

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE THE NON-SMS TRAINING INTERVENTIONS IDENTIFIED FOR DEVELOPMENTAL PURPOSES


Project Identification

Name of Client	Human Capital Management & Corporate Services
Contracting Authority	Government Technical Advisory Centre (GTAC)
Accountable Officer	Head: Human Capital Management and Corporate Service
Project Purpose	Appointment of service provider to provide the Non-SMS training interventions identified for developmental purposes are as follows; Monitoring and Evaluation, Project Management, Presentation Skills, Business Writing as well as Excel Training (Beginner, Intermediate and Advance)

Approved by:

Acting Director: HCM and CS

Name: Ezré Stokes



Signature

Date: 2021/01/20

1. PURPOSE

- 1.1 Appointment of a service provider to provide Non-SMS training interventions identified for developmental purposes are as follows; Monitoring and Evaluation, Project Management, Business Writing, Presentation Skills and Excel (Beginner, Intermediate and Advance) for a total number of ninety-five (95) GTAC Non-Senior Management Staff members for period of 12 months contract from the date of appointment.

2. BACKGROUND

- 2.1 The GTAC developed the Workplace Skills Planning (WSP) for 2020/2021 and submitted it to Public Service Education and Training Authority(PSETA).
- 2.2 The Human Resource Development sub-unit conducted training analysis on the WSP and further developed the Training Plan.
- 2.3 Training interventions were classified as developmental training interventions for the Non-Senior Management Staff. therefore, it is required that the Non-Senior Management Staff to undergo the above-mentioned courses or training intervention.

3. SCOPE OF SERVICES TO BE RENDERED

- 3.1 The appointed service provider is required to provide training in accordance with all requirements cited in **Annexure A** as attached.
- 3.2 Monitoring and Evaluation training is more technical than a soft skill therefore the training should have a credit bearing and should have an NQF Level attached to it.
- 3.3 The service provider must provide delegates with the relevant training manual/course material for the above-mentioned training interventions. The service provider must also be able to provide the above-mentioned trainings online or/and Virtually via Microsoft Teams or Zoom due to COVID 19.
- 3.4 Certificates of completion of the course(s) must be provided to the delegates after attendance.

4. SPECIAL CONDITIONS

- 4.1 Training must be SAQA and/or SETA aligned and accredited.
- 4.2 Service providers must indicate the relevant Sector Education and Training Authority (SETA) accreditation. E.g. Accreditation such as certificate and/or letter of accreditation to be submitted
- 4.3. Company profile indicating a minimum of five (5) years' experience in rendering related accredited above-mentioned courses or training interventions.
- 4.4 Service provider to provide testimonials on similar training concluded from three (3) recent public and/or private clients (not older than five years)

- 4.5 Service provider must provide brief curricula vitae of proposed training facilitator(s) demonstrating a minimum of five (5) years' experience in rendering training services.
- 4.6 Each facilitator per course must have minimum of 5 (five) years' experience in facilitating related above-mentioned course(s) or training interventions.
- 4.7 The service provider must be able to provide the above-mentioned trainings online or Virtually via Microsoft Teams or Zoom due to COVID 19.
- 4.8 Course outline
- 4.8.1 Service provider has provided a brief course outline for each course.
- 4.8.2 Course duration indicated must not be more than 5 days for each respective training intervention.

Failure to meet any of the above special conditions or requirements will lead to disqualification of the bidder.

