

TERMS OF REFERENCE



APPOINTMENT OF A QUALIFICATION DEVELOPMENT FACILITATOR TO REVIEW AN OCCUPATIONAL QUALIFICATION AND TWO PART QUALIFICATIONS

1. BACKGROUND TO W&RSETA

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 Strategy (NSDS).

2. OBJECTIVE OF THE TERMS OF REFERENCE (TOR)

The objective of this terms of reference is to appoint a Qualification Development Facilitator to review one (1) occupational qualifications and two (2) part qualifications. The review must include green skills, technical skills, soft skills, digital skills and increase the credits to 120 with relevant curriculum content. The following Occupational Qualifications are to be reviewed:

Occupation	Level	Credits	SAQA Code
Bicycle Mechanic	Level 4	84	99694
Bicycle Repairer	Level 3	43	103096
Bicycle Special Components Repairer	Level 4	28	103094

The project must be completed by 31 March 2023

3. SCOPE OF SERVICES

The service provider must:

- Review the occupational qualification to include Green Skills, technical skills, soft skills, digital skills and increase the credits to 120 with relevant curriculum content
- Provide project management and facilitation for occupational qualifications review projects
- Provide detailed scoping report with recommendation where applicable
- Submit the completed occupational profile on the QCTO template with report
- Submit the completed subject specifications on the QCTO template
- Submit the completed practical skills specifications on the QCTO template
- Provide detailed assessment specifications and occupational qualification document
- Collate the process report with international comparability
- Provide a compilation of all reports for submission of the developed (reviewed and amended) qualification to the QCTO
- Provide on- going technical support for the working groups
- Facilitate the capacitation and mentoring of the W&RSETA LQDFs
- Compile LQDF mentoring report and
- Facilitate the capacitation of the W&RSETA staff including management as required

NB: The Copy Right and Intellectual Property of the updated occupational qualifications remains the property of the W&RSETA. Therefore, all updates to the said qualifications and all intervals of executing the delivery of service will remain the property of the W&RSETA, unless otherwise stated. Any usage of the said material should be permitted in writing by the W&RSETA.

4. EXPECTED OUTCOMES AND DELIVERABLES

To review one (1) occupational qualifications and two (2) part qualifications. The review must include green skills, technical skills, soft skills, digital skills and increase the credits to 120 with relevant curriculum content.

5. MONITORING PROGRESS OF SERVICE

The W&RSETA shall monitor and evaluate the progress on the delivery of services through deliverables stipulated in the contract.

6. QUALITY ASSURANCE REVIEWS OF THE SERVICE

Quality Assurance of the services provided will be in the form of bi-weekly reporting to the duly appointed W&RSETA official(s) as per agreed timeframes.

7. INDEPENDENCE AND OBJECTIVITY OF STAFF

In carrying out the services, the Service Provider must ensure that its staff maintains the objectivity by remaining independent of the activities they execute.

8. PRICING

All pricing must be inclusive of any applicable VAT.

9. MINIMUM REQUIREMENTS EVALUATION

Failure to meet and agree to the requirements for the Minimum SCM requirements and Minimum Supplier Checklist will result in disqualification of the bidder.

Minimum Requirements		YES	NO
SCM submission Requirements	Supplier must complete the Prescribed Standard Bidding Documentation i.e. BSD 4 and SBD6.1.		
	Supplier must be registered on Central Supplier Database (CSD) and must submit proof of registration		
	Supplier must submit SARS pin		
	Submission of registration as a Qualification Development Facilitator (QDF) from QCTO		

10. TECHNICAL EVALUATION

The Technical threshold for this bid is 70%. Bidders that fail to meet the 70% technical threshold, will not be considered for price evaluation.

Technical Evaluation	
Evaluation Criteria	Points
1. Capacity to deliver	10
2. Experience	40
3. Expertise in Retail Industry	30
3. Project Implementation Plan, Methodology and Approach	20
Total	100 points

Evaluation Criteria		
1. Capacity to Deliver	<p>Submission of a write up of no more than 2 A4 pages outlining knowledge and understanding of QCTO regulations, policies, processes in relation to occupational qualification development</p> <p>0 points No evidence provided</p> <p>1 = 10 points Submission of a write up of no more than 2 A4 pages outlining knowledge and understanding of QCTO regulations, policies, processes in relation to occupational qualification development</p>	10 Points
2. Experience	<p>Must have experience in the QCTO occupational qualification development processes. Proof of at least three (3) contactable reference letters for whom occupational qualifications have been developed and successfully registered with QCTO</p> <p>0 points No evidence provided</p> <p>1 = 10 points Proof of at least one (1) contactable reference letters for whom occupational qualifications have been developed and successfully registered with QCTO</p> <p>2 = 20 points Proof of at least two (2) contactable reference letters for whom occupational qualifications have been developed and successfully registered with QCTO</p>	40 Points

	<p>3 = 40 points</p> <p>Proof of at least three (3) contactable reference letters for whom occupational qualifications have been developed and successfully registered with QCTO</p>	
3. Expertise in Retail Industry	<p>Comprehensive CV's of the developer outlining Retail Subject Matter Expertise (SME) and copies of relevant certificates and qualifications in relation to occupational qualification development</p> <p>0 points</p> <p>No evidence provided</p> <p>1 = 10points Comprehensive CV's of the developer outlining Retail SME and Copies of relevant certificates and qualifications with three (2) years' experience in relation to occupational qualification development.</p> <p>2 = 20 points Comprehensive CV's of the developer outlining Retail SME and Copies of relevant certificates and qualifications with three (3) years' experience in relation to occupational qualification development.</p> <p>3 = 30 points Comprehensive CV's of the developer outlining Retail SME and Copies of relevant certificates and qualifications with four (4) years' experience in relation to occupational qualification development.</p>	30 Points

4. Project Management, Methodology and Approach	<p>Detailed Project Implementation Plan (Methodology, Approach, timeframes, deliverables, resources etc.) in line with the project deliverables)</p> <p>0 Points No Evidence Submitted</p> <p>1 = 10 points Project Implementation Plan submitted however not in line with the project deliverables and timeframe</p> <p>2 = 15 points Project Implementation Plan outlined however not all listed areas and deliverables outlined.</p> <p>3 = 20 points Detailed Project Implementation Plan (Methodology, Approach, timeframes, deliverables, resources etc.) in line with the project deliverables)</p>	<p>20 Points</p>
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11. APPROVALS

Compiled By:			
Name	Aphia Serumula		
Position	QQA Coordinator		
Signature	<i>Aphia Serumula</i>	Date	15 August 2022
Reviewed By:			
Name	Nazia Munsaur		
Position	AQP Specialist		
Signature	<i>N. R. Munsaur</i>	Date	16/08/2022
Recommendation:			
Recommended:	<input type="checkbox"/>	Not Recommended:	<input type="checkbox"/>
Manager's Full Name	Ms. Deborah Machard		
Position	Executive: SPPE		
Notes			
Executive Signature	<i>D C Machard</i>	Date	16/08/2022
Approval:			
Approved:	<input type="checkbox"/>	Not Approved:	<input type="checkbox"/>
Manager's Full Name			
Position (Executive)			
Notes			
CEO's Signature		Date	