



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA



TERMS OF REFERENCE:

**TRAINING OF THE EXPANDED PUBLIC WORKS
PROGRAMME (EPWP) PARTICIPANTS ON THE
SERVICES SETA SKILLS PROGRAMME FROM THE
QUALIFICATION – NATIONAL CERTIFICATE: NEW
VENTURE CREATION (SMME), ID: 49648, 1 PROJECT
AT 1 SITE**

<u>ABBREVIATIONS/ACRONYMS</u>	
CGO	Central Government Offices
DHET	Department of Higher Education and Training
DPWI	Department of Public Works and Infrastructure
EME	Exempted Micro Enterprises
ETD	Education Training and Development
ETQA	Education and Training Quality Assurance
EPWP	Expanded Public Works Programme
FETC	Further Education And Training Certificate
NSF	National Skills Fund
PFMA	Public Finance Management Act
POE	Portfolio Of Evidence
POPIA	Protection Of Personal Information Act
PPE	Personal Protective Equipment
QSE	Qualifying Small Enterprises
SAQA	South African Qualifications Authority
SETA	Sector Education and Training Authority
SLA	Service Level Agreement
SMMEs	Small, Medium and Micro Enterprise
VAT	Value Added Tax



1. INTRODUCTION

These terms of reference are aimed at:

Inviting the relevantly accredited training provider(s) for implementation of the **Services SETA Skills Programme training – National Certificate: New Venture Creation (SMME), ID: 49648 in Eastern Cape Province, 1 Project at Chris Hani (15 Learners) at 1 Site.**

Defining the scope of work and the expected deliverables of the relevant training providers to ensure submission of compliant quotations towards appointment of the successful bidder.

2. BACKGROUND

The National Department of Public Works and Infrastructure (NDPWI) secured funding from the Department of Higher Education and Training (DHET) - National Skills Fund (NSF), to support the EPWP training initiatives across all Provinces. The main objectives of training in EPWP is to equip the participants with skills and knowledge which will enable them to effectively implement their EPWP projects and to enhance their active participation in the labour market and SMMEs development at exit level. Training is implemented in line with all applicable prescripts.



3. DEFINITION OF CONCEPTS

For the purposes of this terms of reference the following definitions shall apply:

“Assessment”: refers to all applicable assessment processes, not limited to the formative continuous assessment by the Training Provider during the training and experience component of the skills programme as well as the summative or final assessment at the end of training as per the relevant ETQA prescripts.

“Assessor”: refers to an education and training personnel who is registered by the relevant ETQA body to measure the achievement of specified National Qualification Framework standards or qualifications.

“Certification”: refers to the issuance of the certificate of competency and or attendance by the relevant ETQA or provider upon successful completion and attainment of a qualification related to a skills programme.

“Classroom training”: refers to all instructional training at a venue acquired for theoretical/ knowledge and practical component of training as per the relevant ETQA prescripts.

“Day”: refers to any calendar day and it excludes Saturdays, Sundays and recognized public holidays within the Republic of South Africa. consent from all the relevant parties must be obtained for training within the excluded days

“EPWP”: means Expanded Public Works Programme a national government initiative aimed at drawing a significant number of unemployed people into productive work.

“EPWP participant”: refers to any person or an Organization which is participating in an EPWP project and reported as such, in line with the EPWP reporting requirements.

“Facilitator”: refers to a relevant qualified education and training personnel who offers learning process and training related activities as per the relevant ETQA prescripts.

“Funds”: refers to the project funding, as secured by DPWI

“Learner”: means EPWP participant recruited by EPWP to participate in the skills programme in line with the set regulations.

“Learner Allowance”: means an allowance payable by the appointed training provider to the learners from the NSF grant approved by DHET. This allowance is intended to assist learners with their daily meals and transport to attend training.

“Moderator”: refers to a registered education and training personnel who ensures that the process of assessment for the outcomes described in the NQF standards and qualification is fair, reliable and valid as per the relevant ETQA prescripts.

“NSF”: refers to the National Skills Fund established in terms of section 27(1) of the Skills Development Act, 1998 (Act No.97 of 1998) as amended.

“Quality assurance”: refers to monitoring process by ETQA to ensure compliance of training to set standards at all levels.

“Service”: means the services to be provide by the Training Provider for the project in accordance with the training deliverables.

“Service Provider”: means the successful bidder appointed to undertake this project. Training Provider shall have a corresponding meaning.

“SMMEs in EPWP context”: means a participant within an EPWP project, which is now receiving enterprise support as an exit opportunity, or to be currently participating in an EPWP project and willing to undertake EPWP enterprise development training and any support offered. The SMME must be willing to undertake enterprise development diagnostic assessments and provide EPWP Enterprise Development officials with required correct and verifiable information to provide support; and lastly be willing to register and report the project implemented by the enterprise as an EPWP project.

