

TERMS OF REFERENCE

TERMS OF REFERENCE FOR THE TRAINING OF SELECTED DEVELOPMENTAL PROGRAMMES BENEFICIARIES ON REPORT WRITING - UNIT STANDARDS 110023.

1. Introduction

These Terms of Reference are aimed at:

- Appointing the relevantly accredited training provider to training a selected group of Developmental Programmes beneficiaries on the **Unit Standards 110023** picked from the National Certificate: Occupationally Directed Education Training and Development Practices (ODETDP).
- Defining the scope of work and the expected deliverables from the relevant training provider.

2. Background

The Department of Public Works and Infrastructure (DPWI) has a mandate to manage the infrastructure portfolio on behalf of the State. The DPWI through the Professional Services Branch (PSB) coordinates programmes that contribute to the creation of a pool of critical skills aimed at changing the profile of the workforce and enhancing the quality of the human capital base needed to improve the quality of life of all South Africans.

Professional Services is responsible for implementing Capacity Building and Skills Development Programmes to ensure that youth acquire the required and relevant experience and competencies aligned to qualifications and also ensuring they are well equipped to compete in the labour market.

PSB in line with the National Skills Development Act conducted training needs analysis for beneficiaries participating in developmental programmes. The identified course will position the participants to enhance their career and personal development and to strive towards professional standards of practice.

These Terms of Reference are to appoint a Training Service Provider who will equip identified officials with the selected Unit Standards from the National Certificate: Occupationally Directed Education Training and Development Practices, NQF 4.

3. SCOPE OF WORK

- The appointed Training Provider(s) will be expected to train and support the participants, ensuring that they obtain the credits of the below listed Unit Standard registered under the **National Certificate: Occupationally Directed Education Training and Development Practices**.

UNIT STANDARD TITLE	US SAQA ID	US NQF LEVEL	CREDITS	DURATION (in days)	No of Attendees
Present information in a report format	110023	4	6	10	25

Training will be offered to the pre – selected Developmental Trainees. Training contact sessions will take place at the DPWI premises, in Nelspruit, Mpumalanga Province.

3.1 By end of the training learners will be able to achieve the following outcomes:

- 3.1.1 Relate the purpose, content, form, frequency and recipients of a range of reports.
- 3.1.2 Identify information sources and organisational procedures for obtaining and distributing information.
- 3.1.3 Compile reports related to a selected business function.
- 3.1.4 Liaise with relevant parties and verify that reported information is in accordance with the requirements.

3.2 The appointed Training Provider will be required to perform the following:

- 3.2.1 Provide evidence of SETA accreditation for the specified Unit Standards.
- 3.2.2 Submit a reference record of not less than five (05) clients with contact details, where similar service was previously provided.
- 3.2.3 Develop and submit a project plan which clearly covers all stages of the implementation of the training programme to DPWI.
- 3.2.4 Avail a mentor who will supervise / mentor the participants to ensure successful completion of development of evidence required by SETA.
- 3.2.5 Ensure that all relevant /required human resource, consumables and equipments for achievement of the outcomes of these programmes are in place.
- 3.2.6 Deliver training of the selected Unit Standards with the context of the mandate of the Department and in line with the respective SETA requirements and ensure 100% competence with certificates of achievement
- 3.2.7 Avail all the SETA approved facilities for the due diligence which will be conducted by DPWI as part of the evaluation process.

4. CONDITIONS OF THE BID

4.1 In order to appoint an appropriate and efficient Training Service Provider who will ensure successful delivery and completion of this project, the following critical criteria should be met:

- The training provider must have valid accreditation by the relevant SETA for the selected Unit Standards.
- Have relevant SETA approved Human resource capacity, i.e. qualified facilitators, registered and relevant assessor, and experienced mentors.
- Comply with ETQA requirements and regulations with regard to Quality Management for this project.

- Must have reputable training and mentoring skills to be able to effectively train and support the learners.
- Demonstrate reputable and successful previous experience in the provision of similar training programme.
- Be complaint within all legislations.

