SPECIFICATION

THE HEALTH AND WELFARE SECTOR EDUCATION AND TRAINING AUTHORITY HEREBY INVITES QUALFIED AND EXPERIENCED BIDDERS TO BID FOR PROVISION OF SERVICES RELATED TO *EVALUATION OF OLD DISCRETIONARY GRANT FUNDING PROJECTS AND AGREEMENTS*.

1. INTRODUCTION AND OVERALL OBJECTIVES:

- The Health and Welfare Sector Education and Training Authority ("HWSETA") was established in terms of the Skills Development Act and listed as Schedule 3A Entity under the Public Finance Management Act, No. 1 of 1999, as amended.

- HWSETA aims to provide for the skills development needs within the health, social and veterinary sectors, through the administration of learning programmes, disbursement of grants and monitoring of education and training.

- The HWSETA seeks to appoint suitably qualified Service Provider to conduct a structured review of completed or long-outstanding projects and memorandum of agreements emanating from old Discretionary Grant Funding, in order to identify compliance within the projects (by both HWSETA and respective stakeholder and/or employer) and accordingly make a determination on renewal, renegotiation, payables and prescription.

2. DETAILED DESCRIPTION OF SERVICE REQUIRED:

- Review the MOAs and entire project to ascertain whether the employer/stakeholder has complied with the terms and conditions of the MOA, in all aspects (such as meeting of Service obligations under each tranche requirement) and whether required supporting documents were submitted to that effect.

- Establish whether payment(s) for achieved milestones and/or obligations met have been paid and determine the outstanding payments or work for each MOA.
- Establish whether there have been delays amid the implementation and causes thereof, and whether delays have been resolved.
- Establish whether the contractual debt(s) emanating from the Agreements on each MOA have prescribed.
- Establish whether there has been an acknowledgement of a claimed debt (tranche payment from the MOA) by the HWSETA, or any interruption instruments thereof (such as judicial interruptions).
    - Based on the above, establish projects and agreements requiring renegotiation, associated risks and imminent or ongoing liabilities associated with the Agreements.
    - Provide HWSETA with the necessary advice regarding prescribed debts emanating from the Agreements, in consideration of the Public Finance Management Act No. 1 of 1999, as amended and its Regulations.
    - Compile and Produce evidence – based evaluation report, key findings (including the root causes), and actionable recommendations. for consideration by HWSETA to strengthen its internal controls and mitigation of risks.

3. SPECIAL REQUIREMENTS:

3.1 CAPABILITY OF SERVICE PROVIDER

→ The potential bidder must provide three (3) dated and duly signed reference letters with logo, letterhead, contactable details and relevant work/services, within five (5) years from date of this bid closing date.

3.2 METHODOLOGY AND PROJECT APPROACH

→ The potential bidder must be able to demonstrate an understanding of the project management within the public sector, SETA landscape, or skills development environment.

3.3 ASSIGNMENT EXPERIENCE

→ The potential bidder must demonstrate the experience and the expertise in the field of evaluation of project performance and assignment requested.

3.4 QUALIFICATION AND EXPERIENCE OF PROJECT TEAM

→ The potential bidder's allocated resource or project team must provide necessary qualifications and experience in the field of project management and other relevant qualifications, as well as associated accreditation with professional bodies (if any).

4. FUNCTIONALITY REQUIREMENTS

Note that bids will be evaluated on functionality separately first. Bids scoring less than 80% 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	Requirement
Criteria 1: **Capability of Service Provider** The potential bidder must provide three (3) dated and duly signed reference letters with logo, letterhead, contactable details and relevant work/services executed.	Submit (3) three reference letters not older than five (5) years from closing date of this advert, with relevant experience. - Three (3) reference letters = 10 points. - Two (2) reference letters = 5 points. - One (1) reference letters = 2 points. - No submission of reference letters = 0 points. **Maximum 10 points**
Criteria 2: **Methodology and Project Approach** The potential bidder must be able to demonstrate an understanding of the project management within the public sector, SETA landscape, or skills development environment.	The bidder must demonstrate understanding linked to previous experience on: - Organogram (minimum three resources including team leader) = 5 points - Organogram with less than three resources = 0 points - Methodology (must contain the following elements): o Project implementation plan with timelines = 10 points Project implementation plan without timelines = 5 points o Risk mitigation related to project implementation = 10 points No Risk mitigation= 0 points o Frequency of communication and reporting =10 points Frequency of communication and reporting = 0 points **Maximum 35 points**
Criteria 3: **Assignment Experience** **(***3 Team members required***)** The potential bidder must demonstrate (through its allocated 3 team members)	**Company experience (bidder must submit company profile):** - 10 years and more of relevant experience =15 points - Between 5 and 9 years of relevant experience= 10 points - Less than 5 years of relevant experience = 5 points

the experience and the expertise in the field of evaluation of project performance and assignment requested.	**Project team experience (bidder must include CV):** - Project lead – 10 years or more years of relevant experience =10 points - Between 5 and 9 years of relevant experience= 5 points - Less than 5 years of relevant experience = 2 points **Other resources experience (bidder must include CVs for each resource).** - 6(six) years and more of relevant experience =10 points (5 per CV) - Up to 5 years of relevant experience= 5 points (2,5 points per CV) **Qualifications:** **Team lead qualifications: Post graduate qualifications in the following fields -** - Law, Commerce and or / Project management = 10 points **Other resources qualifications in the following fields -** - Bachelor's degree in law, Commerce and or / Project management = 10 points (5 points per qualification) - Diploma in law, Commerce and or / Project management = 5 points (2,5 points per qualification) **Maximum 55 points**
TOTAL	**100 points**

ALL BIDDERS THAT SCORED 80 POINTS AND MORE WILL BE FURTHER EVALUATED ON THE 80/20 PREFERENCE POINT SYSTEM

80 POINTS WILL BE ALLOCATED FOR PRICE
20 POINTS WILL BE ALLOCATED FOR HWSETA SPECIFIC GOALS

A B-BBEE CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR THE BELOW HWSETA SPECIFIC GOALS:

Closing date for applications:

25 November 2026

Email: bongiwem@hwseta.org.za