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Education, Training and Development Practices Sector Education and Training Authority

BID NO: SCMU: 12 - 2020/21

REQUEST FOR PROPOSAL

CALL FOR PROPOSALS FROM SERVICE PROVIDERS TO CONDUCT SKILLS AUDIT AND TO DEVELOP A COMPETENCY FRAMEWORK FOR THE GAUTENG DEPARTMENT OF EDUCATION (DEPARTMENT)

1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance to the newly promulgated National Skills Development Plan, 2030. The mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers, workers and employees in the ETD sector.

The Agreement will commence on the date when the contract is signed by both parties and terminate on or before 31 December 2021,

THE ETDP SETA RESERVES THE RIGHT NOT TO AWARD ANY PROPOSAL.

2. PURPOSE AND OBJECTIVES

A. PURPOSE OF THE PROJECT

The ETDP SETA is looking for training providers to conduct Skills Audit and further develop a competency framework for the Gauteng Department of Education in the 2020/21 financial year.

The bid covering letter and proposal must clearly indicate the Skills Audit and competency framework for the DEPARTMENT

B. BACKGROUND AND CONTEXT

The Gauteng Department of Education mandate is aligned with the new Annual Performance Plan 2120 that is based on the five-year departmental strategic plan 2019-2024. The Gauteng Department of Education acknowledges the importance of skills and human resource capacity in the department. The Gauteng Department of Education would like to appoint an external service provider to conduct a Skills Audit and develop a comprehensive competency framework for the Department.

Given the indispensable role of developing employee, the Department in line with section 10 of the Constitution of the Republic should practice good human-resource management and career-development practices, to maximise human potential and must be cultivated. It is therefore imperative that its employees, systems and procedures are up to date especially in the current rapidly changing environment and challenged

with higher expectations from stakeholders. It is therefore necessary to develop and empower Department employees through an all-rounded competency framework, one which can address the expectations on their professional knowledge, technical skills and ethical behaviour.

It is against this background that the Gauteng Department of Education has a need for conducting a Skills Audit and to develop a competency framework for all department's occupations (specifically at school management level) as well as all occupational levels. This is geared to establish a framework that enables Department to develop talent and facilitate the building of professional competencies and capabilities of their employees. It aims to serve as a guide that stipulates standardized skills mix, related knowledge and attributes to produce a job/task to set generally accepted standards of performance and assist Department to perform effectively. It will serve as basis for decision-making in several areas including but not limited to:

- 1) Deliberate upgrading of employees' professional knowledge, technical skills along different stages of their career;
- 2) Realign the skills with department's objectives, strategies and plans
- 3) Provide a benchmark against which individuals can be evaluated for recruitment, selection, performance management and succession planning;
- 4) Identify gaps between present skill base and skills set as may be required in the department's current and future direction and
- 5) Determine the right structure and appropriate staffing levels.

In this regard, Department envisages fulfilling the above tasks by conducting a Skills Audit and the development of competency framework. The outcome of this process shall be a skills gap analysis, causes and proposed measures to close such gaps.

C. OBJECTIVES

The Department needs to design and implement a competency framework that can be used in a variety of human resource contexts, including review of the appropriateness of its organizational structure, job design, job grading structure, staff growth issues in respect to the career path, staffing levels and staff placements, performance management as well as learning and development to deliver on its Corporate Strategy (2019 – 2024).

The competency framework will define Department's core, technical, functional competencies as well as supportive behavioural indicators required for each role. The competency framework will also redefine the corporate job families at Department and map each role into its specific job family and grade.

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A Skills Audit will provide Department with adequate information in relation to each employee's competency profile to inform the decision makers on an appropriate and comprehensive skills development plan and other related measures to bridge identified gaps. Department intends through this exercise to understand each employee's skills, academic achievement, competency levels, gaps and development needs.

