

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

**DIRCO: 2013/2014: APPOINTMENT OF A SERVICE
PROVIDER TO CONDUCT A LEARNERSHIP PROGRAMME
FOR A NATIONAL CERTIFICATE: PUBLIC SERVICE
COMMUNICATION NQF LEVEL 6 LEARNERSHIP (ID 50585)**



TERMS OF REFERENCE

TERMS OF REFERENCE: PROCUREMENT OF A SERVICE PROVIDER TO CONDUCT A LEARNERSHIP PROGRAMME FOR A NATIONAL CERTIFICATE IN PUBLIC SERVICE COMMUNICATIONS NQF LEVEL (ID 50585) FOR A PERIOD OF TWELVE (12) MONTHS

1. PURPOSE

To appoint a service provider for a period of one (1) year to conduct a learnership programme for a National Certificate in Public Service Communications NQF Level (ID 50585) for twenty (20) unemployed youths.

2. BACKGROUND

The Department of International Relations and Cooperation ("DIRCO") intend to implement a Learnership in Public Service Communications to unemployed youth. The rationale for implementation of the learnership programme is to equip unemployed youth with knowledge and valuable workplace experience in order to be marketable.

In addition to the qualification offered by the service provider, DIRCO will offer training in foreign languages in order to create a pool of proficiency in one of the following foreign languages:

- Arabic
- French
- Mandarin
- German
- Spanish
- Portuguese
- Russian

3. PROJECT DESCRIPTION

3.1. Bidders are required to deliver the following:

3.1.1 Phase 1: Design and Develop an accredited learnership programme

- Design and develop an accredited learnership programme for unemployed youths in line with the qualification requirements.
- Training methods and material should cater for people with disabilities.
- Customise and assist with the delivery of an induction programme and orientate learners to curriculum and learning materials.
- Bidders should enrol and register the learners with the relevant SETA and provide proof of enrolment and registration thereof.
- Provide the learners with quality, relevant, updated and accredited material developed in line with qualification.

3.1.2. Phase 2: Delivery of the programme

- The duration of the programme is twelve (12) months.
- The medium of instruction should be English.
- Bidders should conduct induction for DIRCO mentors/coaches.
- Facilitate the learnership / face to face contact session with the learners.
- Provide a learner support system.

3.1.3. Phase 3: Assessment and Quality Assurance

- Conduct pre-assessment of learners to identify training gaps.
- Conduct assessments in line with ETQA requirements and provide moderation reports.
- Facilitate workplace assessments.
- Maintain necessary confidentiality on learner records.

3.1.4. Phase 4: Monitoring and Evaluation

- Monitor institutional training and workplace schedules/ records of learning (logbooks).
- Maintain learner data records.
- Conduct Quality Assurance on the delivery of education and training for the entire duration of the learnership.
- Submit monthly and quarterly reports to DIRCO.
- Attend monthly and quarterly progress meetings at DIRCO.

3.1.5. Phase 5: Closure and Certification

- Submit a close – up report and attend debriefing meeting at DIRCO.
- Facilitate the certification of learners by the relevant SETA on completion of learnership.
- Ensure that SETA awards a full qualification on National Qualification Framework level 6 for Public Service Communications within 60 days after completion of the learnership programme.

3.2 COST ESTIMATES

3.3.1. The project proposal should have a detailed cost proposal.

The quotation should indicate the total amount (inclusive of VAT) to be charged for the service outlined above, as well as a breakdown according to the outcomes and outputs/deliverables that make up the total.

3.3.2 Guidelines for costing:

The proposal should reflect the cost per learner which will include programme design and curriculum development (learning materials aligned to the unit standards), customisation of learning materials, training delivery (institutional) monitoring, evaluation and reporting of programme, assessment, moderation, training and reporting of coaches and mentors, provision of registered assessors and moderators, certification from the relevant SETA.

Travel expenses must be included in the total Bid and price.

4. MILESTONES/SPECIAL CONDITIONS

The following milestones are envisaged and the successful bidder will be required to report to DIRCO management as follows:

- Present a project plan which indicates the project team, facilitators, assessors, and moderators.
- Provide report on maintenance management and administration of the implementation process.

- Time-frames should be supplied upfront to indicate the duration and intervals between the different milestones.

5. EVALUATION CRITERIA

The bid will be evaluated in three phases (i.e. Phase 1,2 and 3) as follows:

5.1. Phase 1:

To be considered for phase two (2) of the evaluation, bidders must comply with the following special conditions or responsiveness criteria.

Responsive criteria

The minimum requirements that must be satisfied / met by prospective bidders in order to pass to the next stage of the evaluation process are as follows

Requirements
Valid Tax Clearance Certificate submitted with bid documents
Full accreditation certificate with SETA (valid for the next 2 years) is obligatory, proof of registration of the certificate and expiry date must be indicated.
SBD1, SBD3.1, SBD4, SBD6.1, SBD8 and SBD9 completed, signed and submitted
All prices must include VAT. No partial price will be accepted
Attendance of compulsory briefing session

5.2. Phase 2: Functionality Criteria

The formula to evaluate the bid, will be based on an 80/20 split of which Eighty (80) points are allocated for price and BBBEE points for the remaining twenty (20) points. Please refer to SBD 6.1 for details.

Functionality

A bidder that scores less than 60% in respect of "functionality" will be regarded as submitting a non-responsive bid and will be disqualified.

