

SPECIFICATION

THE HEALTH AND WELFARE SECTOR EDUCATION AND TRAINING INVITES BIDDERS FOR PROCUREMENT OF A SERVICE PROVIDER OR SUBJECT MATTER EXPERT (SME) TO DEVELOP THE QUALIFICATION EXTERNAL ASSESSMENT BLUEPRINT/ ADDENDAS (QAS) FOR THREE OCCUPATIONAL CERTIFICATES: MUALLIM, WITH SAQA ID: 104801, NQF LEVEL 4; IMAAM, WITH SAQA ID: 103264, AT NQF LEVEL 5 AND AALIM, WITH SAQA ID: 104798, AT NQF LEVEL 6

- **USER DIVISION: ETQA (QDM)**
- **CONTACT PERSON IN USER DIVISION: Dawn Brown**
- **PURPOSE AND SCOPE OF THE SPECIFICATION:**
 - To appoint a service provider or qualifications development facilitator (QDF) to develop the QAS Addendums for three occupational certificates:
 - Muallim Occupational Certificate with SAQA ID: 104801, NQF Level 04 and with 245 credits
 - Imaam Occupational Certificate with SAQA ID: 103264, NQF Level 05 and with 455 credits
 - Aallim Occupational Certificate with SAQA ID: 104798, NQF Level 06 and with 549 credits
- **BUDGET AVAILABLE: YES/NO**
 - Yes
- **DESCRIPTION OF SERVICE REQUIRED:**
 - To develop the QAS Addendums for three occupational certificates:
 - Muallim Occupational Certificate with SAQA ID: 104801, NQF Level 04 and with 245 credits
 - Imaam Occupational Certificate with SAQA ID: 103264, NQF Level 05 and with 455 credits
 - Aallim Occupational Certificate with SAQA ID: 104798, NQF Level 06 and with 549 credits
 - **Detailed description of tasks to perform:**
 1. To facilitate the review and development of an occupational qualification and provide a project plan and schedule
 2. Complete the review and development of the qualification within a six-month timeframe

3. Attend and facilitate the pre-scoping, scoping and subsequent work sessions
4. Develop an occupational profile
5. Develop and complete the following documents:
6. Qualification document
7. Curriculum document
8. External assessment specifications
9. Qualification Assessment Specifications (QAS) and blueprint
10. Process and progress reports
11. Submit the completed curriculum to the HWSETA within the stipulated timeframe
12. Compile a separate report relating to the analysis of the sector and recommended implementation plan as per the HWSETA directive
13. Follow-up and liaise with QCTO when required
14. Provide support to the HWSETA when deemed necessary

• **SPECIAL REQUIREMENTS/ FUNCTIONALITY REQUIREMENTS**

1. Application letter
2. Curriculum Vitae (CV) with at least two references on development of occupational qualification/s or skills programme/s
3. Proof of Central System Database (CSD)
4. A valid Tax clearance or Tax pin
5. A BBBEE certificate
6. An SBD 4 form (can be downloaded from Chrome or Google)

• **REQUESTED DATE OF DELIVERY:**

- To be discussed with applicants once appointed.

All bidders will be evaluated on the criteria indicated hereunder:

1. Functionality	Points awarded
1.1 Criteria 1: Evidence of relevant qualifications/ degrees (20 points)	20
1.2 A minimum of 3 years' experience in development of qualifications and/or skills programmes (5 points per year)	15
1.3 Proof of 3 qualifications developed and submitted to QCTO for approval	25
1.4 A minimum of 3 contactable references (5 points per relevant reference)	15
1.5 A detailed project plan indicating how the development of the qualification will be	10

laid out with specific timeframes for completion of project	
1.6 Experience in working with the HWSETA or the Department of Social Development or any private entity in social counselling. (5 HWSETA; 5 DSD; 5 other)	15
Subtotal for Functionality (maximum) 100%	100 points
2. Price	
Relative competitiveness of proposed price	
Subtotal (maximum)%	
TOTAL% FOR PRICE	80
Preference points	
3. HWSETA Specific Goals	20
Subtotal (maximum)	
Total for Price and Functionality	100

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. The remaining successful bidders will be evaluated on the 80/20 preference points system.

Compiled by : Champa Gopal
Position : QDM Manager
Date : 13 September 2024