3. SCOPE OF WORK

The Scope of Work and Expected Outputs

The work of the Service Provider will include, but not limited to the following scope of services;

- Check the appropriateness of the organizational structure, Job levels (Job Grading), and staffing levels based on the approved Department Strategy (2019 – 2024) and provide Department with suitable adjustments;
- Using the existing tools in the department, develop and or enhance Competency Catalogue/Dictionary, Competency Framework and Competency Tables that will include descriptions of each competency, definable competency indicators to determine and show the current competency levels of each job within the job families; occupations and employment categories.
- Identify required functional and technical competencies per position/job cluster/occupation that will support Department to achieve its strategic objectives for at least a period of 5 years;
- Prepare a Competency Model Write-up: Competency Matrix, Position Profiles;
- Suggest interfacing of the Framework with Department strategic plans and the HR applications of Department;
- Based on the Competency Framework, conduct a Skills Audit for the sampled workforce of Department at all levels;
- Prepare and present skills profile of all employees in relation to the standards set and propose appropriate measures;
- Link the results of the competency framework results and the skill gap analysis and conduct a light review of existing Job design, occupations and employment categories to propose appropriate staffing levels;
- Link the results of competency framework, skills gap analysis to existing systems of Performance management, Career and Succession planning as well as Learning and Development to come up with appropriate measures.
- Utilize benchmarking techniques with acceptable standards and consider regulatory or other compliance issues;
- Conduct Orientations/Trainings/Workshops/consultative and validation meetings;

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4. QUALIFICATIONS OF THE SERVICE PROVIDER AND KEY STAFF

Interested Service Providers should clearly demonstrate their relevant expertise in developing/designing Organisational structure, Competency Framework and carrying out Skills Audit either in the Education, Training and Development sector specifically or government in general. The assignment requires an experienced Service Provider capable of communicating effectively with the Management of the Department.

The firm shall always employ well qualified and competent professional staff in the execution of the assignment and shall therefore propose a team of experts that is capable to deliver the services in accordance with the requirements defined in this RFP. To comply with the requirements from this Request for Proposal, firms can request to substitute individuals and/or add further individuals who had not been originally included in the expression of interest. However, project owners should be notified and give permission to such change requests. The firm shall submit a proposal that will show the methodology and technical approach to be used while conducting this assignment, present similar assignments that were previously performed successfully, clear time lines in which to perform the assignment, CVs for all key staff in their proposed team. All CVs must meet the minimum requirements as indicated in the Request for Proposal.

The proposal shall include the following key professional staff as minimum:

5. TEAM LEADER AND OTHER EXPERTS

- a) A minimum of a PHD in HR or Education or any other relevant degree.
- b) At least 5 – 10 years of prior work experience in similar or related assignments focusing on skills and talent development of employees, restructuring of directorates job design, performance management, succession planning and entire scope of corporate management;
- c) Demonstrated knowledge and experience in conducting capacity building needs assessment with implementable solutions;
- d) Demonstrated experience in developing training programs/courses; staff recruitment, placements and redeployment programs;
- e) Demonstrated knowledge and experience in undertaking research especially in the area of human resources management;
- f) Preference will be given to the firm that has carried out similar assignments in the past;
- g) Demonstrated experiences and interpersonal and communications skills in facilitating stakeholder/working group consultations including a proven record of accomplishment of written, analytical, presentation and excellent reporting skills;

6. OTHER EXPERTISE

A team of experts should show solid and relevant qualifications and knowledge with relevant experience in the public service preferably within the education, training and development sector in carrying out assignments in the following areas;

- Development of Organization Structure;
- Competency Framework;
- Skills Audit
- Skills Development;
- Performance management, Career and Succession planning

7. DURATION OF THE WORK

This assignment is estimated to take approximately 6 months. The service provider will work closely with the Executive Management of the Department who will be the project sponsor. All heads of divisions will be project managers in respective of technical and functional areas. The DDG Corporate Management and his team will be responsible for the overall coordination of the project. The service provider shall from time to time, submit and share the progress reports as will be agreed.

8. TIMELINES OF DELIVERABLES

The reporting timelines and deliverables shall be as follows:

Key deliverables and milestones/timeline Key deliverables	Standards for delivery/activities
Inception Report	The inception report will give the Service provider's understanding of the objectives and scope of the assignment, present the methodological and conceptual approaches to be followed, work schedule and allocation of duties to the consulting team, timelines (realistic and with key milestones) and deliverables including consultations.

