

TERMS OF REFERENCE

FOR

**THE APPOINTMENT OF SERVICE PROVIDER FOR THE
PROVISION OF ANIMAL PRODUCTION NQF LEVEL 2**

**BUSINESS DEVELOPMENT SUPPORT PROGRAMME: SKILLS
DEVELOPMENT 2019/20 FINANCIAL YEAR**

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BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

The Alfred Nzo Development Agency (ANDA) is an institution of the Alfred Nzo District Municipality (ANDM); it is established in terms of the Municipal Systems Act No. 32 of 2000 and regulated in terms of the Municipal Finance Management Act No 56 of 2003. ANDA is registered in terms of the Companies Act No 71 of 2008. ANDA is governed by a plethora of legislation and regulations that intend to support and strengthen its role in transforming society and the developmental state.

ANDA is governed by a Board of Directors who serve the as non-executive directors responsible for organizational oversight. Enterprise Development and Support Services of the Alfred Nzo Development Agency, as approved by the Alfred Nzo Development Agency Board of Directors has Skills Development and Capacity building, programme of the Multi Year Business Plan of the Agency compels the Agency to concentrate on improving the skills base of the population of the Alfred Nzo Region and also provide skills that respond to the economy of the region.

The strategic objectives of the Skills Development are listed as follows:

Increase the contribution of small enterprise to the growth of the ANDM economy and transfer skills to the unemployed.

In order to ensure that all these objectives are achieved, Alfred Nzo Development Agency responded to the Minister's pronouncement and applied to AgriSeta for training of 10 unemployed people for a Learnership Programme in Animal Production NQF Level -2 in 2019/2020 financial year.

1.2 OBJECTIVE

To identify and enter into a contract with a partner that is Accredited with AgriSETA to provide National Certificate on Animal Production NQF Level-2: SAQA NO: 48976

Learnership Programme for twelve (12) months programme inclusive of a structured theoretical and practical training such as facilitation, assessments, moderations and mentorship phase. To facilitate the implementation of Learner pre – assessment method for selecting learners to be enrolled onto the Programme.

1.3 PURPOSE

The purpose of this qualification is to allow elected candidates to progress towards a position of farm Labourer's / (operators) with specific reference to Animal Production and be able to take responsible decisions within a familiar range based on a sound understanding of the basic principles of agri-business and good agricultural practices, in meeting the set objectives and targets within the broader farm plan which includes the economical application of general resources, agricultural production and technical knowledge and skills, all in an Animal Production context.

The Qualification will allow learners to become economically active in farming practices that will have a direct impact on Local Economic Development through the production of food, the improvement of household food security and access to mainstream agriculture.

1.4 OBJECTIVES OF THE QUALIFICATION

The specific objective of the qualification is to capacitate farmers to participate in the production of quality agricultural products in Animal Husbandry whereby enhancing the overall agricultural process and gain opportunities to access local and national agricultural markets.

- Identify, in diagrams, photographs and carcasses, the main organs involved in each system.
- Explain, in simple terms, how these organs work, including how they could react to stress situations.
- Study diagrams or photographs of organs from an unfamiliar animal and suggest how they differ from familiar examples and what possible environment they could be adapted to.
- Visually evaluate animals externally with respect to their basic anatomical characteristics and morphological systems.

- Supply feeding by following the correct on-farm animal feeding practices.
- Observe and report on breeding behavior of farm animals.
- Demonstrate an understanding of and identify the readiness of animal products for harvesting.
- Observe the health status of the animals and handle animals correctly.

1.5 PROGRAMME OUTCOME AND IMPACT

The Competency for Learners in this qualification will be gained in any of the areas of specialization in these sub-fields of Animal Production e.g. (i.e. Small stock production, Large stock production, Dairy production, Pig production, Poultry production, Game, Aqua / mari culture, Commercial insects, Animal fibers harvesting, Bee keeping, Natural resources harvesting, Organic production, Perma-culture production etc.) and also be able to contribute in the following:

- Explain the impact of farming operations and practices on the environment.
- Maintain quality of animal feed, observe feed levels, select appropriate feed type and quantity, apply correct feeding practice and Identify and report abnormal feeding behavior.
- The indicators to determine the readiness for the harvesting of animal product also identify and report successful mating amongst breeding animals
- To be able to carry out repetitive procedures in a predictable environment and be able to adhere to the relevant safety, quality, hygiene and technical standards as applicable within the industry.
- Identify and name the class, species, type of animal, components and the externally visible divisions or parts of an animal.
- Identify Gross abnormalities within the external parts of the animal.
- Identify and Describe animal's life cycle.
- Apply correct feeding practices, techniques and procedures also identify and report on abnormal feeding behavior.
- Observe post breeding animal behavior.
- Explain the origin and purpose of harvesting and use of animal products.

