



PLACING AN ADVERT TO APPOINT 2 X SUBJECT MATTER EXPERTS (SMEs) TO DEVELOP AND MODERATE ASSESSMENT INSTRUMENTS FOR THE FOLLOWING OCCUPATIONAL QUALIFICATIONS:

SAQA ID	Qualification Title	NQF Level	Number of Credits
111142	Occupational Certificate: Social Counselling	5	143
111143	Occupational Certificate: Social Counselling Support Worker	4	55

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 /SUBJECT MATTER EXPERTS OR INDIVIDUAL/S TO DEVELOP AND MODERATE THE ASSESSMENT INSTRUMENTS FOR OCCUPATIONAL CERTIFICATE: 111142: SOCIAL COUNSELLING & 111143: SOCIAL COUNSELLING SUPPORT WORKER

REQUIREMENTS:

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

QUALIFICATIONS REQUIREMENTS

- Diploma or Degree in Counselling and / or Social Work experience
- 3 years work experience in Social Work, Counselling or related field
- 3 years in developing assessment instruments
- 3 years in moderating assessment instruments

WORK EXPERIENCE:

- Two Reference letters which include both assessment development and moderation of assessment instruments within the counselling sector or related field.

SECTOR CREDIBILITY:

- Professional registration: Registered with applicable professional/regulatory body eg (SACSSP/ HPCSA)
- Sector experience: Prior work with HWSETA, QCTO, or related sector bodies will be an added advantage

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 Social Counselling, Social Work or related fields
- Two reference letters on assessment instrument development and moderation.
- Degree and/or Diploma in Social Counselling, Social Work or related fields
- Facilitation skills in Social Counselling, / Social Work or related field
- 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 and moderation of assessment instruments for qualifications 111142 and 111143**)

Please use the below table to guide you when preparing the quotes. The cost must be separated per qualification.

To develop and moderate assessment instruments - 111143: Social Counselling Support Worker

Deliverables				
	Cost per developer	Number of sets	number of developers	Number of qualifications
develop assessment instruments (including all reports)		5	2	2
moderating of assessment instruments (including all reports)		5	1	1
Total				

To develop and moderate assessment instruments - 111142: Social Counselling Worker

Deliverables				
	Cost per developer	Number of sets	Number of developers	Number of qualifications
develop assessment instruments		5	1	1
moderating of assessment instruments		5	1	1
Total				

FUNCTIONALITY REQUIREMENTS

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: Degree or Diploma 15 points Degree 10 points diploma 0 point for no qualifications	15 points
Criteria 1: 1.2 Years of experience: 3 years work experience in Social Work, Counselling or related field 5 points for 3yrs and more experience 0 points for less than 3yrs experience	20 points

3 years experience in developing assessment instruments 7,5 points for 3yrs and more experience in developing assessment instruments 0 points for less than 3yrs experience in developing assessment instruments 3 years experience in moderating assessment instruments 7,5 points for 3yrs and more experience in moderating assessment instruments 0 points for less than 3yrs experience in moderating assessment instruments		
Criteria 2: Work experience: Two Reference letters which include both assessment development and moderation of assessment instruments within the counselling sector or related field. 10 points per reference letter 0 points for no letters	20 points	
Criteria 3: Sector credibility: 3.1 Professional registration: Registered with applicable professional/regulatory body e.g. (SACSSP/ HPCSA) 15 points for professional registration 0 points for no professional registration	15 points	
Criteria 3 3.2 Sector experience: Prior work with HWSETA, QCTO, or related sector bodies will be an added advantage 10 points for sector experience 0 points for no sector experience	10 points	

Criteria 4 3 yrs facilitation knowledge and experience in Social Counselling and/ or Social Work 10 points 3 yrs Facilitation knowledge and experience in Social Counselling and/ or Social Work 0 points for nor facilitation experience3 yrs Facilitation knowledge and experience in Social Counselling and/ or Social Work An understanding of how occupational qualifications are developed and implemented 10 points for an understanding of how occupational qualifications are developed and implemented 0 points for nonunderstanding of how occupational qualifications are developed and implemented	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	

The closing date: **The closing date has been extended from 15 July 2026 to 31 July 2026**

Applications sent to Barbara Phama on email barbarap@hwseta.org.za; (011) 607 6900