

# **TERMS OF REFERENCE**

FOR

THE APPOINTMENT OF SERVICE PROVIDER FOR THE  
PROVISION OF SHORT SKILLS PROGRAMME ON  
HORTICULTURE NQF LEVEL 1

**BUSINESS DEVELOPMENT SUPPORT PROGRAMME:  
SKILLS DEVELOPMENT 2021/22 FINANCIAL YEAR**

**Issued and prepared by:**

**Alfred Nzo Development Agency**

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## **BACKGROUND AND OVERVIEW OF THE PROJECT**

### **1. INTRODUCTION**

The Alfred Nzo Development Agency (ANDA) is an institution of the Alfred Nzo District Municipality (ANDM); it is established in terms of the Municipal Systems Act No. 32 of 2000 and regulated in terms of the Municipal Finance Management Act No 56 of 2003. ANDA is registered in terms of the Companies Act No 71 of 2008. ANDA is governed by a plethora of legislation and regulations that intend to support and strengthen its role in transforming society and the developmental state.

The strategic objectives of the Skills Development are listed as follows:

Increase the contribution of small enterprise to the growth of the ANDM economy and transfer skills to the unemployed.

In order to ensure that all these objectives are achieved, Alfred Nzo Development Agency responded to the open window and applied to LG Seta for training of 120 unemployed people for a Short Skills Programme in Horticulture NQF Level -1 in 2021/2022 financial year.

### **2. OBJECTIVE**

To identify and enter into a contract with a partner that is Accredited with AgriSETA to provide National Certificate on Horticulture NQF Level-1: SAQA NO: 49668 Learnership Programme for six (6) months programme inclusive of a structured theoretical and practical training such as facilitation, assessments, moderations and mentorship phase. To facilitate the implementation of Learner pre – assessment method for selecting learners to be enrolled onto the Programme.

### **3. PURPOSE**

The purpose of this qualification provides learners with a firm foundation of portable skills with which to enter the horticultural industry in its broadest sense, or if already employed in the industry, be able to look forward to a career path in any sector of the industry. A practically based course to give learners the opportunity to undertake and

gain knowledge of a variety of horticultural tasks from plant identification and propagation to soil cultivation.

The generic nature of this qualification and the focus on multi-skilling will allow articulation within the horticultural industry sectors of : Amenity Horticulture, Landscaping, Interior Plant scaping, Garden Design, Sports, Turf, Arboriculture, Floristry, Floriculture, Plant Propagation, Retail Nurseries and Landscape Irrigation.

As the basics of Agriculture and horticulture are parallel, articulation in the fields of Agronomy, Fruit and Vegetable Production, Nature Conservation and Forestry are possible.

#### **4. OBJECTIVES OF THE QUALIFICATION**

The general objective of the qualification is to improve horticulture crop production and post-harvest management. The Alfred Nzo Development Agency wants the training to cover the following topics: land preparation, nursery establishment, irrigation supply, propagation techniques (grafting), post-harvest physiology, and storage management. The Agency wants the students to learn about fruit and vegetable production and post-harvest management based on the locally available fruits and vegetables: mango, papaya, avocado, onion, potato, lettuce, and cabbage. Students will update their theoretical knowledge and skills and in turn convey these ideas to the wider community in rural areas.

#### **5. SPECIFIC OBJECTIVE**

The **specific objective** of the qualification **is to capacitate farmers/ learners to identify and describe basic parts which make up a seed, different root systems, different types of leaves, the flower as well as different stem types and its basic functions, also to monitor and support the implementation of food safety, quality, production, environmental, social practices and awareness within the agricultural supply chain, that** includes: • Soil nutrient management • Introduction to basic horticultural production practices (Propagation, nursery/transplanting seedlings), • Pest control (disease and Weed Management) and IPM, • Post-harvest

handling (post-harvest management technologies) • Facilitate field demonstration on Fruit and vegetable production technologies in the college farm

## **6. PROGRAMME OUTCOME AND IMPACT**

The module gives students an orientation to the horticultural industry. Students who complete this module will be able to carry out the basic procedures of producing and propagating plants, including both on sexual and asexual propagation techniques, and apply aftercare techniques for propagated plants. Appropriate Measurement and preparation of quantity and quality of soil nutrient applications required.