For purposes of comparison and in order to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria.

A panel will evaluate all bids received on the functionality criteria as reflected. The best proposals are short listed, based on scores allocated.

WEIGHTING CRITERIA**1 = Poor, 2= Fair, 3 = Good, 4 = Very Good, 5 = Excellent**

	WEIGHT		
Capacity and Experience	40		Minimum requirements
	40	Proven track record of facilitator/service provider at least two years' experience in Learnership.(attach CV and qualifications)Proven project management capability of at least a group of 20 learners. Indicate at least five references, i.e the name of the organisation, number of learners trained, Contact person, contact details, Commencement and conclusion Date of the learnership	At least two years in the field of the learnership. -CVs with qualification of the trainers -CVs with the qualification of the bidder/ service provider -Proven project management capability by submitting evidence with reference, contacts of previous training programme
Methodology and Approach	20	Demonstrate how project objective/s will be achieved	
Course delivery	5	course outline,	Submit a proposal on how you plan to conduct the learnership within the one year period of the contract. The proposal must include the following elements, in addition to the subject and modules: time allocation, dates , work placement schedule, Classroom, schedule, leave dates, evaluation and monitoring, assessments, reassessment and certification arrangements
Assessment plan	5	assessment plan,	
Catch-up plan	5	re-assessment plan	
	5	remedial work,	
Learners with disability	10		
	10	Demonstrate Training methods to cater people with disabilities as per their special needs	Demonstrate that if any of the candidates for training has disability, you have the ability to provide. The disability is undetermined at this time.
Risk assessment strategy	15		
	5	Identify the risk and contingency plan for this learnership project Detail strategy on dealing with drop out and high failures in the programme	Demonstrate that in the event of any unforeseen circumstances within your organisation, at DIRCO or to the trainee, you have means to meet the outcomes of the qualification regardless of the setbacks. DIRCO will not be liable for any additional funds
	5	Detail strategy on dealing with the facilitator not showing up.	
	5	Detail strategy on catch up programme (for the slow learners)	

Project Plan	15		
	15	Detailed project proposal reflecting tasks/activities, resources and expected outcomes with time frames.	Provide a project plan that gives a day/week by week schedule and names of possible presenters and their contact details.

5.3 Phase 3 : Invitation to a Presentation of the proposal by the bidders

- 5.3.1 All service providers who scored less than 60% on functionality during phase 2 of the Evaluation process will not be considered further.
- 5.3.2 During phase 2 a shortlist will be established and the short listed bidders will be invited to do a presentation on their proposals at their own cost.
- 5.3.3 During the 3rd phase the bidders doing the presentation will again be evaluated individually on the score sheet by the evaluation panel on the same functionality criteria.
- 5.3.4 An average will be calculated between Phase 2 (functionality evaluation of proposal) and Phase 3 (functionality evaluation during presentation).
- 5.3.5 The average score will be the final functionality score. Should the bidder score less than 60% in respect of functionality in total, the bidder will be regarded as submitting a non-responsive bid and will be disqualified
- 5.3.6 The stage in 5.3.5 is reconciled at the end of all presentations and the winning bid will be announced in January. Bidders will be advised accordingly.

5.4. Phase 4: Price and preference points

B-BBEE Contributor	Status	Level of	Number of points (80/20 system)
1			20
2			18
3			16
4			12
5			8
6			6
7			4
8			2
Non-compliant contributor			0

Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

6. GENERAL CONDITIONS

- The General Conditions of Contract will be applicable to this bid.
- DIRCO reserves the right to conclude a Service Level Agreement with the appointed service provider.
- Tender Bid evaluation can only be done on the basis of the functionality criteria stipulated on the Terms of Reference. The comprehensiveness of the tender proposal can therefore be decisive in awarding thereof.
- DIRCO will not be held responsible for any costs incurred by bidders in the preparation and submission of quotations
- DIRCO shall not be held liable for any additional costs not stipulated or agreed to after the parties have concluded an agreement.
- Proposal is for 20 learners, payment will be based on each learner enrolled in the learnership.
- The training will take place at the training venues of DIRCO situated at the OR Tambo Building, 460 Soutpansberg Road, Rietondale, Pretoria.
- DIRCO will allocate resources and provide hands on assistance on this project.
- The evaluation Committee of this project will consist of officials from DIRCO and DIRCO will chair all proceedings relating to the meetings.
- DIRCO is not obliged to select any of the bidders submitting proposals.
- The proposals must be properly submitted on or before the closing date and time specified on the invitation, fully completed in ink (as per all standard conditions of tender). The Bid documents must be lodged in the tender box at DIRCO, OR TAMBO BUILDING, 460 Soutpansberg Road, Rietondale.

7. FEES AND PAYMENT SCHEDULE

- Fees must be quoted in South African Currencies
- All prices quoted should include VAT
- The department will pay within 30 days after the receipt of invoice

8. CHANGE OF TERMS OF REFERENCE

Change of these terms of reference may only be made through mutual agreement and must be in writing

9. SUBMISSIONS

Department of International Relations and Cooperation
OR Tambo Building
460 Soutpansberg Road
0084 Rietondale

Pretoria

Submissions should be received by hand delivered or couriered only, to the mentioned addresses on or before ----- 2013 at 11:00 on the closing date.

Prospective service suppliers are encouraged to submit their proposals before the closing time and date.

NB: E-Mailed, faxed and late submissions shall not be accepted.