



PLACING AN ADVERT TO APPOINT TWO (2) SUBJECT MATTER EXPERTS (SME) TO DEVELOP, AND ONE (1) TO MODERATE ASSESSMENT INSTRUMENTS FOR THE FOLLOWING OCCUPATIONAL QUALIFICATION:

SAQA ID	Qualification Title	NQF Level	Number of Credits
104801	Occupational Certificate: Muallim	4	245

Our Vision: the creation of a skilled workforce to meet the health and social development needs of all South Africans.

Our Mission: The HWSETA endeavours to create and implement an integrated approach for the development and provision of an appropriately skilled workforce that will be empowered to render quality health and social development services that are comparable to world-class standards.

APPOINTMENT OF TWO SUBJECT MATTER EXPERT OR INDIVIDUAL/S TO DEVELOP, AND ONE TO MODERATE THE ASSESSMENT INSTRUMENTS FOR OCCUPATIONAL CERTIFICATE: MUALLIM, SAQA ID 104801, NQF L4, 245 CREDITS

REQUIREMENTS:

- An understanding of the occupational qualifications sub-Frameworks (OQSF).
- Facilitation knowledge and experience in Islamic sector
- An understanding of how occupational qualifications are developed and implemented.
- Experience in the development of assessment instruments/Tools.
- Previous work experience in or related field in developing assessment instruments.
- Experience in moderating assessment instruments
- Work experience within the Islamic or related sector

QUALIFICATIONS REQUIREMENTS:

- A minimum requirement of an NQF Level 5 qualification or higher in Islamic Studies or related fields
- Experience in development and moderation for an Islamic qualification or related field.
- A minimum of two (2) contactable references for assessment and moderation work done within the Islamic or related field.
- Experience in developing assessment instruments.
- Experience in moderating assessment instruments.

WORK EXPERIENCE:

- Two reference letters in assessment development of assessment instruments within the Islamic sector or related field.
- Two reference letters in assessment moderation of assessment instruments within the Islamic sector or related field.

SECTOR CREDIBILITY:

- Recognition by the Islamic sector for expertise and credibility

SPECIAL REQUIREMENTS TO ACCOMPANY THE APPLICATION:

- Application letter clearly outlining the purpose for the submission.
- Curriculum Vitae (CV) with reference to qualification/s within the Islamic Studies or related fields
- Two reference letters on assessment instrument development
- Two reference letters on moderation of assessment instrument.
- NQF Level 5 in Islamic Studies or related fields
- 2 years' experience in Islamic Studies or related fields
- Agreement (MOU) between the project manager and the owner of the business if the expert is contracted by the Director of the company.
- Proof of registration on Central Supplier Database (CSD)
- A valid Tax pin
- A valid B-BBEE certificate
- An SBD 4 form signed by (only the Director of the company)
- **Note: HWSETA will not do business with persons who are employed by the public sector.**
- Quotations of the required services (**development of assessment instruments for Occupational Certificate: Muallim, SAQA ID 104801**)
- **and moderation of assessment instruments for Occupational Certificate: Muallim, SAQA ID 104801)**

Note: A company /an independent service provider can apply for both development and moderation of assessment instruments.

Please use the below table to guide you when preparing the quotes.

Deliverables					Estimated cost per contract for 18 months contract	Notes
	Cost per developer	Number of developers	Number of Assessment Instruments	Number of occupational qualifications	Total cost	
Development of Assessment Instruments (with relevant reports)		2	10	1		
Moderating of Assessment Instruments (with relevant reports)		1	10	1		

FUNCTIONALITY REQUIREMENTS FOR ASSESSMENT INSTRUMENT DEVELOPER

Note: that bids will be evaluated on functionality separately first. Bids scoring less than 70% on functionality will not be considered further in the evaluation and will be disqualified.

All bidders will be evaluated on the criteria indicated hereunder:

1. Functionality	Points awarded
Criteria 1: 1.1 Qualification: NQF Level 5 qualification Islamic Studies or related fields 20 points NQF L5 qualification 0 point for no qualifications	20 points
Criteria 2: 2.1 Years of experience: Developing: 20 points 2yrs experience in developing assessment instruments 0 points Less than 2yrs	20 points

2.2 Work experience: Two Reference letters in assessment instrument development within the Islamic sector or related field. (20 points) 10 points per letter 0 points for no letters	20 points	
Criteria 3: Sector credibility: 3.1 Sector Recognition: Recognition by the Islamic sector for expertise and credibility 20 points for recognition by the Islamic sector for expertise and credibility (award certificate or recognition certificate from the Islamic sector) 0 points for no Recognition by the Islamic sector for expertise and credibility	20 points	
Criteria 4 Facilitation knowledge and experience in Islamic or Related fields 20 points for 2 years Facilitation knowledge and experience Islamic or related fields 0 points for no facilitation experience and experience in Islamic or related fields	20 points	
TOTAL	100 points	
TOTAL POINTS FOR PRICE	80	

POINTS FOR HWSETA Specific Goals	20
51% - 100% Black (3) Less than 51% (0)	3
30% - 100% Women Ownership (3) Less than 30% (0)	3
30% - 100% Youth (5) Less than 30% (0)	5
20% or more Owned by people living with disability (4) Less than 20% (0)	4
All SMEs and QSEs (5)	5

FUNCTIONALITY REQUIREMENTS FOR ASSESSMENT INSTRUMENT MODERATOR

Note: that bids will be evaluated on functionality separately first. Bids scoring less than 70% on functionality will not be considered further in the evaluation and will be disqualified.

All bidders will be evaluated on the criteria indicated hereunder:

2. Functionality	Points awarded
Criteria 1: 1.2 Qualification: NQF Level 5 qualification Islamic Studies or related fields 20 points NQF L5 qualification 0 point for no qualifications	20 points
Criteria 2: 2.1 Years of experience: Moderating: 20 points 2yrs experience in moderating assessment instruments 0 points Less than 2yrs	20 points
2.2 Work experience: Two Reference letters in assessment instrument moderating within the Islamic sector or related field. (20 points) 10 points per letter 0 points for no letters	20 points

Criteria 3: Sector credibility: 3.1 Sector Recognition: Recognition by the Islamic sector for expertise and credibility 20 points for recognition by the Islamic sector for expertise and credibility (award certificate or recognition certificate from the Islamic sector) 0 points for no Recognition by the Islamic sector for expertise and credibility	20 points	
Criteria 4 Facilitation knowledge and experience in Islamic or Related fields 20 points for 2 years Facilitation knowledge and experience Islamic or related fields 0 points for no facilitation experience and experience in Islamic or related fields	20 points	
TOTAL	100 points	
TOTAL POINTS FOR PRICE	80	
POINTS FOR HWSETA Specific Goals	20	
51% - 100% Black (3)	3	
Less than 51% (0)		
30% - 100% Women Ownership (3)	3	
Less than 30% (0)		
30% - 100% Youth (5)	5	
Less than 30% (0)		
20% or more Owned by people living with disability (4)	4	

Less than 20% (0)	
All SMEs and QSEs (5)	5

The closing date **19 August 2026**

Applications must be sent to **Barbara Phama** on email **barbarap@hwseta.org.za** (011) 607 7016