“Training Provider”: refers to a natural or juristic person appointed by DPWI accredited by an ETQA to provide accredited training to the representatives of learners.

“Workplace Training”: means where necessary, all training, guidance, support and mentorship services conducted during the workplace experiential component of the skills programme, conducted on the site where the structured workplace experience is being offered, by the Mentors, as per the relevant ETQA requirements where applicable.



4. SCOPE OF WORK

The appointed Training Provider will be expected to deliver the Skills Programme training listed in the table below:

Qualification title and ID title as registered by SAQA	Title: National Certificate: New Venture Creation (SMME), ID: 49648			
Skills programme ID (if registered by ETQA)				
LEGACY UNIT STANDARD TITLE/ QCTO MODULES	SAQA ID	NQF LEVEL	CREDITS	DURATION (in days)
Achieve personal effectiveness in business	110021	4	6	8
Apply the basic skills of customer service	114974	2	2	3

Training will be offered to **15 EPWP Participants in Eastern Cape Province– Chris Hani at 1 Site.**

The appointed Training Provider will be required to perform the following services in line with the relevant SETA/QCTO/ETQA prescripts

4.1. Pre - training deliverables:

Avail him/herself as well as all required resources for training at the due diligence session. This is an ongoing evaluation process and capacity verification which will be conducted by the Department at any stage of the project.

Attend a compulsory logistics meeting to be coordinated by DPWI, after signing of the /SLA, in preparation for implementation.

Verify with SAQA/QCTO to ensure validity of the selected programmes before commencement of training and ensure compliance with the relevant SETA/QCTO/ETQA requirements for the Learning programme implementation.

Ensure that, all relevant/required staff, infrastructure, consumables including protective clothing and equipment for achievement of the theoretical/Knowledge, practical and workplace outcomes of this programme, are in place as per the relevant SETA/QCTO/ETQA prescript.

All consumables should remain with the project/learners at the completion of training, whilst equipment's should be provided on a lease-basis as per the duration of the applicable activities of the course.

Secure the accessible and suitable SETA or ETQA compliant venue. This venue will be for theoretical and practical training only for all learners. The training provider should provide the classroom facilities which comply with the relevant SETA or ETQA classroom ratio and must be within the accessible radius not exceeding 20 kilometres distance from the project site. The project's locality is indicated in the project sheet attached (Annexure D). Note: The EPWP projects will be used as facilities for workplace learning where necessary).

In line with the SETA/QCTO or ETQA prescripts, avail the relevant and sufficient workplace coordinators and personnel who will continuously support and guide learners during the experiential learning, where necessary. The existing EPWP projects will be used for workplace learning, therefore the provider should not charge or cost for workplace facilities, but for workplace learning or coordination only.

NB: The training provider may agree with all stakeholders to utilise free/unpaid project's/Government facilities, equipment, consumables etc., if suitable and sufficient. However, no claim should be submitted to DPWI by provider in such cases. The claim will only be paid for provision of such

facilities by the provider and a DPWI verification report confirming that the provider has secured a suitable private/paid venue, should accompany such claims.

4.2. Training deliverables:

The contracted training provider must:

Provide all required resources throughout the training duration to ensure compliance to the applicable prescripts.

Conduct a one-day pre/diagnostic assessment to ensure all learners knowledge, skill and understanding which is assumed to be in place, is reasonable to support the achievement of the programme. The results thereof should be reported to EPWP before commencing with training. NB: EPWP participants in a project are at various NQF levels at entry

Implement training in the language preferred by learners, where applicable. EPWP participants are at different entry NQF levels and may need to be trained in the language they understand better to ensure successful completion of the programme to avoid a high dropout rate.

Upload and register learners' detail on the ETQA database as per the set requirements

For legacy programmes:

Provide **3** days (30% of the course duration) of theoretical and practical training to ensure that all the learners successfully complete the training as per the agreement and ETQA prescripts;

Provide **8** days (70% of the course duration) of workplace learning and coordination through **one (1) site visit per week**, ensure continuous guidance and support towards successful completion of the training. NB: A site visit

coordination session should be **for Eight (08) hours** per visit per project and coordinated by the relevant ETD personnel as per the applicable SETA or ETQA requirements.

For QCTO Programmes:

Provide theoretical/ knowledge modules and practical training modules to ensure that all the learners successfully complete the training as per the agreement and the applicable ETQA/ QCTO prescripts

Assess all learners' portfolios of evidence (POE), re-assess where necessary, moderate and upload learners' achievements in line with the SETA/QCTO/ETQA prescripts, to ensure that all successful learners receive certificate of attendance and credits/statements of results or competency certificates.

Provide remedial support as and when required in line with the SETA prescripts to assist the not yet competent learners to successfully complete the programme.

