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Better District, Better Life and Growth for all.

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Alfred Nzo Development Agency SOC Ltd
Reg nr: 2008/009063/30

TERMS OF REFERENCE

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE IMPLEMENTATION OF SKILLS FOR DISTRICT ECONOMIC DEVELOPMENT PROGRAMME

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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 applied to National Skills Fund (NSF) for training of 250 unemployed people for a Learnership Programme in Mixed Farming System Production NQF Level - 2 in 2019/2020 financial year.

1.2 OBJECTIVE

To identify and enter into a contract with a partner that is competent to provide the training of the recruited learners as per the allocation by NSF. The partner must be accredited by the AgriSeta to render this qualification.

1.2 SPECIFIC OBJECTIVES

The specific objectives of the programme include: -

- Enrolment of SMMEs and co-ops into the skills and learnership programme.
- The implementation of a learnership programme as approved by the NSF for learners, projects, small medium micro enterprise (SMME) and co-operatives in the agricultural sector (mixed farming) promotion of employment there is a demand for skilled labor force;
- Skills development and skills transfer to communities in the Alfred Nzo District;
- Reducing dependency on social grants, shifting focus more towards self-sustainable enterprises and

1.3 PURPOSE

The purpose of this qualification is to allow elected candidates to progress towards a position of farm labourers / (operators) with specific reference to Mixed Farming System Level 2 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 Mixed Farming 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.

The Mixed Farming System is a National Qualification Framework Level-2: Learnership Programme for twelve (12) months practical and theoretical training programme.

1.4 OBJECTIVES OF THE QUALIFICATION

- Monitor and support the implementation of food safety and quality, production, environmental and social practices and awareness within the agricultural supply chain.

- Demonstrate an understanding of the importance of water quality to agriculture and to monitor and maintain water quality using established procedures.
- Apply basic practices to conserve the environment, including natural resources.
 - Select basic equipment and implements that are appropriate to a combination of activities within a single agricultural process.
 - Carry out basic physical farm layout tasks including construction of rainwater harvesting and soil conservation structures in a small farm or garden environment.
 - Explain the basic concepts used in animal nutrition, maintaining, preserving, modifying and enhancing the nutrient value of animal feeds and follow correct on-farm feeding practices.
 - Identify, record and report on abnormal animal behavior and physical abnormalities, supervise the movement and restraint of animals and apply treatment and perform basic procedures.
 - Soil is prepared according to the requirements of the crop.
 - Recognize common insects, disease symptoms, weeds and apply basic control measures.
 - Apply agrochemical products in a safe, effective and responsible manner with consideration to the environment.
 - Plant a range of crops and monitor the correct establishment of crops as well as ensuring that planting is placed and spaced as required.
 - Manipulate plants by applying a narrow range of techniques.

1.5 PROGRAMME OUTCOME AND IMPACT

The qualification will equip the learners to be able to carry out familiar procedures in a limited environment and will 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 Mixed Farming System. This form the basis for learners to extend their learning into more specialized areas of plant- and animal production and provides the basis of the establishment of sustainable farming operations through the inclusion of a wide spectrum of competencies required by farmers in Alfred Nzo. Whilst technical production orientated competencies are ensured, other aspects such as agri-business and good agricultural practices are

included in the range of competencies required by farmers in order to enable them to strive towards agricultural management standards and practices at higher levels.

Learners achieving this qualification will be able to contribute to:

Learners Competency 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 / mariculture, Commercial insects Animal fibres harvesting, Bee keeping, Natural resources harvesting, Organic production, Perma-culture production, Eco/Agri Tourism, Agro Chemicals, Horse Breeding, etc.) Areas of specialisation in Plant Production include but are not limited to e.g. (i.e. Organic production, Hydroponic production, Perma-culture production, Agronomy, Horticulture, Natural resources harvesting).

2. SCOPE & EXTENT OF WORK

Developing and implementing a Learnership Programme that is a 24 months programme: Mixed Farming System Level-2 inclusive of a structured theoretical and practical training such as facilitation, assessments, moderations and mentorship phase. 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 certificate with 120 credits:

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, AgriSeta and NSF, 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 or any other venue, e.g. training venues' and accommodation for the facilitators.
- 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 Mixed Farming System Level -2.

NB: A compulsory briefing session will be held to clarify the scope of work with prospective bidders on the 25th of March 2020 at Alfred Nzo Development Agency Boardroom at 10H00 AM.

3. DELIVERABLES

- Safely and accurately collect routine agricultural data by applying prescribed methods of data collection for agricultural purposes.
- Recognise the basic concepts of sustainable farming practices and be able to perform basic tasks in applying sustainable farming practices.
- Apply sound food safety principles by identifying risk factors in food contamination and applying preventative measures to ensure product safety.
- Observe and maintain basic water quality by working with the technical systems that control quality factors in water.
- Incorporate an understanding of the role of natural resource management in sustainable agricultural practices into existing farming activities by applying basic practices to conserve the environment, including natural resources.
- Carry out basic physical farm layout tasks including construction of rainwater harvesting and soil conservation structures.
- Operate, care for and store basic tools and equipment in a safe and responsible manner.

- Keep record and report appropriately on inputs and resources in an agricultural environment.
- Describe the production process in an agricultural environment.
- Describe the importance of marketing within the agricultural production process.
- Keep an accurate and current simple financial record keeping system in an agribusiness environment.

