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THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY (PSETA)

Terms of Reference

APPOINTMENT OF A QUALIFICATION DEVELOPMENT FACILITATOR FOR THE REVIEW OF (1) PSETA OCCUPATIONAL QUALIFICATION

QUOTATION NUMBER: RFP/2021/001527

CLOSING DATE: 20 November 2026

CLOSING TIME: 11:00

1. INTRODUCTION

1.1 The Public Service Sector Education and Training Authority (PSETA) is a Sector Education and Training Authority (SETA) established in terms of section 9(1) of the Skills Development Act 97 of 1998 as amended and is classified as a National Public Entity under schedule 3A of the Public Finance Management Act, 1 of 1999.

1.2 This document outlines the terms of reference for the appointment of a service provider with proven experience and specialization in the development of occupational qualifications.

2. BACKGROUND & CONTEXT

2.1 The PSETA seeks to appoint a suitable and qualified service provider who will provide services to the PSETA as a Qualification Development Facilitator (QDF) to assist the PSETA Quality Assurance department fulfil its Quality Partner functions.

2.2 The appointed service provider will review the occupational qualification: Public Service Administrator (SAQA ID: 118766)

3. SCOPE OF WORK

3.1 The scope of service is to review the occupational qualification: **Public Service Administrator (SAQA ID: 118766)**

3.2 The appointed QDF will be required to undertake the following:

i. Facilitate the occupational qualification development meetings in line with the QCTO development requirements.

ii. Produce, in respect of 3.1 above, the following documents for evaluation, in the format and manner prescribed by the QCTO:

1. Qualification document
2. Curriculum document,
3. Qualification Assessment Specification (QAS) document,
4. Qualification Assessment Specification Addendum (QASA)
5. Qualification development process reports.

3.3 The QDF must submit occupational qualification documents to PSETA as per the prescribed timeframes.

3.4 The QDF will be responsible revising and remediating all the documents referred to in 3.2 (ii) above, until the qualification is registered with SAQA.

4. METHODOLOGY AND APPROACH

4.1 The Qualification Development Facilitator will undertake the following:

a. Participate in an inception meeting with the PSETA Quality Assurance Team to finalise the development approach and methodology to address the scope of services. The QDF will be expected to revise the project plan following the inception meeting (if applicable) and prepare an inception report.

b. Facilitate all development meetings

c. Submit progress and process reports in the prescribed format.

5. COMPETENCY AND EXPERTISE REQUIREMENTS

5.1 The Qualification Development Facilitator must meet the following requirements for eligibility:

a. Three (3) years or more experience in the development of occupational qualifications

b. Three-year qualification in Education, Training and Development or related field.

c. Three (3) years or more public sector experience

6. TIMELINES OF THE APPOINTMENT

6.1 The appointment duration will be for a period of 18 months from the date of appointment. Timeframes will be discussed, and development work will be from the date of the first engagement as per the project plan. Extensions will only be granted where the delays to the project have been formally accounted for and the reasons furnished are valid and/or outside the control of the QDF.

7. QUALITY AND REPORTING REQUIREMENTS

7.1 The service provider will report to the Quality Assurance Department. The Qualification Development Specialist will be the Project Manager and will be the primary point of contact for the service provider.

8. PRICING

8.1 The proposed total pricing must be inclusive of VAT and be inclusive of all costs.

8.2 A breakdown of rates on any of the services/items priced is required to be provided.

8.3 The PSETA reserves the right to negotiate the selection/prioritisation of deliverables in line with the contract price.

9. EVALUATION PROCESS

9.1 The proposals will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for specific goals once the minimum functionality criteria are met. The evaluation will be based on:

The evaluation will be based on

		Points
Price		**80**
Special goals		**20**
Black owned company Bidder who has 51% to 100% black people ownership	8	
Women Bidder who has 51% to 100% women ownership	4	
Youth Bidder who has 51% to 100% youth ownership	5	
Disability Bidder who has 51% to 100% disability ownership	3	
Total		**100**

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10. PHASE 1 – FUNCTIONALITY EVALUATION

10.1 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.