- Describe the indicators to determine the readiness for the harvesting of animal products and describe the potential of animal products that can be harvested
- Observe, record and report behavior, physical attributes also abnormalities in animal behavior.
- Ensure that animals are correctly and safely restrained in a restraint facility.

2. SCOPE & EXTENT OF WORK

The Primary Agriculture programme is designed to equip learners with the necessary skills to enter a mixed farming situation. The subject aims to equip students with skills, values and knowledge necessary to progress through the levels of Animal Production as livestock is a central concern of farming operation and also incorporates small-scale farming imperatives. The qualification will equip the learners to be able to carry out familiar procedures in a limited environment and be able to adhere to the relevant safety, quality, hygiene and technical standards as applicable within the industry as well as knowledge into more specialized areas of Animal production that will provide the basis of the establishment of sustainable farming operations through the inclusion of a wide spectrum of competencies required by farmers in Alfred Nzo District.

The skills Provider will be responsible in Developing and implementing a Learnership Programme that covers the following fields of study: • Basic Understanding of Animal Anatomy and Physiology • Advanced Animal Nutrition • Ostrich Farming, Small stock production, Large stock production, Dairy production, Pig production, Poultry production, Game, Aqua / mari culture, Commercial insects, Animal fibres harvesting, Bee keeping, Natural resources harvesting, Organic production, Perma-culture production. The Programme will capacitate the learners who are on agricultural business within the Alfred Nzo District. The qualification is made up of fundamental, core and elective unit standards and a minimum of 120 credits is required to be completed to achieve the accredited.

**UNIT STANDARDS AND LEARNING OUTCOMES: FOR ANIMAL PRODUCTION
LEVEL 2 FOR 12 MONTHS: 120 CREDITS**

	ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
Core	116144	Apply animal products harvesting procedures	Level 2	5
Core	116125	Apply crop protection and animal health products effectively and responsibly	Level 2	4
Core	116127	Apply layout principles for conservation and infrastructure	Level 2	5
Core	116126	Apply marketing principles in agriculture	Level 2	2
Core	116121	Apply sustainable farming practices to conserve the ecological environment	Level 2	5
Core	116123	Consider plant botany during the placement of bee hives	Level 2	2
Core	116122	Control inputs and stock in agribusiness	Level 2	2
Core	116115	Define and understand production systems and production management	Level 2	2
Core	116117	Evaluate external animal anatomy and morphology	Level 2	5
Core	116113	Explain principles of human resources management and practices in agriculture	Level 2	2
Core	116081	Identify and recognise factors influencing agricultural enterprise selection	Level 2	2
Core	116107	Identify basic breeding practices for farm animals	Level 2	5
Core	116083	Illustrate and understand the basic layout of financial statements	Level 2	2
Core	116077	Monitor water quality	Level 2	3
Core	116074	Observe and inspect animal health	Level 2	5
Core	116070	Operate and support a food safety and quality management system in the agricultural supply chain	Level 2	2
Core	116063	Respond correctly to control defensive behaviour in animals	Level 2	4
Core	116055	Understand animal nutrition	Level 2	7
Core	116060	Utilise and perform minor repair and maintenance tasks on implements, equipment and infrastructure	Level 2	5
Fundamental	13355	Demonstrate an understanding of the physical and biological environment and	Level 1	4

		its relationship to sustainable crop production		
Fundamental	8963	Access and use information from texts	Level 2	5
Fundamental	9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	Level 2	3
Fundamental	7480	Demonstrate understanding of rational and irrational numbers and number systems	Level 2	3
Fundamental	8962	Maintain and adapt oral communication	Level 2	5
Fundamental	12444	Measure, estimate and calculate physical quantities and explore, describe and represent geometrical relationships in 2-dimensions in different life or workplace contexts	Level 2	3
Fundamental	116080	Monitor, collect and collate agricultural data	Level 2	2
Fundamental	116064	Recognise and identify the basic functions of the ecological environment	Level 2	4
Fundamental	8967	Use language and communication in occupational learning programmes	Level 2	5
Fundamental	7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	Level 2	2
Fundamental	9007	Work with a range of patterns and functions and solve problems	Level 2	5
Fundamental	8964	Write for a defined context	Level 2	5
Elective	116643	Administer livestock processing treatments	Level 2	8
Elective	8347	Control problem Animals	Level 2	4
Elective	116120	Explain basic pig husbandry practices	Level 2	4
Elective	116110	Explain dairy production cleanliness	Level 2	5
Elective	116638	Mix and deliver feedlot feed to bunker	Level 2	4
Elective	116069	Participate in Agri/ecotourism practices at both micro and meso levels to tourists	Level 2	4
Elective	116062	Prepare a shearing shed for shearing	Level 2	3
Elective	116645	Control feed bunker and water trough quality	Level 3	6
Elective	116653	Demonstrate an understanding of feedlot feed ingredient and blends	Level 3	6