- Apply the principles of health and safety in the horticultural environment.
- Understand the structure of plants and the functions of their various components.
- Demonstrate an understanding of the necessity of water for plant growth.
- Describe the amount of water to be applied at the most suitable frequency to ensure the healthy growth and development of plants.
- Identify the soil types that commonly occur in landscaped areas.
- Propagate ornamental plants from seed.
- Conduct the care of ornamental seedlings.
- Plant and establish ornamental plants from containers into open ground.
- Mulch and enrich the soil in established landscapes.

## **7. SCOPE & EXTENT OF WORK**

Horticulture is the art of cultivating plants in gardens to produce food and medicinal ingredients, or for comfort and ornamental purposes. Horticulturists are agriculturists who grow flowers, fruits and nuts, vegetables and herbs, as well as ornamental trees and lawns. The appointed skills development provider must have the following qualifications and competencies:

- Experience in horticulture production and post-harvest management on horticultural crops
- Experience in in small-scale production of vegetable and fruits at community level.

- Demonstrative experience in agricultural education/learning institutes and/or universities in the SA and/or other African agricultural universities.
- Experience in providing training to adults, community development workers or members of a community-based organization
- Good communication and interpersonal skills

The qualification is made up of fundamental, core and elective unit standards and a minimum of 86 credits is required to be completed to achieve the accredited.

**UNIT STANDARDS AND LEARNING OUTCOMES: FOR HORTICULTURE LEVEL 1 SAQA NO: 49668 FOR 06 MONTHS: 86 CREDITS**

Core	<a href="#">119695</a>	Apply fertilizers to ornamental plants and landscapes	Level 1	NQF Level 01	3
Core	<a href="#">119707</a>	Apply health and safety principles in horticulture	Level 1	NQF Level 01	3
Core	<a href="#">119702</a>	Apply water to landscaped areas	Level 1	NQF Level 01	3
Core	<a href="#">119686</a>	Care for ornamental seedlings	Level 1	NQF Level 01	4
Core	<a href="#">119694</a>	Control weeds manually in plant propagation and landscaping	Level 1	NQF Level 01	4
Core	<a href="#">119687</a>	Demonstrate a basic understanding of the horticultural industry	Level 1	NQF Level 01	2
Core	<a href="#">119711</a>	Demonstrate an understand of the basic structure of ornamental plants	Level 1	NQF Level 01	4
Core	<a href="#">119714</a>	Demonstrate an understanding of the role and requirements of water in plants	Level 1	NQF Level 01	3
Core	<a href="#">119696</a>	Identify and prepare soils for landscaped planting	Level 1	NQF Level 01	4
Core	<a href="#">119708</a>	Identify and report common pests and diseases in plant propagation and landscapes	Level 1	NQF Level 01	4
Core	<a href="#">119689</a>	Identify the major categories of ornamental plants	Level 1	NQF Level 01	6
Core	<a href="#">119697</a>	Mow lawns in landscaped areas	Level 1	NQF Level 01	3
Core	<a href="#">119703</a>	Mulch and enrich the soil of established landscaped areas	Level 1	NQF Level 01	5
Core	<a href="#">119706</a>	Plant and establish ornamental plants from containers into open ground	Level 1	NQF Level 01	5
Core	<a href="#">119704</a>	Propagate ornamental plants from seed	Level 1	NQF Level 01	5
Core	<a href="#">119710</a>	Prune and shape ornamental shrubs	Level 1	NQF Level 01	4

Core	<a href="#">119698</a>	Utilise growth media for ornamental plant containers	Level 1	NQF Level 01	3
Fundamental	<a href="#">7464</a>	Analyse cultural products and processes as representations of shape, space and time	Level 1	NQF Level 01	2
Fundamental	<a href="#">7451</a>	Collect, analyse, use and communicate numerical data	Level 1	NQF Level 01	2
Fundamental	<a href="#">7449</a>	Critically analyse how mathematics is used in social, political and economic relations	Level 1	NQF Level 01	2
Fundamental	<a href="#">14084</a>	Demonstrate an understanding of and use the numbering system	Level 1	NQF Level 01	1
Fundamental	<a href="#">12203</a>	Demonstrate knowledge of issues relating to HIV and AIDS	Level 1	NQF Level 01	2
Fundamental	<a href="#">7463</a>	Describe and represent objects and the environment in terms of shape, space, time and motion	Level 1	NQF Level 01	2
Fundamental	<a href="#">12462</a>	Engage in a range of speaking and listening interactions for a variety of purposes	Level 1	NQF Level 01	6
Fundamental	<a href="#">7461</a>	Use maps to access and communicate information concerning routes, location and direction	Level 1	NQF Level 01	1
Elective	<a href="#">119692</a>	Apply basic tree climbing principles	Level 2	NQF Level 02	6
Elective	<a href="#">119691</a>	Backfill compact and replant grass sods and plants in irrigation trenches	Level 2	NQF Level 02	5
Elective	<a href="#">119701</a>	Create an awareness of environmental protection	Level 2	NQF Level 02	4
Elective	<a href="#">119699</a>	Excavate irrigation trenches in established landscapes	Level 2	NQF Level 02	5
Elective	<a href="#">119705</a>	Handle floristry plant material	Level 2	NQF Level 02	5
Elective	<a href="#">119700</a>	Install irrigation piping in trenches	Level 2	NQF Level 02	10