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Formulate/design competency Dictionary and matrix based on the existing job families; Conduct a skills audit, produce a gap analysis report and present mitigation measures going forward	Present to Management draft report including: • Competency Dictionary, competency Matrix, Position profiles within job families with clear responsibilities, Competency assessment tools/methodologies/techniques designed and utilised; • Results from the review of the Organisational Structure, Job Grading, Staffing Levels and other processes mention in the scope of work; • Skills gap analysis/Skills Audit Report with mitigation measures including skills development plan document for review.
Final draft Competency Catalogue/Dictionary, Competency Model & skills Audit Report to Management for Validation	Present to Management Final Draft Reports.
Final Reports	Present to Management a Final Report, which contains the following: Competency Catalogue/Dictionary, Competency Model & skills Audit Report to Management for Validation

D. Variations

Any changes to the work plan and milestones/timeline will be discussed between the Consulting firm and EXCO/Project owners for final decision.

E. Knowledge Transfer

The Consulting firm will involve all DDG's of Department Branches with the facilitation of the Branch, Director ET & SP, Director PMD, DD Skills Planning Unit, Director OD & Deputy Directors in OD at all major phases of the assignments to enable the Service provider to share knowledge and experiences in the development of Competency Framework and skill Audit.

F. Intellectual Property

All information gathered because of this assignment will remain the property of the Department. Hence, the Service Provider cannot utilize it for his/her personal use without the permission of Department.

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G. Counterpart and Responsibilities

The Provider will report to the DDG Corporate Management of Department. The provider will be responsible for its own office facilities, computers, lodging, and transport. Department would provide facilities for stakeholder consultation workshops, introductions, meetings and office to access information.

H. Costing Model (Price Schedule)

Payment will be made in accordance with agreed payment schedule contained in the SLA and must be denominated in South African Rand value. Furthermore, there will be no hidden costs in this project and thus the costing model must be detailed to include everything.

9. SCOPE OF WORK

THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2017. The evaluation will be guided by ETDP SETA procurement policy.

Note: Folder A (USB/ CD) must have documents for Stage 1 and Stage 2

9.1. STAGE 1

Proposals will be evaluated on the submission of the requested mandatory documents.

9.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR STAGE 1 EVALUATION

1. Invitation to Bid – SBD 1
2. Declaration of Interest – SBD 4
3. Declaration of Bidder's Past Supply Chain Practices – SBD 8
4. Certificate of Independent Bid Determination – SBD 9

NB: Failure to submit any of the above-requested mandatory documents will lead to disqualification.

9.2. STAGE 2 (Folder A)

In this stage, the evaluation of proposals shall include functionality whereby they will be evaluated in terms of the evaluation criteria embodied hereunder.

- (a). The minimum qualifying score for functionality will be **70** out of hundred **(100)** points and proposals that fail to achieve the minimum qualifying score will be eliminated.
- (b). Only proposals that achieved the minimum qualifying score/ percentage for functionality will be evaluated further in accordance with the **80/20 preference point systems prescribed in Preferential Procurement Regulations 5 and 6.**

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The evaluation criteria for functionality will be as below:

NO.	CRITERIA	POINTS
1.	Reference Letters: Indicating an objective assessment of the quality of relevant and recent work undertaken by the bidder. The writer must not be in a potential conflict of interest in this bid: Contactable reference*: - o Minimum of three (3) references in the clients' letterhead = 6 points - o Each letter mentions the name of the bidder as project leaders - o The cumulative experience is: - Within 10 years = 14 points - Within 10 – 14 years = 10 points - Older than 15 years = 8 points *[Each reference must clearly indicate the name of the bidder, period of project, nature of project, quality of work as well as status of the project (ongoing or incomplete or completed on time)]	20
2.	Evidence of Track Record of the Service Provider to conduct similar projects: The reference letters in the above criteria can be used as a source for this criteria or a list of projects whose owners are contactable can be listed in the business profile of the bidder. Both sources should indicate the Proof of experience in successfully conducting similar projects (provide three contactable references on company letterhead with clear timelines for each project completed) and summary of brief report/Abstract* linked to a completed project). A. Brief Reports or Abstracts: • 3 brief reports or abstracts = 10 points • 2 brief reports or abstracts = 5 points • 1 brief reports or abstracts = 2 points B. Experience – staff and organization: a. 5 years or more = 20 points b. 3 – 4 years = 10 points c. 1 – 2 years = 5 points *(The abstract must clearly indicate the bidder as the writer as well as the client's name and must not be more than 3 pages)	30
3.	Capability of the project team and leader to be attached as part of the proposal – attach CV's of project leader and staff members with qualifications. A. Qualifications of the Project Leader: • PhD = 15 points • Master's degree = 10 points • Honours Degree = 5 points B. Work Experience of team members on similar projects • 2 Members 5 years or more each = 15 points • Only 1 Member 5 years or more = 10 points • 2 members below 5 years = 5 points	30
4.	Research Project Plan: The following should be considered: 1. research methodology,	20