4. TECHNICAL REQUIREMENTS

- 4.1 Service providers must submit a technical response in line with the submission requirements cited in the special conditions and table below:

5. EVALUATION CRITERIA

NO	Evaluation Criteria	Submission Requirements	Complied	Not Complied
1.	Company Experience	Company profile indicating a minimum of five (5) years' experience in rendering accredited above-mentioned courses or training interventions.		
2.	Course Outline (s)	<ul style="list-style-type: none"> • Service provider has provided a brief course outline for each course. • Course duration indicated must not be more than 5 days for each respective training intervention. 		
3.	References	Service provider to provide testimonials on similar trainings concluded from three (3-4) recent public and/or private clients. (Not older than five years (5))		

4.	Training Facilitator	<p>Service provider must provide brief curricula vitae of proposed training facilitator(s) demonstrating a minimum of five (5) years' experience in rendering training services.</p> <ul style="list-style-type: none"> • Each facilitator per course must have minimum of 5 (five) years' experience in facilitating related above-mentioned course(s) or training interventions. 		
5	Virtual/Online Training	The service provider must be able to provide above-mentioned trainings online or Virtually via Microsoft Teams or Zoom due to COVID 19.		
6	Accreditation as per Service Provider	Service providers must indicate the relevant Sector Education and Training Authority (SETA) accreditation. E.g. Accreditation such as certificate and/or letter of accreditation to be submitted.		
7	Accreditation as per Training	Training must be SAQA and/or SETA aligned and accredited.		

Bidders who met all the special conditions will be evaluated further based on Pricing & B-BBEE on 80/20 principle.

The GTAC reserves the right to:

- Not appoint any of the tender proposals submitted;
- Appoint more than 1 training provider in a case where none of the training providers offer all the courses; and
- To negotiate quoted prices

6. BID VALIDITY

6.1 The Bid validity will be for a period of 90 days

Annexure A- Non-SMS Trainings Requirements

#	Course	Description	No. of Delegates
1	Excel Training <ul style="list-style-type: none"> • Basic • Intermediate • Advanced 	<p>Getting started with Microsoft Office Excel; Performing Calculations; Modifying a Worksheet; Formatting a Worksheet; Printing Workbooks and Managing Workbooks.</p> <p>Working with Functions; Working with Lists; Analysing Data; Visualising Data with Charts and Analysing Data with PivotTables and Pivot Charts.</p> <p>Working with multiple worksheets and workbooks; Using Lookup Formulas and Formula Auditing; Sharing and Protecting workbooks; Automating workbook functionality; Creating spark lines and mapping data and Forecasting data.</p>	25
2	Project Management	<p>Identify the key processes and requirements of project management; Initiate a project; Plan for time and cost; Plan for project risks, communication, and change control; Manage a project.</p> <p>and Execute the project closeout phase.</p>	27
3	Business Writing	<p>Understanding the sentence structure; Writing sentences and paragraphs; Using punctuation; Using numbers and capitals; Writing process; Writing guidelines; Writing letters; Writing memos; Writing email and Writing proposals.</p>	21
4	Monitoring and Evaluation	<p>Develop an understanding of monitoring & evaluation.</p> <p>Understand key M&E concepts, processes and practices.</p> <p>Understand and apply problem analysis tools.</p> <p>Understand a results based management approach.</p> <p>Learn about the Government-wide M&E framework and other related guidelines.</p> <p>Understand M&E indicators.</p> <p>Design a results chain and work-breakdown structure.</p> <p>Understand data collection and data analysis for M&E.</p> <p>How to set up an M&E Framework</p> <p>Evaluation types, concepts and tools.</p>	11

5	Presentation skills	Explore how presentation works ;Develop a unique individual style ;Understand what happens in front of an audience ;Practice a whole range of techniques ;Learn the hints and tips for an effective presentation ;Stretch your capacity to present ;Present with style, flair, and presence ;Using support materials ; Maintain confidence and handle nerves and Cope better when feeling wrong-footed.	11
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*GTAC deserves the right to appointment more than one service provider should the service provider appointed not be able to provide all the training interventions mentioned above on **Annexure A**.

* The number of delegates may vary in terms of attendance not all delegates will go to the training all together at once only number of people who confirm their availability will attend for the particular course (S). The remaining number of people or delegates will attend the course (s) during the 12 months period contracted with the appointed service providers.