**The Training must adhere to these conditions:**

- Learners pre – assessment methods to be used to select learners to be enrolled onto the Programme.
- Registration and legal issues
- Learners’ attendance management methods, reporting methods to ANDA, and LG SETA, project management and learners exit strategy.
- The Theory phase must be conducted at Emfundisweni Skills Development and Resources Centre and in any appropriate venue identified by the Agency.

- The Service Provider will pay for the use of the facilities at Emfundisweni Skills Development and Resources Centre, e.g. training venues' and accommodation for the facilitators.
- The service provider must provide lunch for the learners.
- The learners will bare the cost for the accommodation, and for two meals that is breakfast and dinner.
- All the learners that are enrolled in the programme will be entitled to stay inside Emfundisweni premises, the only exception will be done to the learners coming from the Emfundisweni area.
- The learner and facilitators will be contracted by the Emfundisweni Accommodation and Catering co-operative for the use of facilities and meals.
- Valid accreditation with AgriSETA in Horticulture Level -1.
- 120 Learners to be trained in Learnership Programme: Horticulture Level 1
- 3 Months Theory phase to be conducted at Emfundisweni Skills Development and in any appropriate venue identified by ANDA.
- Mentorship and coaching programme for 3 Months: learners to be at their businesses / Departments, or community related projects placed by the service provider.
- The appointed Service Provider must offer the full qualification and ensure certification of the qualifying learners at the end of the programme.
- The Service Provider is required to submit the implementation plan before the training commence.
- Alfred Nzo Development Agency will not be able to release the last payment to the service Development Provider without proof that the learners uploaded on the Higher Education Database as well as AgriSETA. SDP to submit SORs as the proof that the learners are evaluated and also issue the certificates.

## **8. GENERAL CONDITIONS OF THE CONTRACT**

- **Bidder to check the completeness of the document**

Bidder to check the completeness of the document. The bidder is required to check the number of consecutively numbered pages and should any found to be missing or in duplicate, or the text of figures indistinct, or should there be any doubt or obscurity as to the meaning of any part of these documents, the bidder must ascertain the true meaning or intent of the same prior to the submission of his/her bid, as no claims



arising from any incorrect interpretation will be admitted. It should be noted that it is the responsibility of the service provider to ensure that upon submission of proposals, a valid entity registration document, Tax Clearance Certificate/pin and BBBEE Certificate/affidavit is included.

- **Validity period for bid/quote**

All prices must be valid for a period of three months (90 days) from the closing date of the bid.

- **Pricing**

All items as described in the project specification are to be priced in full. If a bidder does not bid for all items, his/her bid may be rejected. Per item prices to include VAT. Transport/Delivery costs must be included in the pricing. It must not be a separate item. The bid price page must be signed by an authorized person. The pricing of the service provider must be per learner as the payment will be done as per learners trained and mentored.

- **Service Level Agreement.**

The successful bidder and the Alfred Nzo Development Agency will sign a Service Level Agreement prior to commencement of works.

## **9. PROJECT TIME FRAME**

The above deliverable must be completed within 120 working days from the start date, with the following timeline (based on one consultant): The Horticulture Level 1 is 06 months Short Skills Programme with practical and theoretical training programme. 70% of the training programme is based on the practical component and 30% on Theoretical component.

## **10. STAKEHOLDERS CONSULTATION**

Where necessary, the successful service provider will be required to undertake stakeholder consultations and engagements as it is a vital and an ongoing requirement to ensure support and buy-in towards the successful completion of the project.