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2. resource tools and allocation, 3. timelines (within the prescribed period), and 4. key deliverables including provincial consultations. a) Only 4 of the above-mentioned deliverables out of the plan = 20 points b. Only 3 of the above-mentioned deliverables of the plan = 15 points c. Only 2 of the above-mentioned deliverables of the plan = 10 points d. Only 1 of the above-mentioned deliverables of the plan = 5 points	
TOTAL	100

Proposals must include documents to justify awarding the above points, and such proof should include details of contactable references to validate the information submitted.

Points will be awarded on a sliding scale.

Please take note of the value and scoring point system of your bid.

9.3. STAGE 3

PRICING SCHEDULE DOCUMENTS [Folder B(CD/USB)]

- Costing Model (*Price must be final, include VAT and signed*)
- Valid Tax Clearance Certificate or "Unique security personal identification number (PIN) issued by SARS and must be on the SARS letter head"
- Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2017 -SBD 6.1 (*If claiming preferential points*)
- B-BBEE certificate or sworn affidavit (*If claiming preferential points*)

80/20 preference point system shall be applicable as follows:

- | | |
|--------------------------------------|----|
| ✓ Price | 80 |
| ✓ B-BBEE status level of contributor | 20 |

In order to facilitate a transparent selection process that allows equal opportunity to all research chairs, the ETDP SETA will adhere to its policy on the appointment of research chairs.

NB: PLEASE NOTE THAT INCLUSION OF THE FINANCIAL PROPOSAL IN FOLDER A WILL LEAD TO DISQUALIFICATION.



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10. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
3. Proposals which are late, incomplete, unsigned or submitted by facsimile and/or email will not be accepted.
4. Bidders with a **turnover above R 10 million** must submit a valid certified B-BBEE Verification Certificate from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points.
5. An Exempted Micro Enterprise (EME) is only required to submit a sworn affidavit or a Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover of R 10 million or less and level of black ownership to claim points.
6. A Qualifying Small Enterprise (QSE), is required to submit a sworn affidavit confirming their **annual total revenue of between R 10 million and R 50 million and level of black ownership** or a B-BBEE level verification certificate to claim points as prescribed.
7. **B-BBEE Certificates obtained from Accountants/ Auditors after 31 December 2016 will no longer be accepted.**
8. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** have an accreditation certificate with relevant authority as stated in Mandatory documents.
9. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
10. Proposals submitted are to hold good for a period of 90 days.
11. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
12. All suppliers must be registered on the **Central Supplier Database**. No bid will be awarded to any supplier by ETDP SETA that is not registered on the Central Supplier.
13. Companies that are in the process of **de-registration in the CIPC** will not be considered.
14. Service Provider must provide proof of Public Liability Insurance.
15. The successful research chair **must** sign the penalty and termination clause as part of the agreement with ETDP SETA.

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11. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Procurement > Open Tenders as from **12h00** on **19 February 2021**.

Bidders must submit technical and financial proposals in **two separate USBs/ CDs** clearly marked "Folder A - Technical Proposal" and "Folder B - Financial Proposal".

Folder B must include the **complete and signed costing model/ Price schedule, Valid Tax Clearance Certificate or Unique security personal identification number (PIN) issued by SARS and must be in SARS letterhead (Mandatory) & fully completed SBD 6.1 form and B-BBE Certificate or a signed Sworn Affidavit (if claiming preferential points).**

The financial proposal – Folder B, will only be opened should the technical proposal be found acceptable.

All Proposals **completed** must be **courier delivered or hand delivered to:**

The ETDP SETA – Head Office
ETDP SETA House
2-6 New Street
Ghandi Square
Johannesburg South - CBD
2091

Submissions can be delivered between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00 on 15 March 2021**.

No late submission will be accepted!

12. DATE AND TIME

All Proposals should reach the ETDP SETA Offices on or before **11h00 on 15 March 2021**.

13. ENQUIRIES

NO telephonic or any other form of communication relating to this request for proposal will be permitted with any other ETDPSETA member of staff either by institutions (as individual and or collective institutions), representative of public HEIs. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Manager: Email: tenderers@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.



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