No expertise within project team in relation to qualification = 1</li> <li>One team member demonstrates expertise = 2</li> <li>Two members demonstrate expertise = 3</li> <li>Three members demonstrate expertise = 4</li> <li>Four and above members demonstrate expertise = 5</li> </ul>	40%
<p>Detailed project plan</p>	<p>Detailed project plan must contain the following:</p> <ul style="list-style-type: none"> <li>Detailed activities</li> <li>Clear deliverables with timelines</li> <li>Roles and responsibilities outlined</li> <li>Resource allocation</li> </ul>	<ul style="list-style-type: none"> <li>Very Poor = 1 (less than two requirements are addressed)</li> <li>Poor =2 (two requirements are addressed)</li> </ul>	40%

Criteria	Evaluation Guide	Score guide	Weight
	<ul style="list-style-type: none"> <li>• Risk Management plan</li> <li>• Reporting</li> <li>• RPL process clearly outlined</li> </ul>	<ul style="list-style-type: none"> <li>• Good = 3 (three requirements are addressed)</li> <li>• Very Good = 4 (four requirements are addressed)</li> <li>• Excellent = 5 (thoroughly addresses all requirements)</li> </ul>	



### 9.3. PREFERENTIAL POINT SYSTEM SCORING

Bids must score a minimum of **60 points** in the functionality evaluation phase 1 to proceed to phase 2 of the evaluation. Applicants meeting the minimum functionality criteria, will then be scored on the 80/20 principle, based on their price and B-BBEE ratings, respectively. The applicant with the highest total number of points will be awarded the contract.

## 10. FORMAT OF THE BID SUBMISSION

### Technical Proposal

1. Project Plan
2. Submission of all applicable documents as indicated below:
  - An original, valid Tax clearance certificate or Proof of exemption from SARS.
  - A valid B-BBEE Status Level Verification certificate, copies must be certified
  - The completed and signed Standard Bidding documents (SBD)
    - SBD 1
    - SBD 4
    - SBD 6.1
    - SBD 8
    - SBD 9
  - Copy of the registration document of the organisation.
  - Proof of registration with the National Treasury Central Supplier Database, (CSD)  
A CSD Registration report with all information verified.
  - Valid accreditation with PSETA for the applicable programme (**NB: The PSETA ETQA will verify all the accreditation for relevant programmes**)

**PSETA may verify any information supplied by the applicant including the accreditation information and should any of the information not be positively verified, the application will be disqualified immediately.**

## 11. IMPORTANT INFORMATION FOR BIDDERS

1. The total of **four (4) hard copies** proposals must be submitted of including **one (1) original copy**.
2. Non-registration on the CSD or non-verified information on the CSD Registration Report will render your proposal as disqualified.
3. Consortium/Joint Ventures must submit their consolidated tax clearance certificates, B-BBEE certificates and other relevant documents to qualify.
4. All the SBD documents must be completed, signed, and submitted. Failure to do so will disqualify the bid.

### **Bid applications must be submitted to:**

**Ms Anne Gideon**

Manager: Supply Chain Management

The PSETA

2<sup>nd</sup> Floor, Sanlam Building

353 Festival Street, Hatfield

Pretoria

### **By no later than 21 August 2020**

No late applications will be accepted

Please direct all queries to **Ms Anne Gideon** via email on [anneg@pseta.org.za](mailto:anneg@pseta.org.za) or telephonically on 012-4235700