



**ALFRED NZO**  
DISTRICT MUNICIPALITY

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**TERMS OF REFERENCE**  
**WORK READINESS SKILLS DEVELOPMENT**  
**2023/24 FINANCIAL YEAR**

**Issued and Prepared by:**  
**Alfred Nzo District Municipality**  
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*Z. Mazwi*  
13/11/2023

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

Bank SETA which is in partnership with Alfred Nzo District Municipality has 42 learners based across Sector Departments, Local Municipalities and Alfred Nzo District Municipality and 20 learners in Mixed farming programme. The internship programme is meant to provide work based integrated learning for the unemployed youth. The municipality, as the main point of interface between the citizenry and government services aimed at addressing the multi-pronged nature of youth development.

### **1.1 INTRODUCTION**

Alfred Nzo District Municipality through SPU has plans to address challenges faced by unemployed youth which includes skills development. The Bank SETA partnership is also another strategy employed in the process of addressing the high rate of youth unemployment. As part of work based integrated learning, learners will be provided with work based integrated learning.

### **1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT**

The objective of the Work Readiness Programme (WRP) is to provide learners with additional support to acquire knowledge and skills to bridge the gap from further and higher education to the workplace. Bank SETA seeks the services of two service providers to Implement the Work Readiness Programme.

#### **1.2.1 Overall objective**

To provide a credit bearing work readiness programme to empower Bank SETA interns.

#### **1.2.2 Specific Objectives**

- Engage relevant stakeholders for support of the programme TVET/HET/CATHSSETA Industry Employers.
- Provide and implement a WRP awareness strategy with relevant stakeholders.
- Execute the Work Readiness Programme by conducting a 6 week facilitation and assessment of WRP on specific learning programme material, including site visits and

mentorship per province; The implementation of the WRP must consist of the following elements:

- a) **Duration:** the length of the course to train learners.
- b) **Facilitation:** provide facilitators for the WRP course where 70% self-directed learning which will include online digital learning where additional learning content must be made available for the learners;
- c) **Venue:** the venue(s) where the learning will take place, including catering;
- d) **Learning material:** learning material will be provided therefore service provider is expected to print the learning material;
- e) **Learning method:** the tuition method that should be applied to optimise learning will be covered in the learning material and guides;
- f) **Learner competency assessment:** the assessment of learning outcomes;
- g) **Mentorship & Site Visit:** Provide the mentorship through site visit to Industry and Facilitate industry talks with learners during the WRP.

- Deliver the programme based on developed material (Programme guide, Facilitator guide and Learner guide) and learning method which includes 70% action learning, 20% group work and 10% lecturing of NQF friendly content which includes 5 modules (Business Communication, Workplace Integration thinking, Personal Development, Team work and Industry Awareness)
- Provide learners with certificates and host graduation of learners
- Service provider (s) must also be able to provide training material and equipment, venue and catering during the duration of the courses in each province.
- Class capacity will remain between 20 and 30 delegates per session.
- Safety of attendees is the sole responsibility of the appointed service provider.
- Transporting learners to industry sites.
- Preference will be given to accredited training

## 2. SCOPE & EXTENT OF WORK

The Service Provider will provide all project management inputs.

- Provide developed material (Programme guide, Facilitator guide and Learner guide)
- Oversee the implementation of the project.
- Monitoring and evaluation of the project.
- Make payment as per contract deliverables.

### Specification

Item	Description	Quantity	Unit Price	Amount
1. Skills development provider	<p>Skills facilitator to provide skills development on work readiness training for 25 learners for 5 days. The Service Provider will provide all project management inputs.</p> <ul style="list-style-type: none"> <li>• Oversee the implementation of the project.</li> <li>• Deliver the programme based on developed material (Programme guide, Facilitator guide and Learner guide) and learning method which includes 70% action learning, 20% group work and 10% lecturing of NQF friendly content which includes 5 modules (Business Communication, Workplace Integration thinking, Personal Development, Team work and Industry Awareness)</li> <li>• Monitoring and evaluation of the project.</li> <li>• Make payment as per contract deliverables</li> </ul>	1		
2. Training material	Training material needed for 25 learners to undergo Work Readiness skills training	25		
<b>Total Exclusive VAT</b>				
<b>VAT @ 15%</b>				
<b>Total Inclusive VAT</b>				

**NB:** A compulsory briefing session will be held to clarify the Scope of Work with prospective bidders on the \_\_\_\_\_ 2023/2024.

