



TERMS OF REFERENCES (REFER TO TRAI T536)

**APPOINTMENT OF AN ACCREDITED SKILLS DEVELOPMENT PROVIDER PANEL TO PARTNER
WITH THE SERVICES SETA IN IMPLEMENTING 200 UNEMPLOYED BUSINESS ADVISORY SKILLS
PROGRAMMES**

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TERMS OF REFERENCE / SPECIFICATIONS

1. 1. PURPOSE OF THIS PROJECT

APPOINTMENT OF AN ACCREDITED SKILLS DEVELOPMENT PROVIDER PANEL TO PARTNER WITH THE SERVICES SETA IN IMPLEMENTING 200 UNEMPLOYED BUSINESS ADVISORY SKILLS PROGRAMMES

1. INTRODUCTION AND OVERALL OBJECTIVES

The Services Sector Education and Training Authority (SSETA) was established and registered in March 2000 in terms of the Skills Development Act of 1998. The SETA aims to provide for the skills development needs of the services sector through the implementation of learnerships, and other relevant learning pathways, the disbursement of grants and monitoring of education and training. The Services SETA has a legislative responsibility in terms of the amended Skills Development Act 97 of 1998 to co-ordinate and facilitate skills development activities within the sector through appropriate learning programmes.

LATE SUBMISSIONS WILL NOT BE ACCEPTED AFTER THE CLOSING DATE AND TIME

2. BACKGROUND

The Services SETA seeks to solve the twin challenges of high youth unemployment, and the high failure rate of SMMEs. This will be achieved through a combination of access to business advisory skills development, setting-up of business advisory micro-enterprises, and support for SMMEs through provision of various levels of affordable business advisory services.

Available research suggests that availability of and access to business advisory and support services enhances the sustainability of SMMEs, especially those that are in their start-up phase. This means that initiatives aimed at supporting SMMEs need to be supplemented by access to business advisory services. The scarcity of business advisory skills has resulted in the occupation (Business Advisor/Management Consultant) appearing on the Services SETA's top 10 list of hard-to-fill skills, as well as on the National List of Occupations-In-High Demand, gazetted by the minister of higher education and training in 2018, covering the period 2018-2020.

a. Organization and Application

The Services SETA seeks a panel of accredited and experienced skills development providers, with a proven track-record of successful delivery of skills development projects within the sector to partner with in implementing 200 Unemployed Business Advisory Skills Programmes

b. Information regarding the services to be rendered

Business Advisory Skills programme is an intervention designed to be occupationally based, short-term learning programme. When successfully completed by the learner, it constitutes credits towards a qualification registered on the National Qualifications Framework. The Unemployed Skills Programme comprises of a cluster of unit standards derived from the same qualification. The Skills

Programme will be funded at a **minimum of 25 credits**, with at least 3 core unit standards and an elective.

The **200 Unemployed Business Advisory Skills Programmes** are to be delivered according to the following qualifications:

Qualification	Province	Number of beneficiaries
FET Certificate: Business Advising Information Support, NQF L 4: SAQA ID 48883	48883	100
National Certificate: Business Advising, NQF L 5: SAQA ID 79886	79886	100
TOTAL		200

The skills programmes are to be constituted by the following Unit Standards from the two qualifications:

1.3.1. Effective business advising for small businesses (ID 48883) – 100 beneficiaries

Focus	The growth of small businesses is increasingly dependent on access to credible business advising services Business advising skills are a major enabler for economic growth
Credits	A combination of any of the below unit standards, with minimum of 25 credits and a maximum of 60

This is a credit bearing Skills Programme, and the following Unit Standards will be covered:

US ID	US Title	NQF Level	Number of Credits	Type of Unit Standard
7177	Attend to customer enquiries face-to-face and on the telephone in a banking environment	Level 3	4	
7782	Analyse a business and determine the way it functions	Level 4	3	
117241	Develop a business plan for a small business	Level 4	5	
115499	Gather, record and interpret business related information	Level 4	4	
115500	Inform client of planned process and follow-up on requests	Level 4	4	
117156	Interpret basic financial statements	Level 4	4	
115498	Resolve client requests and queries	Level 4	4	
8969	Interpret and use information from texts	Level 3	5	
8970	Write texts for a range of communicative contexts	Level 3	5	

9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	6	
8975	Read analyse and respond to a variety of texts	Level 4	5	
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	6	
12153	Use the writing process to compose texts required in the business environment	Level 4	5	

1.3.2. Business advisory skills for economic growth (ID79886) – 100 beneficiaries

Focus	<p>The growth of small businesses is increasingly dependent on access to credible business advising services</p> <p>Business advising skills are a major enabler for economic growth</p>
Credits	<p>A combination of any of the below unit standards, with minimum of 25 credits and a maximum of 60</p>

This is a credit bearing Skills Programme, and the following Unit Standards will be covered:

