

## TERMS OF REFERENCE

### THE APPOINTMENT OF LEARNING MATERIAL EVALUATORS

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## 1. BACKGROUND AND OVERVIEW OF THE PROJECT

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) was established in 2000 in terms of the Skills Development Act (as amended). The public entity aims to facilitate the skills development needs of the Wholesale and Retail (W&R) Sector through the implementation of learning programmes, disbursement of grants and monitoring of education and training as outlined in the National Skills Development Plan (NSDP).

SETAs are entities of the Department of Higher Education and Training. There are 21 SETAs; each servicing a specific economic sector of the Country. The ever increasing growth of the Wholesale and Retail Sector led to more SDP's from other SETA's expressing interest in this Sector. This ultimately increases the volume of Accreditation and Programme evaluation applications.

## 2. PURPOSE

The W&R SETA Quality Assurance Function work closely with Skills Development Providers who are mostly SME's by nature. These SDP's assist The W&R SETA to reach stakeholders who are interested in our Learnership and Skills Programmes. All the SAQA Qualifications and Unit Standards will expire on the 30<sup>TH</sup> June 2023. All SDP's are expected to get accreditation through QCTO to implement QCTO Occupational Qualifications. The QA Function in its Policy review meeting recommended that no new applications for Accreditation or Learning Programme approvals will be accepted from the 1<sup>st</sup> of December 2022.

The appointment of Learning Material Evaluators will assist QA's to clear the work volume on their desk in preparation for the incoming Occupational Qualifications. The W&R SETA is at present having External Moderators whose contracts are expiring 30 March 2023. Some of these Moderators have Evaluated Learning Material for W&RSETA in the past years.

### 3. SCOPE OF WORK

Learning Material Evaluators will evaluate the following documents from a pack submitted by an applicant SDP and make learning Programme approval recommendations to Provincial QA's.

#### .Learning Material

- i Facilitator guide
- ii Learner guide
- iii Assessment guide
- iv Module answers
- v Learner work book.
- vi Workplace/logbook
- vii Completed Programme Self Evaluation Tool as attached (programme evaluation tool must cover all unit standards compliant to learnerships outlines applying for)
- viii Details of W&RSETA registered Assessors and Moderators to be registered against this unit standard (SLA)
- ix Submit a roll out plan for training compliance to learnerships outlines
- x Programme strategy

### 4. SPECIFIC DELIVERABLES AND MILESTONES

Learning Material Evaluators are expected to complete W&RSETA evaluation report based on the below pack in line with the time frames on 4.1:

#### Learner Material

- i Facilitator guide
- ii Learner guide
- iii Assessment guide
- iv Module answers
- v Learner work book.
- vi Workplace/logbook
- vii Submit a roll out plan for training compliance to learnerships outlines
- viii Programme strategy

#### 4.1 Time Lines

- Each unit standard takes 3 working days for evaluation
- Each Skills Programme takes 5 working days for evaluation
- Each Full Qualification takes 15 working days
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### 5. PROJECT TIMELINES

This Project will be aligned to the Current External Moderators' contract which will be expiring on the 30 March 2023.

Should there be a need to extend this project, advice will be sought from relevant Units and extend their contracts as and when needed.

### 6. EXPERTISE REQUIREMENTS

The Learning Programme Evaluators to be utilized for Learning Material Evaluations must possess relevant qualification and at least three (3) years practical experience in Learning Programme Evaluation and development.

Learning Programme Evaluators will be required to provide CVs of their relevant qualifications as well as track record/references of a minimum of three years Learning Material Evaluation or Development rendered successfully.

Bidders must comply with the requirements and submit all required document(s) indicated below with the expression of interest documents at the closing date and time of bid. This phase is not scored and bidders who fail to comply with all the mandatory criteria will be disqualified.

## SUBMISSION REQUIREMENTS

- The potential bidder must be registered with national treasury central supplier database (CSD).
- The potential bidder must be tax compliant on national treasury central Supplier database (CSD) prior to award.
- Bid document must be signed and duly completed, together with all declaration of interest/ standard expression of Interest document.
- Provide and attach a copy of company registration certificate and ID Copy or copies.
- Attach proof of certificates of competence for Unit Standards; **123401 - Design outcomes-based learning programmes; 123394 - Develop outcomes-based learning programmes**
- Attach a proof of qualifications and CV
- The bidder must submit proof of its B-BBEE status level of contributor.
- Tax Clearance Certificate Verification purposes, the potential bidder must indicate pin number.....
- Attach a proof of an agreement (SLA) between The Bidder and Learning Material Evaluators should the Company have multiple Evaluators
- Company profile with traceable references.
- Bids received after the published closing date will not be considered and will not be opened. Failure to supply all required and supplementary information will result in the tender being deemed nonresponsive and therefore, the tender will not be considered for award.

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## 7. PROUDLY SOUTH AFRICA

Preference will be given to entities in terms The Immigration Act (13/2002) Critical Skills list - Gazette No. 45860, Vol. 680, 2 February 2022.

## 8. REPORTING

The Service Provider will be required to prepare and present W&RSETA evaluation reports coinciding with each of the agreed milestones to the relevant Quality Assurer in the Province who sourced their Services

The service provider will be expected to keep and submit financial records and other appropriate records of their work.

Submit Invoice to their respective Provincial QA's

## 10. NON – APPOINTMENT

W&R SETA has a right not to make an appointment should it find that proposals received do not meet the specified criteria / requirements and is not compelled to accept the lowest quotation.

Approved by: Mr Sipho Shoba  
Title: Chief Operations Officer  
Date: 20/10/2022