

BID NO: SCMU: 11 – 2021/22

TERMS OF REFERENCE FOR IMPLEMENTATION, SUPPORT AND MAINTENANCE OF THE ETDP SETA INFORMATION MANAGEMENT SYSTEM

**ANNEXURE A: FUNCTIONAL REQUIREMENTS FORM**

Please complete the below functionality requirements **and sign at the bottom**

**N/B Incomplete and unsigned Annexure A will lead to a disqualification**

|                                                                                                  | SYSTEM ABILITY TO MEET REQUIREMENTS                                                                  |                                                                                                                                            |                                                                                                                              |                                                                                                                       |
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|                                                                                                  | Tick (✓) on the appropriate box                                                                      |                                                                                                                                            |                                                                                                                              |                                                                                                                       |
| DESCRIPTION                                                                                      | <b>Fully met</b><br><i>(Functionality is in existence and addresses ETDP SETA requirement fully)</i> | <b>Partially met - will require customisation</b><br><i>(Functionality is in existence and partly addresses the ETDP SETA requirement)</i> | <b>Not met - will require new development</b><br><i>(Functionality is not in existence and will require new development)</i> | <b>Index reference to your solution proposal where the requirement is addressed</b><br><i>e.g. page # and section</i> |
| <i>Example: System ability to xxxxxxxxxxxxxx</i>                                                 | ✓                                                                                                    |                                                                                                                                            |                                                                                                                              | <i>Page 4, section 4.4</i>                                                                                            |
| <b>GENERAL REQUIREMENTS</b>                                                                      |                                                                                                      |                                                                                                                                            |                                                                                                                              |                                                                                                                       |
| 1. Secure, cloud-based and workflow driven.                                                      |                                                                                                      |                                                                                                                                            |                                                                                                                              |                                                                                                                       |
| 2. All system functions must be access rights driven, based on individual users and user groups. |                                                                                                      |                                                                                                                                            |                                                                                                                              |                                                                                                                       |

|                                                                                                                                                                                                        | SYSTEM ABILITY TO MEET REQUIREMENTS                                                           |                                                                                                                                     |                                                                                                                       |                                                                                                                |
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| 3. The system shall provide highly intuitive, comprehensive, user definable and user configurable dashboards with drill down capabilities for ease of access to information                            |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                                |
| 4. The system must be accessible to designated SETA users and external stakeholders irrespective of their location.                                                                                    |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                                |
| 5. The system must have a capability to automatically send communication, emails and smses, to the stakeholders at various stages of the work flow, based on user determined parameters and templates. |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                                |
| 6. The system must provide user controlled access to external stakeholders such as Skills Development Facilitators, skills development providers, assessors, moderators, etc.                          |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                                |
| 7. The system must enable access to the public to pertinent information                                                                                                                                |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                                |

|                                                                                                                                                      | SYSTEM ABILITY TO MEET REQUIREMENTS                                                           |                                                                                                                                     |                                                                                                                       |                                                                                                                |
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| 8. The system must generate access reports on a regular, user defined, period and send these to predefined persons for monitoring and verification.  |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                                |
| 9. The system must have reporting and analytic capabilities                                                                                          |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                                |
| 10. The system must enable use of electronic signatures.                                                                                             |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                                |
| 11. The system must provide the capability to log and track queries both from the external and internal stakeholders                                 |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                                |
| 12. The system must enable upload of portfolio of evidence at any stage in the system and upload of large file                                       |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                                |
| 13. Provide user manuals in both video and scripted form for all modules                                                                             |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                                |
| 14. The system must provide means of integrating / interfacing with other systems such as MIS, VIP Payroll and Microsoft Dynamics GP (Great Plains). |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                                |

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| 15. The system must be compliant with general requirements issued from time to time by external stakeholders e.g. DHET, SAQA, QCTO etc                                                                                            |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 16. The system shall have the capability to manage and utilise full geospatial information pertaining to South Africa right down to the electoral wards level, and this will be utilised in the reporting process where required. |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| <b>Education Training Development Quality Assurance (ETDQA)</b>                                                                                                                                                                   |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 17. The system must be able to process online applications for assessor, moderator, accreditation etc                                                                                                                             |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 18. The system must be able to process online assessments, verification and endorsement of assessment results                                                                                                                     |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |

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| 19. The system must be enable the conduct of online external integrated summative assessments against occupational qualifications             |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 20. The system must enable successful submission of learner records to SAQA and QCTO in compliance with the applicable reporting requirements |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 21. The system must enable auto generation of learner certificates and issuance of unique identification numbers                              |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| <b>Workplace Skills Plans and Reports (WSPR)</b>                                                                                              |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 22. The system must be able to process online applications for Skills Development Facilitators and employer registration and approval         |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |

