

## **SPECIFICATION FOR THE APPOINTMENT OF PSETA ACCREDITED SKILLS DEVELOPMENT PROVIDER(S) TO PROVIDE A LEARNERSHIP PROGRAMME ON NATIONAL CERTIFICATE IN PUBLIC ADMINISTRATION (LEADERSHIP OR PROCUREMENT) LEVEL 5 FOR 100 PUBLIC SERVICE EMPLOYEES FOR THE 2021/22 FINANCIAL YEAR**

The Public Service Sector Education and Training Authority (PSETA) invites accredited Skills Development Provider(s) to apply for discretionary grant funding in respect of the Learnership programmes below.

### **1. SCOPE OF SERVICE**

- a. The appointed Skills Development Provider(s) will implement this project in any of the PSETA constituent members (National or Provincial Departments, Parliament, Legislatures and PSETA Public entities).
- b. Candidates for the Learnership programme must be employed in the public service sector:
- c. The implementation of this programme must commence in the 2021/22 financial year.
- d. PSETA will indicate the provinces in which training is expected to take place at contracting stage.
- e. Upon completion, learners shall be awarded a National Certificate in Public Administration (Leadership or Procurement) at NQF Level 5.

**Table 1**

<b>Learnership Code</b>	<b>Learnership Title</b>	<b>NQF Level</b>	<b>Qual. ID</b>	<b>Credits</b>
<b>21Q210021291875</b>	National Certificate: Public Administration: Procurement	5	50060	141 inclusive of (20) Electives
<b>21Q210020271875</b>	National Certificate: Public Administration: Leadership	5	50060	141 inclusive of (20) Electives

### **2. EVALUATION PROCESS AND CRITERIA**

All applications shall be evaluated following a two- phase approach, i.e.:

- Phase 1: Mandatory Evaluation Criteria
- Phase 2: Functionality Evaluation Criteria.



## 2.1 PHASE 1 – MANDATORY EVALUATION CRITERIA

Criteria for Mandatory Evaluation	Yes	No
Completed and signed PSETA application form		
Application in line with the programme listed in Table 1 above		
Registered on the Central Supplier Database (CSD)		
Valid accreditation with PSETA ( <b>ETQA will verify the accreditation for the relevant programme</b> ).		

2.1.1 Applications that do not meet any one of the above mandatory criteria shall be immediately disqualified and shall not be evaluated further.

2.1.2 Applications that qualify in terms of the mandatory criteria shall be evaluated for functionality in terms of the functionality criteria set below.

## 2.2 PHASE 2 – FUNCTIONALITY EVALUATION

2.2.1 Application(s) must meet the minimum eligibility criteria in respect of functionality of 70% before they are considered for recommendation.

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

Criteria	Evaluation Guide	Score Guide	Weight
Methodology and Approach	<ul style="list-style-type: none"> <li>Project Vision: what are you trying to accomplish, and why?</li> <li>Project Scope: is clearly defined and limited to the work that must be done to meet the goals at hand.</li> <li>Planned Deliverables: Project deliverables are defined by the tangible result or outcome of a given project.</li> <li>Negotiated Success Criteria: Project success criteria are needed to establish consensus amongst project participants.</li> </ul>	<ul style="list-style-type: none"> <li>1 point = Vision and project scope description.</li> <li>2 points = Vision, extensive project scope and with work packages</li> <li>3 points = Vision, extensive project scope with work packages and planned deliverables</li> <li>4 points = Vision, extensive project scope with work packages, planned deliverables and risk with mitigations.</li> <li>5 points = Vision, extensive project scope with work packages and planned deliverables, risk with</li> </ul>	60

Criteria	Evaluation Guide	Score Guide	Weight
		mitigations and Success Criteria is defined	
History of successful implementation of the same or similar project(s).	<p>References Letters: submission of reference letters proving history of implementing same or similar projects. The following should be listed on the reference letters</p> <ul style="list-style-type: none"> <li>• Name of the project/company</li> <li>• Nature of work conducted</li> <li>• Date of when project was undertaken</li> <li>• Duration of the project</li> </ul> <p>Reference letters must be on company letter head, signed and dated. Letters that do not meet the above conditions will not be considered.</p>	<ul style="list-style-type: none"> <li>• 1 point = One reference letter.</li> <li>• 2 points = Two reference letters with at least one of the letters relating to the implementation of a Learnership project.</li> <li>• 3 points = Three reference letters with at least one of the letters relating to the implementation of a Learnership project.</li> <li>• 4 points = Four reference letters with at least one of the letters relating to the implementation of a Learnership project.</li> <li>• 5 points = Five or more reference letters with at least one of the letters relating to the implementation of a Learnership project</li> </ul>	40
Total			100

### 3. FUNDING FRAMEWORK

- 3.1. The allocation of funding for this Learnership Programme is a maximum of R28 490.00 per learner.
- 3.2. This allocation is inclusive of all expenditure (including training, venues, catering, incidental costs, disbursements, etc.)

### 4. IMPORTANT INFORMATION FOR APPLICANTS

- a. Applications to be submitted either on the dedicated email address or one (1) original hard copy hand delivered to the physical address provided.
- b. Applications submitted through Ordinary or Registered Mail **will not be accepted.**
- c. Application Forms are obtainable from the PSETA website: [www.pseta.org.za](http://www.pseta.org.za)



- d. Late applications will not be accepted.
- e. Please clearly mark the envelope or email subject line with **PSETA/DG2021-22/LSHEM-02** when submitting the application.

**Applications must be submitted via:**

Courier or Hand delivery to:

**The PSETA: Woodpecker Place, 177 Dyer Road, Hillcrest, Pretoria, 0083**

**OR**

Email to:

**dg@pseta.org.za**

**For enquiries please contact the following person:**

Mr. Sibusiso Ndaba: Projects	<a href="mailto:sibusisond@pseta.org.za">sibusisond@pseta.org.za</a>
Ms. Heidi Foba: Projects	<a href="mailto:heidif@pseta.org.za">heidif@pseta.org.za</a>

**CLOSING DATE: 15 December 2020 at 10h00**

**The allocation of a grant is dependent on the availability of fund and is at the discretion of the PSETA Accounting Authority. PSETA reserves the right to cancel /not award grants**

**Approved by:**



**PSETA: CEO**

**Date: 23 November 2020**