Monitor, evaluate and mentor continuously to ensure that, all learners are supported to enhance 100% completion rate at the end of the learning programme.

Produce progress reports at the end of each activity in line with the SETA/QCTO or ETQA prescripts. These reports will form part of support documents for respective payment tranches as outlined in paragraph 6 below e.g. theory, workplace learning, etc.

Ensure ETQA's/QCTO involvement for quality assurance and verification of learners' POEs at applicable levels of the programme in order to facilitate successful completion of the programme in accordance with the set timeframes.

Continuously liaise with the relevant SETA/QCTO or ETQA for timeous certification of the successful learners, upon completion of the programme.

4.3. Reporting and communication

The contracted training provider should:

Provide comprehensive reports and all other relevant documents, as per the agreed timelines, to the EPWP Project Manager. It should be noted that any relevant official from EPWP, maybe involved in the project in collaboration with the EPWP regional office.

Communicate any training related matters or challenges to the DPWI EPWP Regional Training Manager allocated to the project, and elevate such matters, if unresolved, to the Regional Programme Manager, then to Head Office level, if necessary or unless otherwise deemed fit.

In line with the POPI Act, keep and protect any learner's data and information as confidential and not divulge any such data and or information to the third party without the prior written consent of the department.

Any dispute will be handled in terms of the applicable DPWI prescripts which will be outlined and signed during signing of the service level agreement with the successful bidder.

5. EVALUATION CRITERIA OF APPLICATIONS/BIDS

In order to appoint an appropriate and efficient training provider who will ensure successful delivery and completion of this project, the training provider should meet the following critical criteria:

5.1. Administrative responsiveness criteria

The providers must attach all required documents as outlined in the bid document (refer to the PA-03: Notice and Invitation for quotation).

An omission in any of the required documents will render the bidder non-responsive. Training providers who comply with administrative responsiveness as set in the bid document will be evaluated for price.

- Completion of returnable documents, submission of appropriate certificates, documents and information as required to determine eligibility (refer to the PA-03: Notice and Invitation for quotation).
- The training provider must have a valid accreditation by the relevant SETA/QCTO for: **National Certificate: New Venture Creation (SMME) ID: 49648** including the unit standards provided at table under point 4 above.

5.2. Price

All quotations must be submitted in the prescribed pricing structure attached. Providers should submit quotations in line with their applicable VAT statuses using the pricing structures attached (Annexure A).

All quotations received will be evaluated for price in line with the PFMA and the departmental procedures.



6. CONDITIONS OF SERVICE (AFTER APPOINTMENT):

The appointed Training Provider will be required to:

The bidders should ensure compliance to local content and production for provision of the applicable equipment, PPEs and consumables.

Sign the SLA with DPWI for a duration of **(04) months** for the successful completion of the training i.e. **one (01) month** for training and completion the skills programme and **three (03) months** buffer period for, amongst others, administrative work with the SETAs/QCTO or DPWI before and after training. Any work implemented after the contract duration without prior approval by DPWI, will not be paid for.

A compulsory logistics meeting with the appointed training provider and all stakeholders will be coordinate by DPWI before training commences. This is to clarify, agree, and finalize all implementation issues.

The project implementation plan with the schedule indicating clear timelines, and deliverables must be agreed upon & approved by DPWI within 4 week after signing the service level agreement (before the commencement of the training).

No advance payment will be made for the execution of this project. All payments will be made based on satisfactory services rendered, as stipulated in paragraph 7 below.

The EPWP project sites, will, if deemed necessary and suitable, be used for workplace learning. Therefore, for QCTO programmes, the training provider should not claim for workplace facilities as it not a prescribed requirement though optional. The provider should claim workplace coordination and support for legacy programmes only.

The appointed training providers will sign the contract and other delivery agreements and Annexures.



7. PRICING AND PAYMENT STRUCTURE

7.1. Submission of quotations

The quotations should be submitted by providers as follows:

Quotations documents must be signed by the company representative nominated.

Bidder to submit the signed bid pricing structure (Annexure A) as per the provided template. Any quote submitted in a different format may be disqualified as it is a responsive criterion. Training providers should familiarise themselves with the explanatory notes per item of the pricing structure to ensure that the bids are accurately compiled and submitted.

Training providers must ensure that the rates are market-related in line with applicable SETA prescripts.

All the one-day activities should be priced on a once off basis (not daily rate) e.g. overheads, moderation, certification, etc.

The learner allowance rates should be as per the applicable SETA rates or EPWP set rates.

Training providers should submit quotes in line with their applicable VAT status using the pricing structure template attached (Annexure A).

Quotes must be submitted as per the set supply chain management timelines, any quotes received after the deadline will not be considered by DPWI.



7.2. Payments structure:

All payments are performance-based.