US ID	US Title	NQF Level	Number of Credits	Type of Unit Standard
115824	Appraise the SMME business owner and or manager	5	5	Core
115815	Conduct an analysis of business opportunities and develop future rehabilitation strategies	5	10	Core
115854	Determine and negotiate terms of reference of business appraisal service to SMMEs	5	7	Core
115830	Develop own ability to provide a business advisory service for SMMEs	5	10	Core
10223	Implement strategies for behaviour change and lifestyle coaching	5	20	Core
252025	Monitor, assess and manage risk	5	8	Core

c. Phasing in

The implementation of the Unemployed Business Advisory Skills Programmes will be coordinated by the Services SETA Planning Department

3. SPECIFIC DELIVERABLES AND MILESTONES

REF.	KEY MILESTONE	TARGET DATE
1	Learner recruitment	December 2020
2	Learner enrolment	December 2020
3	Induction	February 2021
4	Theoretical training	April 2021
5	Workplace training (experience)	June 2021
6	Assessment	August 2021
7	Internal Moderation	October 2021
8.	External Moderation	November 2021
9	Issuing of Statement of Results (SoR) to learners	December 2021
10	Close-out report	December 2021

4. PURPOSE

a. Overall purpose

To request proposals from accredited and experienced Skills Development Providers with a track-record of successful implementation of learning interventions within the sector to partner with the Services in implementing 200 Unemployed Business Advisory Skills Programmes

b. Immediate purpose

To implement 200 Unemployed Business Advisory Skills Programmes.

5. SCOPE OF WORK

The scope of the project shall comprise of the following activities:

- Recruitment of 200 learners in partnership with the project owner(s) to be achieved no later than December 2020
- Enrolment of 200 learners in line with the prescribed Services SETA requirements (enrolment to be supported by prescribed supporting documents; certified original copies of ID, CV, copies of qualifications, learner enrolment forms etc.) to be achieved no later than December 2020.
- Facilitation of skills programmes theoretical learning for 200 learners

- d. Placement of 200 learners in appropriate workplaces
- e. Internal Assessment of learning for 200 learners
- f. Internal Moderation of learner achievements for 200 learners as prescribed
- g. Submission of Internally-Moderated learner achievements for External Moderation to the Services SETA
- h. Issuing of Statements of Results to learners.
- i. Submission of closeout report to the Services SETA.

6. RESOURCES

- a. The prospective skills development providers should be currently accredited against the qualifications:

Qual / Prog ID	Qualification Title / Learning Programme Title	NQF Level
48883	Further Education and Training Certificate: Small Business Advising (Information Support)	NQF Level: L04
79886	National Certificate: Business Advising	NQF Level: L05

- b. Have experience of not less than 3 years of implementing skills development programmes within the sector.
- c. Have a demonstrated track-record of successful delivery of funded skills development programmes.
- d. Have a presence or capacity and resources to deliver the skills programmes, inclusive of the rural areas.
- e. Previous experience in successfully delivering skills development projects will be an added advantage
- f. Understanding of the socio-economic and cultural nuances will be an added advantage.
- g. Skills and Expertise requirements;
 - Be a competent legal person and appropriately registered in accordance with the laws of the Republic of South Africa
 - Be accredited against the specified qualifications
 - Have at least 3 years' experience in implementing skills programmes
 - Have a good and demonstrable track-record of successfully implementing skills development projects within the sector
 - Have appropriately qualified and experienced human resources, including, but not limited to: qualified facilitator/s; registered assessors and moderators (relevant to the qualifications being implemented); Experienced Project Manager
 - Have a good understanding of the Skills Development Act, the Skills Development Levies Act, South African Qualifications Authority Act, the Further Education and Training Act, The QCTO, the Higher Education and Training Act and the Learnership regulations etc.

7. TIMING

- a. It is the intention of the Services SETA that the learners be recruited and enrolled against this Unemployed Business Advisory Skills Programmes by no later than **December 2020**, and the

entire project (inclusive of the issuing of SoR to learners) to be completed by the no later than **December 2021**.

8. REMUNERATION WILL BE BASED ON THE TABLE BELOW

(Note that all bids not in compliance with technical requirement as listed below, may lead to disqualification)

		COMPLIANCE WITH DELIVERABLES BELOW YES/NO		
DESCRIPTION	QUANTITY	YES	NO	COMMENTS
1. Learner recruitment	200	x		
2. Learner Enrollment	200	x		
3. Induction	200x 1	x		
4. Printing of Learning Material	200	x		
5. Venue		x		
6. Catering		x		
7. Facilitation	200	x		
8. Assessment	200	x		
9. Internal Moderation	200	x		
10. External Moderation	200	x		
11. SoR	200	x		
12. Project close-out report	1	x		

9. TERMINATION OF AGREEMENT

8.1. If the Service Provider may at any time:

- Commit any serious or persistent breach of any of the provisions contained in this Agreement
- Be guilty of grave misconduct or willful neglect in the discharge of its duties
- The skills programme is cancelled

The contract will in all other cases automatically terminate on the termination date provided for in this agreement.