Elective	116647	Demonstrate an understanding of the feedlot environment	Level 3	10
Elective	116637	Determine livestock mass	Level 3	2

The Training must adhere to these conditions:

- Learners pre – assessment methods to be used to select learners to be enrolled onto the Programme.
- Registration and legal issues
- Learners attendance management methods, reporting methods to ANDA, and AgriSETA, project management and learners exit strategy.
- The Theory phase must be conducted at Emfundisweni Skills Development and Resources Centre and in any appropriate venue identified by the Agency.
- The Service Provider will pay for the use of the facilities at Emfundisweni Skills Development and Resources Centre, e.g. training venues' and accommodation for the facilitators.
- The service provider must provide lunch for the learners.
- The learners will bare the cost for the accommodation, and for two meals that is breakfast and dinner.
- All the learners that are enrolled in the programme will be entitled to stay inside Emfundisweni premises, the only exception will be done to the learners coming from the Emfundisweni area.
- The learner and facilitators will be contracted by the Emfundisweni Accommodation and Catering co-operative for the use of facilities and meals.
- Valid accreditation with AgriSETA in Animal Production Level -2.
- 10 Learners to be trained in Learnership Programme: Animal Production Level 2
- 3 Months Theory phase to be conducted at Emfundisweni Skills Development and in any appropriate venue identified by ANDA.
- Mentorship and coaching programme for 9 Months: learners to be at their businesses / Departments, or community related projects placed by the service provider.

- The appointed Service Provider must offer the full qualification and ensure certification of the qualifying learners at the end of the programme.
- The Service Provider is required to submit the implementation plan before the training commence.
- Alfred Nzo Development Agency will not be able to release the last payment to the service Development Provider without proof that the learners uploaded on the Higher Education Database as well as AgriSETA. SDP to submit SORs as the proof that the learners are evaluated and also issue the certificates.

NB: A compulsory briefing session will be held to clarify the scope of work with prospective bidders on the 18th of March 2020 at Alfred Nzo Development Agency Boardroom at 10H00 AM.

GENERAL CONDITIONS OF THE CONTRACT

- **Bidder to check the completeness of the document**

Bidder to check the completeness of the document. The bidder is required to check the number of consecutively numbered pages and should any found to be missing or in duplicate, or the text of figures indistinct, or should there be any doubt or obscurity as to the meaning of any part of these documents, the bidder must ascertain the true meaning or intent of the same prior to the submission of his/her bid, as no claims arising from any incorrect interpretation will be admitted. It should be noted that it is the responsibility of the service provider to ensure that upon submission of proposals, a valid entity registration document, Tax Clearance Certificate/pin and BBBEE Certificate/affidavit is included.

- **Validity period for bid/quote**

All prices must be valid for a period of three months (90 days) from the closing date of the bid.

- **Pricing**

All items as described in the project specification are to be priced in full. If a bidder does not bid for all items, his/her bid may be rejected. Per item prices to exclude VAT. Transport/Delivery costs must be included in the pricing. It must not be a separate

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item. The bid price page must be signed by an authorized person. The pricing of the service provider must be per learner as the payment will be done as per learners trained and mentored.

- **Service Level Agreement.**

The successful bidder and the Alfred Nzo Development Agency will sign a Service Level Agreement prior to commencement of works.

- **Project site handover to Service Provider**

The Service Provider will be introduced to the project participants following the Bid award. The sites will be handed over to the service provider who will control the sites for the contract duration. Only the service provider's own employees, AgriSeta, and Alfred Nzo Development Agency Representatives will be allowed on site. The Service provider is responsible in the administration, training and control of the attendance of the learners as that will affect his claim. The claim of the service provider depends on the number of learners trained and monitored.