10.2 Any bid that does not meet the minimum eligibility threshold will be automatically disqualified.

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

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
1.	**Methodology and Project plan**	Demonstrable project management capability in terms of methodology and execution, submit project plan with a clear indication of milestones to be achieved and related cost. A detailed project plan with the following guidelines a) Detailed work plan on the approach of the assignment, activity-based costing and timelines b) Communication strategy with Subject Matter Experts c) Demonstrate how the risk will be managed to ensure successful implementation of the project.	1 = No Methodology or Methodology not covering all areas of Guidelines 2 = Methodology covering few areas of guidelines 3 = Methodology covering most areas of guidelines 4 = Methodology covering all areas of guidelines but not in depth. 5= Excellent detailed methodology with all areas thoroughly addressing guidelines	30

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
2.	**History of successful delivery of the same/similar project(s).**	Number of reference letters from SETAS, Professional Bodies/Industry Bodies and or relevant sector on curriculum, assessment and RPL development work conducted containing the following information: •Name of the project/ organisation •Nature of work conducted •Date of when project was undertaken •Duration of the project Reference letters must be on the company Letter Head, signed and dated otherwise they will not be considered.	1= No or not relevant reference letter provided 2 = 1 to 2 reference letters of indicating experience in qualification development 3 = 3 reference letters of indicating experience in occupational qualification development 4 = 4 reference letters indicating experience in occupational qualification development 5 = 5 or more reference letters indicating experience in occupational qualification development	30
3.	**Knowledge and experience of the QDF**	The individual who will be the lead Qualification Developer must have an appropriate academic qualification and at least 5 years of work experience in NQF aligned curriculum and assessment development, and experience in managing similar project • 3-year diploma / degree in Education, Training and Development or in a related field	1= No submission of CV and/ or certified copies of qualifications and no experience in developing NQF aligned and /or occupational qualifications 2= CV, relevant certified copies of qualifications and less than 2 years' experience in developing NQF aligned and /or occupational qualifications	40

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
		• Attach CV and certified copies of qualifications • Proof of SAQA evaluation must be provided in the case of foreign qualifications. **The bidder must provide reference letters together with CV, demonstrating success in developing NQF aligned and/or occupational curriculum and assessments in the past.**	3 = CV, relevant certified copies of qualifications and a minimum of 3 years' experience in developing NQF aligned and /or occupational qualifications 4 = CV, relevant certified copies of qualifications and a minimum of 4 to 5 years' experience in developing NQF aligned and /or occupational qualifications 5 = CV, relevant certified copies of qualifications and 6 years and above experience in developing NQF aligned and /or occupational qualifications	
	Total			**100**

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11. FORMAT OF THE BID SUBMISSION

THE TECHNICAL PROPOSAL SHOULD HAVE:

11.1 Proposals must clearly provide the name of the individual that will be the Qualification Developer (QDF). Indicate area of expertise within Qualification Development, and public sector work experience of the QDF. Detailed CV of the Qualification Development Facilitator and certified copies of relevant qualifications.

11.2 Bidders must submit 2 copies of the proposal and one original.

11.3 Itemised annual budget with justification for amounts

11.4 Signed and dated reference letters of services provided as Qualification Development Facilitator

12. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

12.1 All Standard Bidding documents (SBD) documents must be completed and signed.

- SBD 1 (All sections must be fully completed)
- SBD 4 (All sections must be fully completed)
- SBD 6.1(All sections must be fully completed)
- Proof of registration on Central Supplier Database.
- General Conditions of Contract (All pages must be signed or initialled)

NB: **Please note that failure to submit documents requested on Section 12.1 will render the proposal disqualified.**

Bid proposals must be submitted to: Ms Mesele Thulare, Manager: Supply Chain Management

The PSETA
Ground Floor, Woodpecker Building, 177 Dyer Road, Hillcrest Office Park, Pretoria
No late applications will be accepted.

No electronic bid applications will be accepted.

The validity periods of the bids are 90 days from the closing date. Please direct all queries to Ms. Mesele Thulare via email on meselet@pseta.org.za or telephonically on 012-423 5700

Lungiswa Mafuleka

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Date: 2026.11.03 16:26:54 +02'00'