10. KINDLY FORWARD THE FOLLOWING BID DOCUMENTS, WHERE A CERTIFIED COPY OF A DOCUMENT IS REQUIRED, IT MUST BE CERTIFIED WITHIN THE LAST THREE (3) MONTHS

QUALIFICATION REQUIREMENT

QUALIFICATION/ GATEKEEPER REQUIREMENT		
	Has the applicable document been attached?	
1. The potential bidder must be registered with National Treasury Central Supplier Database (CSD).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. The potential bidder must be tax compliant on National Treasury Central Supplier Database (CSD) prior to award.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Bid document must be signed and duly completed, together with all declaration of interest/ standard bidding documents (SBD's 1, 3.3, 4, 6.1, 7.2, 8, and 9).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Provide and attach a copy of Company Registration Certificate.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Attach proof of valid relevant SETA accreditation, indicating the relevant training intervention your company is applying for.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Attach a proof of qualifications for facilitators (CV's and certificates).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The bidder must comply with the aforementioned qualification requirements above. Failure to abide by any of the requirements will lead to automatic disqualification.		
OTHER IMPORTANT BID REQUIREMENT		
	Has the applicable document been attached?	

<p>1. The tenderer must submit proof of its B-BBEE status level of contributor PLEASE NOTE: The tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but may only score points out of 80 for price; and scores Zero(0) points out of 20 for B-BBEE.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>2. Promotion of SMMEs and HDIs; Is your entity an SMME? (Services SETA supports SMMEs and will be an added advantage for this bid).</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>3. Promotion of NGO's Is your entity an NGO? Attach proof (Services SETA supports NGOs and will be an added advantage for this bid.)</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>4 The Supplier status must be active, when verifying with Central Supplier Database (CSD). Provide MAAA number </p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>5. Tax Clearance certificate Verification purposes, the potential bidder must indicate pin number.....</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>1.The tenderer must submit proof of its B-BBEE status level of contributor PLEASE NOTE: The tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but may only score points out of 80 for price; and scores Zero(0) points out of 20 for B-BBEE.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>2. The Supplier status must be active, when verifying with Central Supplier Database (CSD). Provide MAAA number</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>3. Tax Clearance certificate Verification purposes, the potential bidder must indicate pin number.....</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

11. EVALUATION CRITERIA

The value of this bid is estimated to be above R30 000.00 based on a rate pre-determined by Services SETA and number of learners to be trained at any specific point. Amount is inclusive of all applicable taxes included; therefore the **80/20 or 90/10** system shall be applicable.

PHASE 1 EVALUATION

Criterion 1- Qualification Requirement

Bidders will first be evaluated in terms of the gatekeeper/minimum requirements. Bidders who do not fulfil all the requirements or do not submit the required documents will be disqualified.

PHASE 2 EVALUATION

Criterion 2-Price and Preference Evaluation

Price and Preference points (B-BBEE status level of contributor), Evaluation will be conducted on an 80/20 or 90/10 preferential procurement principle. 80 or 90 points will be allocated based on non-negotiable rates fixed and pre-determined by Services SETA. 20 or 10 points will be allocated in line with BBEE requirements. **B-BBEE points will be allocated on every allocation depending on number of learners to be trained.**

The Services SETA reserves the right to conduct due diligence to verify information provided.

NB: Potential bidders will also be evaluated based on their capacity to train, therefore allocation of learners will be based on the information provided in the table on CAPACITY TO TRAIN.

The award will be in accordance with **Implementation Guide: Preferential Procurement regulations 2017.** In case where companies scored the same on BEE points claimed, the award shall be based on **CAPACITY ON TRAIN.**

12. PRICES ARE AT FIXED RATE(S) DETERMINED BY SERVICES SETA.

1. Non-negotiable implementation rate pre-determined by Services SETA for Skills Programmes is R 8 100.00 (all-inclusive and your detail training cost must balance to pricing schedule below)

PRICING SCHEDULE

OFFER TO BE VALID FOR **90** WORKING DAYS FROM THE CLOSING DATE OF BID.

Entity name	
Total value	

In order to compare process, bidders are requested to base their costing on the following hypothetical requirements:

DELIVERABLES	PROJECT DURATION	AMOUNT (VAT INCLUSIVE)
1. Recruitment of learners	December 2020	
2. Enrollment	December 2020	
3. Induction	February 2021	
4. Printing of learning material		
5. Venue		
6. Catering		
7. Facilitation	April 2021	
8. Assessment	August 2021	
9. Internal Moderation	October 2021	
10. Submission of learner achievements for External Moderation	November 2021	

11. Issuing of Statements of Results	December 2021	
12. Close-out report	December 2021	
OTHER COST (Provide cost breakdown (if applicable))		
TOTAL (VAT INCLUSIVE AND OTHER CHARGES)		