No advance payment will be made for the execution of this project. All payments will be made based on satisfactory services rendered, as stipulated in paragraph 7.3 below. No performance and learner's attendance, no payment.

The Training Provider shall provide the Department with originally signed invoices with support documents, as per the pricing structure and drawdowns below:

1st invoice: Payable upon securing an ETQA/QCTO or SETA compliant classroom, theoretical and practical training conducted, compliant PPE supplied to each learner (training-related related PPE) as well as learner allowance paid out. Support documents include:

- The DPWI signed due diligence report endorsing the paid venue secured and or proof of payment thereof.
- The DPWI approved implementation plan.
- Proof of learners' registration on the ETQA database/any ETQA acceptable format.
- Certified copy of the learners' South African IDs.
- Monitoring report for theory signed by EPWP official.
- Training provider's report for satisfactory theory conducted.
- Training provider's report for satisfactory practical's conducted
- Register signed by each learner for each day attended.
- EFT Proof of learner allowance paid for theory component.
- Proof of compliant PPE issued to each learner (Training related PPE as outlined in the due diligence report and the pricing structure) - PPE register should be signed by each learner upon receipt thereof.
- Individual learners' diagnostic assessment report (where applicable).

No payment will be made for overhead items and venue which have been offered for free to the provider by any government institution or department or project. Any payable overhead and venue must be supported by the verification report from the Regional EPWP Manager confirming such delivery as satisfactory and duly payable to the provider.

2nd invoice:

Payable upon successful and satisfactory completion of the workplace learning and coordination. Support documents include:

- Provider's report for satisfactory workplace conducted including Individual learners progress.
- Register signed by each learner for each day attended.
- EFT Proof of learner allowance paid for theory component
- The monitoring report by the EPWP official.

3rd invoice: Payable upon successful completion of FISA/ summative assessment and internal moderation report by the provider in line with the relevant SETA/ETQA regulations. Support documents include:

- Assessors report indicating individual learners' summative performance, and the individual learners' re-assessment reports (where applicable), the report to be endorsed by EPWP Official.
- Register signed by each learner for each day attended.
- The internal moderator's report.

4th invoice: Payable upon the certification or SETA external moderation report. Support documents include:

- Valid proof of certificates by the relevant ETQA/ Provider
- SETA/QCTO statement of results (SORs)

NB! The invoices should be submitted as per the tranches above unless otherwise agreed with relevant parties. Any outstanding claims payable must be submitted to DPWI within **six (6) months** after completion of training

unless otherwise agreed between the parties. Failure to submit within the set timeframes may result in the forfeiture of the due outstanding claims.

Invoices for weekly allowances: Allowance paid out the learners should be submitted after each unless agreed otherwise, and accompanied by proof of electronic payment to each learner for each day attended as per 7.3 below.

Invoice for equipment and consumables: Payable per learner as per the approved bid upon supply of adequate, relevant, and compliant consumables including protective clothing and equipment during theory training as per the relevant SETA or ETQA prescripts. The PPE register signed by each learner upon receipt of such should be attached to the invoice for overheads, PPE, equipment, etc.

All consumables should remain with the project or learners upon completion of training, whilst equipment should be provided on a lease-basis as per the duration and the applicable activities of the course.

7.3. Payment of training providers for learners' allowances paid

The learner allowance is payable by the appointed provider to the learners, from the NSF grant approved by DHET. This allowance is, to the assist learners with their daily meals and transport to attend the training. The daily rate is **R 121.28**, in line with the minimum daily wage as per the Ministerial Determination for EPWP projects. In case the rate will may changes based on the review of the wage incentives, the provider should pay the revised learner allowance rate and claim from the DPWI in line with the changed rates. Any deviation from the rate discrepancy shall remain the responsibility of the provider.

No advance payment will be made to the training provider for the learner stipend. The training provider may claim weekly or otherwise for the paid out stipend.

The learner allowance will be paid by the appointed provider at the end of each training week unless otherwise agreed by the parties and will be claimed

from DPWI upon receipt of proof of such payment and all supporting documents i.e. daily attendance register signed by learners, learner allowance register signed by each learner for allowances received, an originally certified copy of the 13 digit bar-coded identity documents, and proof of the providers electronic weekly pay-out of the allowance.

An additional 7.5% of the overall learners' allowances paid out to learners during training will be payable to the provider for administering the allowances on behalf of the Department.

8. COMMUNICATION AND RECORDS

Written project progress reports shall be submitted by the training provider to DPWI as per the signed contract.

EPWP Training officials will monitor and report progress made by both learners and the training provider.

The contracted provider should ensure active participation and quality assurance by the relevant ETQA throughout the training.

A consolidated final closeout report shall be submitted by the training provider at the end of the project.

All records related to training should be kept in a lockable safe for a period of five years in line with the NSF prescripts.