The Service Provider before starting the training is required to submit the implementation plan that will guide the ANDA and LG SETA including the learners on the programme.

## **11. PROJECT MANAGEMENT**

In cases where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take responsibility of the work of the sub-contractors. The client will deal with the contracted service provider and not with sub-contracted consultants. The project is to be coordinated and managed by an operational team led by Alfred Nzo Development Agency, and LG SETA.

Project Steering Committee (PSC) made of ANDA officials, ANDM, LG SETA and other key stakeholders will oversee project implementation and facilitate inter – governmental coordination. The ongoing plans and progress reports from the service provider will have to be submitted to the Project Operational Team and or Project Steering Committee where a process of verification will take place prior to the approval of invoices submitted by the service provider. Ideally prior to the sitting of a PSC meeting, a technical verification of work claimed by the service provider, must be undertaken by ANDA, officials and some members of the PSC to ensure that ANDA is able to approve claims made by the service provider.

## **12. REPORTING MECHANISM**

It is expected that regular progress reports will be submitted to ANDA and further presented to the PSC on a monthly basis. The Project Manager has the right to change the frequency of reporting as and when necessary.

## **13. COMPLIANCE REQUIREMENTS**

Note to Prospective Bidders: Compulsory submissions (Failure to submit any of the following will result in disqualification)

- All bids submitted should remain valid for a period of 90 days after the bid closing date.
- Valid SARS pin number confirmation certificate to be included.
- Municipal clearance certificate certifying that no municipal rates and service charges are owed by the bidder and any of its directors to Alfred Nzo District Municipality or to any other municipality where the bidder's business operations are located, are in arrears for more than three months.
- Certified copies of BBBEE certificate issued by a Verification Agency accredited by SANAS or a Sworn Affidavit in relation to the BBBEE status of the company.
- Copies of ID Documents and all submitted certificates must be certified with a certification that is not older than 3 months.
- The bid will be evaluated according to the preferential procurement model in the Preferential Procurement Policy Framework Act. the bidders' attention is drawn to Form MBD6.1. Failure to submit will result in zero points score for BBBEE status level
- Formal proposal from the Training development provider with contactable references, similar interventions, linkages between well-defined businesses, learning programme and mentorship model.
- Clear Methodology and Project approach
- Submission of Clear financial breakdown with the proposal.
- Signed Implementation plan with relevant time frames.
- Detailed information for the business owners such as their CVs certified, ID copies and their positions in the business also the CV's for their facilitators, assessors and moderators such as qualifications, accreditation documents (attachments must be enclosed.)
- Valid Company Accreditation Certificate with AgriSeta on Horticulture Level 1
- Company profile with traceable references
- Joint Venture agreement should be in JV agreement format
- The Alfred Nzo Development Agency is not bound to accept the lowest or any bidder
- Bids received after the published closing date will not be considered and will not be opened
- Bidders are required to submit the CV of the Project Manager who will deal with the account of ANDA.

- All bidders should complete MBD 1, MBD 4, MBD 8, MBD9
- All prospective service providers of goods and services and infrastructure procurement are to be registered on Central Database in order to do business with all organs of state in the Republic of South Africa.

**Failure to supply all required and supplementary information will result in the tender being deemed non-responsive and therefore, the tender will not be considered for award.**

#### **14. EVALUATION CRITERIA**

**Proposals must be placed in a sealed envelope and clearly marked: “Training proposal – SHORT SKILLS Horticulture LEVEL - 1” and placed in the tender box at the Alfred Nzo Development not later than 12H00 on the 07 January 2022.**

##### **Functionality Evaluation:**

The bids will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBBEE Points

Bids will be evaluated in terms of the Procurement Policy of Alfred Nzo Development Agency and shall be applied as follows: -

All proposals received shall firstly be evaluated on functionality and thereafter only those who qualify for the next stage of evaluation will be evaluated in terms of the PPPFA No.5 of 2000 read together with the 2017 PPPFA Regulations and the B-BBEE Regulations.

Any bid that fails to achieve a minimum of 70 points on the functionality evaluation shall not be evaluated further and will be deemed to be non-responsive.