5. CONDITIONS OF SERVICE

5.1 After contracting of the training provider, he/she should further more:

- Attend the compulsory logistics meeting to be organised by DPWI, to finalize the implementation processes before training commences.
- Submit the implementation plan in line with the project for approval by DPWI before training commences.
- Submit proof of participants' registration details upload to the National Learner Record Database.
- Provide training in line with SETA requirements and approved training methodology, material and resources.
- Ensure all participants are exposed to all levels of the curriculum being delivered and are equipped with targeted skills.
- Provide on-site and off-site remedial support to ensure successful completion of the training by all participants.
- Provide progress reports based on the project activities and each learner's performance as per the agreed timelines.
- Liaise with the relevant ETQA for competency certification or statement of results for all the successful learners at the end of the programme, within 2 months after completion of training.

6. COMMUNICATION AND RECORDS

- 6.1 Written project progress reports shall be submitted by the training provider to DPWI as per the approved implementation plan.
- 6.2 DPWI will monitor progress made by both participants and the training provider.
- 6.3 A consolidated final close out report shall be submitted by the training provider at the end of the project.

7. COSTING AND PAYMENT METHODOLOGY

- Prices must be inclusive of VAT (if VAT registered) and must include all costs to fully execute all deliverables indicated in this Term of Reference.
- Payments will be made in tranches to aligned with the agreed to implementation plan. There will be no advance payments.

8. FUNCTIONALITY EVALUATION

Bidders will first be evaluated in terms of the minimum requirement for functionality. A minimum score of 50% applies for further evaluation on terms of the 80/20 Preference Point System.

No.	FUNCTIONALITY CRITERIA	WEIGHTING FACTOR
1	<p>Provide evidence of suitably qualified as training Facilitators and experienced Facilitators for the delivery of this course (curriculum vitae and copies of qualifications must be attached)</p> <p>Qualified Facilitator with relevant experience of 36 months and above = 5 points Qualified Facilitator with relevant experience of 24 to 35 months and above = 4 points Qualified Facilitator with relevant experience of 18 to 23 months and above = 2 points Qualified Facilitator with relevant experience of 12 to 17 months and above = 1 points No Facilitator information on qualifications and experience provided = 0 points</p>	35
2	<p>Provide evidence of suitably qualified, registered (with any construction and or related SETA, i.e. CETA, LGSETA, MERSETA, SSETS, CHIETA) and experienced Assessors for the delivery of this course (curriculum vitae and proof of registration must be attached).</p> <p>Registered Assessor with relevant experience of 36 months and above = 5 points Registered Assessor with relevant experience of 24 to 35 months and above = 4 points Registered Assessor with relevant experience of 18 to 23 months and above = 2 points Registered Assessor with relevant experience of 12 to 17 months and above = 1 points No Facilitator information on qualifications and experience provided = 0 points</p>	20
3	<p>Details of a relevantly technical SETA registered Moderator with relevant experience (curriculum vitae and proof of SETA registration must be attached)</p> <p>Registered moderator with relevant experience of 48 months and above = 5 points Registered moderator with relevant experience of 36 to 47 months and above = 4 points Registered moderator with relevant experience of 24 to 35 months and above = 3 points Registered moderator with relevant experience of 12 to 23 months and above = 2 points Registered moderator with relevant experience of 0 to 12 months and above = 1 points No details provided = 0 points</p>	20

4	<p>Provide a detailed project plan which includes a comprehensive Methodology (the training methodology must include all steps towards a successful delivery, i.e. Pre-course work, Theory, Practical, formative assessment, summative assessments, workplace support and development of Portfolio of Evidence,</p> <p>Detailed training plan including all and more of the above stated elements of the methodology = 5 points Detailed training plan including 5 of the above elements of the methodology = 4 points Detailed training plan including 4 of the above stated elements of the methodology = 3 points Detailed training plan including 3 of the above stated elements of the methodology = 2 points Detailed training plan including 1 to 2 of the above stated elements of the methodology = 1 point No provision of all of the above = 0</p>	15
5	<p>A good track record offering training of the Unit Standard "Facilitate learning using a variety of given methodologies" (attach a 5 references of work previously done)</p> <p>5 or more references = 5 points 4 to 5 references = 4 points 3 to 4 references = 3 points 2 to 3 references = 2 points 1 to 2 reference = 1 points 0 references = 0</p>	10

NB: Bidders must obtain a minimum functionality score of 50% to qualify for further evaluation

TECHNICAL ENQUIRIES

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