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| 23. The system must enable online capturing and submission of Annexure 2 WSPRs by both levy and non-levy paying constituent employers and/or their representatives.   |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 24. The system must be able to provide for a three-stage assessment process of submitted WSPR (evaluate, recommend for approval and approval)                         |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 25. The system must be able to provide baseline analysis of WSPR data and export to excel                                                                             |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| <b>Skills Development Interventions (SDI)</b>                                                                                                                         |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 26. The system must be able to process online applications for:<br>Bursaries, Skills programmes (structured and unstructured),<br>Workplace based learning programmes |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |

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| 27. The system must enable processing of multiple applications by a single entity                                                                                             |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 28. The system must allow capturing of learner information by the beneficiaries themselves and/or designated ETDP SETA officials and upload of relevant portfolio of evidence |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 29. The system must enable update of personal details                                                                                                                         |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| <b>Performance Information Management Monitoring Evaluation and Reporting</b>                                                                                                 |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 30. The system enable capturing of the ETDP SETA Annual Performance Plan (APP) and its budget                                                                                 |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 31. The system should enable allocation of APP targets to various implementing business units                                                                                 |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 32. Access for implementing units should be limited to programmes and projects relevant to their scope of allocation                                                          |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |

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| 33. The system must enable capturing of APP projects (skills development interventions identified for implementation in a respective financial year) and linking of these to beneficiaries                   |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 34. The system must enable successful submission of learner records to DHET in compliance with the SETMIS and other reporting requirements                                                                   |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 35. The system should be able to have project site visiting monitoring functionality /feature linked to the contractual payment terms                                                                        |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 36. The system should be enable monitoring to be done at a project level and allow the uploading of applicable evidence                                                                                      |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 37. The system should allow the capturing of information such as project monitor 's personal details, date on which the monitoring is done, reasons for monitoring, findings/outcomes, recommendations, etc. |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |

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| 38. The system should enable the project monitor to send an email notifications/alerts to the designated ETDP SETA official                                     |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 39. The system should be able to generate the outcome of the monitoring through the project site monitoring reports throughout the project life span            |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| <b>Contract Management</b>                                                                                                                                      |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 40. The system should allow for project creation, linking a project to the uploaded APP as per the target distribution to the implementing business unit        |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 41. The system should allow for the automatic allocation of grants to the project, reconciling the allocated budget for the beneficiaries linked to the project |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 42. The system should allow for processing of grants/payments per beneficiary                                                                                   |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |

|                                                                                                                                                                                                 | SYSTEM ABILITY TO MEET REQUIREMENTS                                                           |                                                                                                                                     |                                                                                                                       |                                                                                                                |
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| 43. The system should enable designated ETDP SETA officials to do the necessary validation and approvals of the captured information at various levels and based on the delegation of authority |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                                |
| 44. The system should allow uploading of applicable evidence as proof of delivery                                                                                                               |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                                |
| 45. The system should allow for the automatic termination of the projects and beneficiaries based on the duration of the respective project                                                     |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                                |
| 46. The system should allow for the automatic generation of email notifications/alerts to the implementing business unit about certain project milestones for actioning.                        |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                                |
| 47. The system should allow for variance report generation in various formats e.g. excel, word etc                                                                                              |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                                |

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| 48. The system should allow for easy drill down options to generate variance reports                                                                                                       |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| <b>Grants &amp; Levies</b>                                                                                                                                                                 |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 49. The system must be able to process levies from a levy file received from DHET and split amounts into discretionary grants (49,5%), mandatory grants (20%), Admin (10%) and QCTO (0,5%) |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 50. The system must be able to extract data from a zipped file and apportion it accordingly                                                                                                |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 51. The system must enable the flow of the Mandatory Grants payment process that is triggered by the approval of the Annexure 2 Workplace Skills Plan                                      |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |
| 52. The system must be able to integrate with other systems such as the Finance system for payment of mandatory grants                                                                     |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                         |



Education, Training and Development Practices Sector Education and Training Authority

|                                                                                                                                                         | SYSTEM ABILITY TO MEET REQUIREMENTS                                                           |                                                                                                                                     |                                                                                                                       |                                                                                                                |
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| 53. The system must calculate the amounts due to respective employers and generate a schedule of disbursements based on the parameters set by the SETA. |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                                |
| 54. The system should generate remittance advice and make it accessible to Levy payers                                                                  |                                                                                               |                                                                                                                                     |                                                                                                                       |                                                                                                                |

**Declaration by authorised representative of the Company:**

I \_\_\_\_\_ in my capacity as \_\_\_\_\_ of \_\_\_\_\_ do  
*<name & surname>* *<position in the company>* *<company name>*

confirm that the information provided above is correct.

**Signature**

**Date**