PLACING AN ADVERT TO APPOINT A SUBJECT MATTER EXPERT (SME) TO DEVELOP ONE (1) OCCUPATIONAL SKILLS PROGRAMME.

Skills programme Type	Skills programme Title	Curriculum code
New Development	Care Giver	900854-000-00-00

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 A SUBJECT MATTER EXPERT (SME) TO DEVELOP ONE (1) OCCUPATIONAL SKILLS PROGRAMME: CARE GIVER

REQUIREMENTS:

- An understanding of the occupational qualifications sub-Frameworks (OQSF).
- An understanding of how occupational qualifications are developed and implemented.
- Experience in developing occupational qualifications.
- To provide a project plan and schedule
- To complete the review of the qualification/s within a three-month time frame.
- To prepare and facilitate the development of all the curriculum sessions in line with QCTO processes.
- To develop occupational profile
- To develop and complete the following documents.
    i. **Skills Programme Curriculum document**
    ii. **Occupational Skills Programme Document**
    iii. **FISA document**
    iv. **All QCTO reports (as per the QCTO development process)**
    v. **Checklist for evaluation of qualification**
- To submit the completed curriculum to the HWSETA within the stipulated timeframe
- To compile a separate report relating to the analysis of the sector and a recommended implementation plan/ as per HWSETA directive

- Follow up and liaise with QCTO where necessary.
- To provide support to the HWSETA where it is deemed necessary.

QUALIFICATIONS REQUIREMENTS

- **Qualifications**:
- Diploma or Degree in Education or related field/curriculum development.

WORK EXPERIENCE:

- **Experience:**
- Minimum 2 years' experience in development of occupational qualifications or skills programmes

SECTOR EXPERIENCE:

- **Sector experience:**
- Prior work with relevant sector bodies (i.e. SETAs, Public or private institutions etc)

SPECIAL REQUIREMENTS TO ACCOMPANY THE APPLICATION:

- Project plan and timelines/schedule
- Three reference letters for qualifications or skills programmes developed from e.g. SETA's or other institutions
- Completed curriculum document
- Diploma or Degree in Education or related field
- Detailed Curriculum Vitae (CV) with specific reference to qualifications or skills programmes development
- SAQA registered qualification document for qualification/s or skills programmes that the SME has developed.
- 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 Central Systems Database (CSD)
- A valid Tax pin
- A valid BBBEE certificate
- An SBD form signed by (only the Director of the company)
- **Note: HWSETA will not do business with persons who are employed by the public sector.**

- Quotation of the required services

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

Deliverables		**Estimated cost contract for 18 months contract**	
Development of Occupational Skills Programme	**Number of occupational Skills Programmes**	**Cost per qualification**	**Total cost**
Occupational Skills Programme: Care Giver	1		

FUNCTIONALITY REQUIREMENTS

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

All bidders will be evaluated on the criteria indicated hereunder

1. Functionality	**Points awarded**
Criteria 1: **Provide a detail project plan with schedule and implementation dates** 1.1 **20 points** for a clear project plan showing timelines, implementation dates and methodology. 1.2 **10 points** for an unclear project plan on timelines, implementation dates and methodology 1.3 **0 point** for no project plan	**20 points**
Criteria 2: **Provide three signed reference letters, dated and with company logo for qualifications or skills programmes developed.** 2.1 **10 points** for each reference letter 2.2 **0 point** for no reference letter	**30 points**

Criteria 3: **Evidence of one (1) completed curriculum submitted to QCTO (provide a complete curriculum document)** 3.1 **15 points** for the curriculum document submitted 3.2 **0 point** for no curriculum document submitted	**15 points**
Criteria 4: **Provide a detailed CV with experience in qualifications or skills programme development** **4.1 20 points –** more than 4 years and more **4.2 15 points –** more than 3 years to 4 years **4.3 10 points-** 2 to 3 years **4.4 0 points -** for less than 2 years	**20 points**
Criteria 5: **Provide proof that the developed qualification/s or skills programme is already registered with SAQA or QCTO.** **5.1. 5 points** per registered qualification or skills programme (maximum of 3 qualifications) **5.2 0 point** for no registered qualification or skills programme with SAQA or QCTO i.e. Letter, evidence from SAQA	**15 points**
TOTAL	**100 points**
All providers that passed functionality criteria will further be evaluated on Price and HWSETA specific goals.	
TOTAL POINTS FOR PRICE	**80**
HWSETA Specific Goals	

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**
TOTAL POINTS FOR HWSETA SPECIFIC GOALS	**20**

The closing date: **07 December 2026**

Applications sent to MS. Barbara Phama on email barbarap@ @hwseta.org.za (011) 607 6981.