- **Housing of Service Provider Employees.**

No free housing is available for the Service Provider employees and the Service Provider shall make his own arrangement with the inside B&B for housing his employees and transporting them to and from the site. However, it may be possible to arrange temporary local accommodation for the Service Provider staff with the project members. The Service Provider is in all respects responsible for the housing and transporting of his employees, and for the arrangement thereof, and no extension of time due to any delays resulting from this, will be granted.

- **'As Built' Details.**

As the work progresses, the Service Provider shall keep full records of all amendments to and deviations from the specifications as issued to the Service Provider at the start of the contract. These details will, where appropriate, be noted on the supplied drawing. No alterations may be made without the approval of CEO of the Agency.

o **Project duration**

The work is to be completed within 6 months of the award of the bid. The Service Provider is required to submit the implementation plan with the proposed times of completion of each phase.

3. PROJECT TIME FRAME

The above deliverable must be completed within 240 working days from the start date, with the following timeline (based on one consultant): The Animal Production Level 2 is 12 months Learnership programme with practical and theoretical training programme. 70% of the training programme is based on the practical component and 30% on Theoretical component.

4. STAKEHOLDERS CONSULTATION

Where necessary, the successful service provider will be required to undertake stakeholder consultations and engagements as it is a vital and an ongoing requirement to ensure support and buy-in towards the successful completion of the project.

The Service Provider before starting the training is required to submit the implementation plan that will guide the ANDA and AgriSETA including the learners on the programme.

5. PROJECT MANAGEMENT

In cases where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take responsibility of the work of the sub-contractors. The client will deal with the contracted service provider and not with sub-contracted consultants. The project is to be coordinated and managed by an operational team led by Alfred Nzo Development Agency, and AgriSETA.

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Project Steering Committee (PSC) made of ANDA officials, ANDM, AgriSETA and other key stakeholders will oversee project implementation and facilitate inter – governmental coordination. The ongoing plans and progress reports from the service provider will have to be submitted to the Project Operational Team and or Project Steering Committee where a process of verification will take place prior to the approval of invoices submitted by the service provider. Ideally prior to the sitting of a PSC meeting, a technical verification of work claimed by the service provider, must be undertaken by ANDA, officials and some members of the PSC to ensure that ANDA is able to approve claims made by the service provider.

6. REPORTING MECHANISM

It is expected that regular progress reports will be submitted to ANDA and further presented to the PSC on a monthly basis. The Project Manager has the right to change the frequency of reporting as and when necessary.

7. COMPLIANCE REQUIREMENTS

Note to Prospective Bidders: Compulsory submissions (Failure to submit any of the following will result in disqualification)

- All bids submitted should remain valid for a period of 90 days after the bid closing date.
- Valid SARS pin number confirmation certificate to be included.
- Municipal clearance certificate certifying that no municipal rates and service charges are owed by the bidder and any of its directors to Alfred Nzo District Municipality or to any other municipality where the bidder's business operations are located, are in arrears for more than three months.
- Certified copies of BBBEE certificate issued by a Verification Agency accredited by SANAS or a Sworn Affidavit in relation to the BBBEE status of the company.
- Copies of ID Documents and all submitted certificates must be certified with a certification that is not older than 3 months.
- The bid will be evaluated according to the preferential procurement model in the Preferential Procurement Policy Framework Act. the bidders' attention is drawn to

Form MBD6.1. Failure to submit will result in zero points score for BBBEE status level

- Formal proposal from the Training development provider with contactable references, similar interventions, linkages between well-defined businesses, learning programme and mentorship model.
- Clear Methodology and Project approach
- Submission of Clear financial breakdown with the proposal.
- Signed Implementation plan with relevant time frames.
- Detailed information for the business owners such as their CVs certified, ID copies and their positions in the business also the CV's for their facilitators, assessors and moderators such as qualifications, accreditation documents (attachments must be enclosed.)
- Valid Company Accreditation Certificate with AgriSeta on Animal Production Level 2
- Company profile with traceable references
- Joint Venture agreement should be in JV agreement format
- The Alfred Nzo Development Agency is not bound to accept the lowest or any bidder
- Bids received after the published closing date will not be considered and will not be opened
- Bidders are required to submit the CV of the Project Manager who will deal with the account of ANDA.
- All bidders should complete MBD 1, MBD 4, MBD 8, MBD9
- All prospective service providers of goods and services and infrastructure procurement are to be registered on Central Database in order to do business with all organs of state in the Republic of South Africa.

Failure to supply all required and supplementary information will result in the tender being deemed non-responsive and therefore, the tender will not be considered for award.