**The functionality evaluation points will be applied as per the table below; -**

**NB:** Bidders must demonstrate by submitting documentary proof in relation to the claim of points with respect to the following key: The successful bidders or consortium **must demonstrate the following key competencies** for the functionality evaluation as per the table that follows:

ITEM	Weight
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<b>STAGE 1 OF EVALUATION – FUNCTIONALITY</b>	<b>100</b>
• <b>Previous Experience</b>	<b>30</b>
• <b>Capacity and Expertise</b>	<b>70</b>
<b>STAGE 2 OF EVALUATION – PRICE &amp; PREFERENTIAL POINTS</b>	<b>100</b>
<b>BBBEE POINTS</b>	<b>20</b>
<b>Price</b>	<b>80</b>

<b>Bidder's relevant experience and track record</b>	<b>Weight (100)</b>
<b>References</b>	<b>Weight</b>
Traceable record for successful completion of a minimum of 03 or more Trainings of Horticulture Level 1 and more for Municipality, Development Agency and for private or public organisation (Training school/academy) <b>(Submit at least three (3) Contract award letters or 3 letters of reference on the relevant letterhead and signed by the referring organisation. Letters must indicate how many learners were trained and the budget. Attached 1x SOR per project as proof that the learners were evaluated and certificate issued)</b>	<b>30</b>
Traceable record for successful completion of a minimum of 02 but not more than 3 of Training of Horticulture Level 1 and more for Municipality, Development Agency and for private or public organisation (Training school/academy) <b>(Submit at least Two (2) Contract award letters or two letters of reference on the relevant letterhead and signed by the referring organization. Letters must indicate how many learners were trained and the budget. Attached 1 x SOR per project as proof that the learners were evaluated and certificate issued)</b>	<b>20</b>
Traceable record for successful completion of a minimum of 01 but no more than 2 Training of Horticulture Level 1 and more for Municipality, Development agency and for private organisation (Training school/academy) <b>(Submit at least One (1) Contract award letter or one letter of reference on the relevant letterhead and signed by the referring organization. Letters must indicate how many learners were trained and the budget.)</b>	<b>10</b>

Attached 1 x SOR per project as proof that the learners were evaluated and certificate issued).	
<b>Total Maximum Weighting</b>	<b>30</b>
<b>CAPACITY AND EXPERTISE TO UNDERTAKE THE PROJECT (50)</b>	<b>Weighting</b>
<p><b>Management:</b></p> <p>Project Leader with NQF Level 6 / Degree / National Diploma Qualification in the Agriculture Management / Economics or Horticulture Management</p> <p><b>(Attach CVs and certified copies not older 3 months for all qualifications for project team. The bidders must clearly index and label the Management CV's of not more five pages.)</b></p>	<b>20</b>
Experience and Qualification of facilitators responsible for the project	Weight
<p>1 x Accredited Facilitator: Team members to be accredited with ETDP SETA or ETQA on agriculture qualification.</p> <p><b>(Attach CV's and copies of facilitator certified accreditation certificate, ID and qualifications with experience in the field. The bidders must clearly index and label the Facilitators CV's of not more three pages.)</b></p>	<b>10</b>
<p>2x Accredited Assessors (Internal and External) Team members to be accredited with ETDP SETA or ETQA on agriculture qualification.</p> <p><b>(Attach CV's and copies of assessor certified accreditation certificate, ID and qualifications with experience in the field. The bidders must clearly index and label the Facilitators CV's of not more three pages.)</b></p>	<b>10</b>
<p>2x Accredited Moderator (Internal and External) Team members to be accredited with ETDP SETA or ETQA on agriculture qualification</p> <p><b>(Attach CV's and copies of Moderators certified accreditation certificate, ID and qualifications with experience in the field. The bidders must clearly index and label the Moderators CV's of not more three pages.)</b></p>	<b>10</b>
<p>Company to be accredited with AgriSETA on Horticulture Level-1</p> <p><b>(Attach an accredited certificate with AgriSETA on National Certificate: Horticulture Level 1)</b></p>	<b>20</b>

<b>Total Maximum Weighting</b>	<b>70</b>
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For any queries regarding this tender, please contact Ms. F. Nketshisa for project related queries; on (039) 492 0011 or; Ms O. Sompá for SCM related queries at telephone number 039-492-0011 during office hours.

**Alfred Nzo Development Agency**  
**Umzimvubu Goats Complex**  
**Hospital Road**  
**Mount Ayliff**  
**4735**

Yours in Local Economic Development

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned above a solid horizontal line.

**MS. M. BAMBENI**  
**CHIEF EXECUTIVE OFFICER**