### **3. PROJECT TIME FRAME**

The project time frame will be 1 Week (5 days) from the date of appointment of the service provider.

### **4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES**

Bank SETA in partnership with Alfred Nzo District municipality aims to facilitate skills development through strategic partnerships to contribute to Economic growth. Section 29 of the Constitution provides all South Africans with the right to education. Working towards this constitutional imperative, Bank SETA is required to develop a credible Sector Skills Plan (SSP) supported by skills development programmes.

### **5. STAKEHOLDERS CONSULTATION**

Not applicable

### **6. 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 District Municipality.

### **7. REPORTING MECHANISM**

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

## 8. SUBMISSION OF BIDS

Quotations must be emailed to [tenders@andm.gov.za](mailto:tenders@andm.gov.za) referenced with Bid Number failure to do so will lead to disqualification.

NB: No Drop Box or Links will be accepted

## 9. CAPACITY TO EXECUTE THE WORK

Evaluation criteria of the Quotations;

The Quotations will be evaluated in two stages, namely:

- Stage 1- Capacity to Execute Work
- Stage 2- Price and Specific Goal

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award

ITEM	Scoring
<b>STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE THE WORK</b>	<b>100</b>
• <b>Previous Experience</b>	<b>50</b>
• <b>Capacity and Expertise</b>	<b>50</b>
<b>Total Scoring</b>	<b>100</b>

## Price and Preference

Quotations will be evaluated according to the 80/20 Point System in compliance with Preferential Procurement Policy Act (5/2000) and Preferential Procurement Regulations 2022.

Preferential Procurement Goals	Proof to be Attached to Claim full Points	Points
Price	N/A	80
Specific Goal		20
<b>Bidders will score Specific Goals as follows</b>		

Empowerment of Women	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	6
Youth	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	6
Rural	Attach Proof of Residence of the Business or Lease Agreement	4
Disabled	Attach a Signed Letter from Health Practitioner	4
Black Owned Companies	Attach CK and ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	0
<b>Total Scoring</b>		<b>100</b>

<b>Previous Company Experience</b>		
<b>Note: The scoring in this section is not cumulative</b>		
Traceable record for successful completion of a minimum of 03 more Skills Development training to the value of R50 000,00 each		50
Traceable record for successful completion of a minimum of 02 Skills Development training to the value of R50 000,00 each		40
Traceable record for successful completion of a minimum of 01 Skills Development training to the value of R50 000,00 each		30
	<b>Total Scoring</b>	<b>50</b>
<b>Note COMPULSORY attachments for verifying work done:</b>		
1. The ANDM Assessment Bidder Form must be completed, stamped, and signed by previous employer as a means of verifying references for each		



<p>project undertaken. If 3 Projects were done, 3 Assessment bidder forms must be completed.</p> <p>2. In ADDITION to the above, a traceable record will be evaluated based on:</p> <ul style="list-style-type: none"> <li>- An Appointment Letter or Official Purchase Order</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>-A close-out report</li> </ul>	
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<p><b>Capacity and Expertise to Undertake the Project</b></p> <p><b>Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee</b></p>	
<p><b>A Project Team with the following areas of expertise:</b></p>	
Have qualified facilitators (ETDP SETA statement of result or equivalent)	20
One or more personnel must have a minimum of 6 months certificate in Project Management / Communication Skills including sign language	10
Demonstrate ability to develop and manage project database	10
Have experience in the implementation of WRP	10
<p><b>Total Scoring [30 + 20]</b></p> <p><b>NB: Attach CV and certified copies not older than 3 months for all qualifications</b></p>	<b>50</b>

For any queries regarding this tender, please contact Z. Mazwi for project related queries; on (039) 254 5012 or;

Supply Chain Management contact Mr V Cita for SCM related queries at telephone number 039-254-5134 during office hours.


**Alfred Nzo district Municipality**

**Erf 1400 Ntsizwa Street**

**Mount Ayliff**

**4735**

Yours in municipal administration,

  
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**N. R XOLO**

**DIRECTOR STRATEGIC GOVERNANCE**

**DATE .....**

**Approved/Not Approved**

  
\_\_\_\_\_

**ZAMILE .H. SIKHUNDLA**

**MUNICIPAL MANAGER**

**Date of Approval .....**

**Comments:**

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