8. EVALUATION CRITERIA

Proposals must be placed in a sealed envelope and clearly marked: “Training proposal – ANIMAL PRODUCTION LEVEL - 2” and placed in the tender box at the Alfred Nzo Development not later than 12H00 on the 27 March 2020.

Functionality Evaluation:

The bids will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBEE Points

Bids will be evaluated in terms of the Procurement Policy of Alfred Nzo Development Agency and shall be applied as follows: -

All proposals received shall firstly be evaluated on functionality and thereafter only those who qualify for the next stage of evaluation will be evaluated in terms of the PPPFA No.5 of 2000 read together with the 2017 PPPFA Regulations and the B-BBEE Regulations.

Any bid that fails to achieve a minimum of 70 points on the functionality evaluation shall not be evaluated further and will be deemed to be non-responsive.

The functionality evaluation points will be applied as per the table below; -

NB: Bidders must demonstrate by submitting documentary proof in relation to the claim of points with respect to the following key: The successful bidders or consortium **must demonstrate the following key competencies** for the functionality evaluation as per the table that follows:

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	100
• Previous Experience	30
• Capacity and Expertise	70
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
BBEE POINTS	20
Price	80

Bidder’s relevant experience and track record	Weight (100)
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References	Weight
<p>Traceable record for successful completion of a minimum of 03 or more Trainings of Animal Production Level 2 for Municipality, Development Agency and for private or public organisation (Training school/academy)</p> <p>(Submit at least three (3) Contract award letters and 3 letters of reference on the relevant letterhead and signed by the referring organisation. Letters must indicate how many learners were trained and the budget. Attached 1x SOR per project as proof that the learners were evaluated and certificate issued)</p>	<p>30</p>
<p>Traceable record for successful completion of a minimum of 02 but not more than 3 of Training of Animal Production Level 2 for Municipality, Development Agency and for private or public organisation (Training school/academy)</p> <p>(Submit at least Two (2) Contract award letters and two letters of reference on the relevant letterhead and signed by the referring organization. Letters must indicate how many learners were trained and the budget. Attached 1 x SOR per project as proof that the learners were evaluated and certificate issued)</p>	<p>20</p>
<p>Traceable record for successful completion of a minimum of 01 but no more than 2 Training of Animal Production Level 2 for Municipality, Development agency and for private organisation (Training school/academy)</p> <p>(Submit at least One (1) Contract award letter and one letter of reference on the relevant letterhead and signed by the referring organization. Letters must indicate how many learners were trained and the budget.</p>	<p>10</p>

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Attached 1 x SOR per project as proof that the learners were evaluated and certificate issued).	
Total Maximum Weighting	30
CAPACITY AND EXPERTISE TO UNDERTAKE THE PROJECT (50)	Weighting
<p>Management:</p> <p>Project Leader with NQF Level 6 / Degree / National Diploma Qualification in the Agriculture Management / Economics or Animal Production Management</p> <p>(Attach CVs and certified copies not older 3 months for all qualifications for project team. The bidders must clearly index and label the Management CV's of not more five pages.)</p>	20
Experience and Qualification of facilitators responsible for the project	Weight
<p>1 x Accredited Facilitators: Team members to be accredited with ETDP SETA and ETQA on agriculture qualification.</p> <p>(Attach CV's and copies of facilitators certified accreditation certificate, ID and qualifications with experience in the field. The bidders must clearly index and label the Facilitators CV's of not more three pages.)</p>	10
<p>2x Accredited Assessors (Internal and External) Team members to be accredited with ETDP SETA and ETQA on agriculture qualification.</p> <p>(Attach CV's and copies of assessor certified accreditation certificate, ID and qualifications with experience in the field. The bidders must clearly index and label the Facilitators CV's of not more three pages.)</p>	10

2x Accredited Moderator (Internal and External) Team members to be accredited with ETDP SETA and ETQA on agriculture qualification (Attach CV's and copies of Moderators certified accreditation certificate, ID and qualifications with experience in the field. The bidders must clearly index and label the Moderators CV's of not more three pages.)	10
Company to be accredited with AgriSETA on Animal Production Level-2 (Attach an accredited certificate with AgriSETA on National Certificate: Animal Production Level 2)	20
Total Maximum Weighting	70

For any queries regarding this tender, please contact Ms. F. Nketshisa for project related queries; on (039) 492 0011 or;
Ms M. Makhatha for SCM related queries at telephone number 039-492-0011 during office hours.

**Alfred Nzo Development Agency
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Hospital Road
Mount Ayliff
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Yours in Local Economic Development



**MS. M. BAMBENI
CHIEF EXECUTIVE OFFICER**