

## SPECIFICATION

### THE HEALTH AND WELFARE SECTOR EDUCATION AND TRAINING AUTHORITY INVITES A SERVICE PROVIDER TO TRAIN:

- **COMMUNITY EDUCATION TRAINING (CET)**
- **TECHNICAL VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGES,**
- **NURSING COLLEGES,**
- **REGIONAL TRAINING CENTRES,**
- **MEDICAL SERVICE COLLEGE'S LECTURERS, AND**
- **EDUCATION MANAGERS**

### ON FACILITATION AND MENTORSHIP SKILLS PROGRAMME

#### DETAILED DESCRIPTION OF SERVICE REQUIRED:

The service provider will have the responsibility to:

- Liaise with CETs Community Education Training (CET) Technical Vocational Education and Training (TVET) colleges, Nursing Colleges, Regional Training Centres, and Emergency on the training of the identified Lecturers and education managers
- Coordinate all communication with the CETs regarding the identified Lecturers and education managers
- Coordination and delivery of training in its entirety
- Ability to train online or face to face or blended
- Administer all mandatory and compliance documents required by the HWSETA
- Provide the HWSETA with all required reporting documents
- Coordinate the certification of learners by the relevant quality assurance body

#### SPECIAL REQUIREMENTS:

- Must be **accredited** as a training provider for the two skills programme by the relevant quality assurance body
- 2 years' experience in training against the two skills programmes. (References required and proof of verification of learners previously trained)
- Must have a minimum of 2 years or more of experience in the training space
- The ability to train in different provinces as learners will be from different provinces
- Provide a **Mock project plan** on how the training will be rollout in different provinces
- Provide a budget breakdown for training for **37 Lecturers** and **10 education managers** using the HWSETA guidelines and maximum costs per learner.

## 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    |
|---|-------------------|
| <b>Criteria 1:</b><br>1.1 Evidence of 2 yrs experience in training against Facilitation & mentorship skills programmes <b>(15 points)</b> , less than 2yrs experience <b>(0 points)</b><br>1.2 References required and proof of verification.<br>one reference <b>(5 points)</b><br>two references <b>(10 points)</b><br>Proof of verification <b>(15 points)</b> | <b>30 points</b>  |
| <b>Criteria 2:</b><br>2.1 Evidence of 2 yrs experience in the training space <b>(10 points)</b><br>Less than 2yrs experience <b>(0 points)</b>  | <b>10 points</b>  |
| <b>Criteria 3:</b><br>3.1 Evidence of the ability to train in different provinces <b>(20 points)</b><br><b>3.1.1</b> 9 provinces <b>(20 points)</b><br><b>3.1.2</b> 7 to 8 provinces <b>(15 points)</b><br><b>3.1.3</b> 4 to 6 provinces <b>(10 points)</b><br><b>3.1.4</b> 1 to 3 provinces <b>(5 points)</b>  | <b>20 points</b>  |
| <b>Criteria 4:</b><br>4.1 A mock project plan which include a detailed budget breakdown on the training rollout in different provinces for 37 lecturers and 10 education managers using the HWSETA guidelines   | <b>40 points</b>  |
| <b>TOTAL</b>  | <b>100 points</b> |
|   |                   |

**ALL BIDDERS THAT SCORED 70 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:**

| No. | HWSETA SPECIFIC GOALS CLASSIFICATION   | DEFINITION  | POINT ALLOCATION |
|-----|--|---|------------------|
| 1.  | Black woman ownership percentage<br><b>30%-100% black woman ownership 3 points</b><br><b>Less than 51% 0 points</b>                                  | is a generic term which means African woman, Coloured woman and Indian woman  | <b>3</b>         |
| 2.  | People with disability ownership percentage<br><b>20% or more owned by people living with disabilities 4 points</b><br><b>Less than 20% 0 points</b> | people who have a long-term or recurring physical or mental impairment which substantially limits their prospects of entry into, or advancement in, employment.   | <b>4</b>         |
| 3.  | Black youth ownership percentage<br><b>30%- 100% youth ownership 5 points</b><br><b>Less than 30% 0 points</b>                                       | persons between the ages of 14 and 35   | <b>5</b>         |
| 4   | QSE/EME  | A Qualifying Small Business Enterprise (QSE) in terms of a code of good practise on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act<br><br>An Exempted Micro Enterprise (EME) in terms of the code | <b>5</b>         |

|                             |   |   |           |
|-----------------------------|---|---|-----------|
|                             |   | of good practise on black economic empowerment issued in terms of section 9(1) of the Broad -Based Black Economic Empowerment Act |           |
| 5.                          | Black ownership percentage<br><b>51-100% black ownership 3 points</b><br>Less than 51% 0 points | Is a generic term which means Africans, Coloureds and Indians   | <b>3</b>  |
| <b>TOTAL MAXIMUM POINTS</b> |   |   | <b>20</b> |

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