UNIT STANDARDS AND LEARNING OUTCOMES: FOR MIXED FARMING SYSTEM LEVEL 2 FOR 12 MONTHS: 120 CREDITS

	ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
Core	116125	Apply crop protection and animal health products effectively and responsibly	NQF Level 02	4
Core	116127	Apply layout principles for conservation and infrastructure	NQF Level 02	5
Core	116126	Apply marketing principles in agriculture	NQF Level 02	2
Core	116128	Apply plant manipulation methods	NQF Level 02	4
Core	116121	Apply sustainable farming practices to conserve the ecological environment	NQF Level 02	5
Core	116122	Control inputs and stock in agribusiness	NQF Level 02	2
Core	116124	Control pests, diseases and weeds on all crops effectively and responsibly	NQF Level 02	2
Core	116115	Define and understand production systems and production management	NQF Level 02	2
Core	116113	Explain principles of human resources management and practices in agriculture	NQF Level 02	2
Core	116081	Identify and recognise factors influencing agricultural enterprise selection	NQF Level 02	2
Core	116083	Illustrate and understand the basic layout of financial statements	NQF Level 02	2
Core	116079	Monitor the establishment of a crop	NQF Level 02	4
Core	116077	Monitor water quality	NQF Level 02	3
Core	116070	Operate and support a food safety and quality management system in the agricultural supply chain	NQF Level 02	2

Core	116063	Respond correctly to control defensive behaviour in animals	NQF Level 02	4
Core	116055	Understand animal nutrition	NQF Level 02	7
Core	116053	Understand basic soil fertility and plant nutrition	NQF Level 02	5
Core	116060	Utilise and perform minor repair and maintenance tasks on implements, equipment and infrastructure	NQF Level 02	5
Fundamental	8963	Access and use information from texts	NQF Level 02	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	NQF Level 02	3
Fundamental	7480	Demonstrate understanding of rational and irrational numbers and number systems	NQF Level 02	3
Fundamental	8962	Maintain and adapt oral communication	NQF Level 02	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	NQF Level 02	3
Fundamental	116080	Monitor, collect and collate agricultural data	NQF Level 02	2
Fundamental	116064	Recognise and identify the basic functions of the ecological environment	NQF Level 02	4
Fundamental	8967	Use language and communication in occupational learning programmes	NQF Level 02	5
Fundamental	7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	NQF Level 02	2
Fundamental	9007	Work with a range of patterns and functions and solve problems	NQF Level 02	5
Fundamental	8964	Write for a defined context	NQF Level 02	5
Elective	116643	Administer livestock processing treatments	NQF Level 02	8
Elective	116123	Consider plant botany during the placement of bee hives	NQF Level 02	2
Elective	8347	Control problem Animals	NQF Level 02	4
Elective	116120	Explain basic pig husbandry practices	NQF	4

			Level 02	
Elective	116110	Explain dairy production cleanliness	NQF Level 02	5
Elective	116114	Harvest natural flora	NQF Level 02	4
Elective	116109	Interpret and illustrate permaculture principles	NQF Level 02	5
Elective	116076	Introduce organic certification and internal control systems	NQF Level 02	2
Elective	116638	Mix and deliver feedlot feed to bunker	NQF Level 02	4
Elective	116069	Participate in agri/ecotourism practices at both micro and meso levels to tourists	NQF Level 02	4
Elective	116072	Perform routine operations and identify basic problems in hydroponic systems	NQF Level 02	3
Elective	116062	Prepare a shearing shed for shearing	NQF Level 02	3
Elective	116065	Store and control agrochemical products effectively and responsibly	NQF Level 02	4
Elective	116645	Control feedbunker and water trough quality	NQF Level 03	6
Elective	116653	Demonstrate an understanding of feedlot feed ingredient and blends	NQF Level 03	6
Elective	116647	Demonstrate an understanding of the feedlot environment	NQF Level 03	10
Elective	116637	Determine livestock mass	NQF Level 03	2

- 250 Learners to be trained in Learnership Programme: Mixed Farming System 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.

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 BBEE 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 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 item. The bid price page must be signed by an authorised 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, NSF, 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 SMME Coordinator.

- **Project duration**

The work is to be completed within 24 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.

4. PROJECT TIME FRAME

The above deliverable must be completed within 24 months days from the start date, with the following timeline (based on one consultant): The Plant Production Level 2 is a Learnership Programme with practical and theoretical training programme. 70% of

the training programme is based on the practical component and 30% on Theoretical component.

5. 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 NSF including the learners on the programme.

6. 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 service provider working together with Alfred Nzo Development Agency, and NSF.

A Project Steering Committee (PSC) made of ANDA officials, NSF 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.

7. 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.

8. SUBMISSION REQUIREMENTS

Technical proposals shall be submitted in the following format. Failure to adhere to this format requirement will lead to the bid being regarded as non-compliant.

- Formal proposal from the service 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.)
- The Service Provider must be accredited with AgriSETA on Mixed Farming System Level - 2 and must submit proof thereof (**ACCREDITATION CERTIFICATE**)
- Proposals must be placed in a sealed envelope and clearly marked: "SKILLS FOR DISTRICT DEVELOPMENT PROGRAMME" and placed in the tender box at the Alfred Nzo Development not later than 10H00 on the **09 April 2020**. Bidders are requested to ensure that their proposals include; Company Registration, a Tax Clearance Certificate/pin BBBEE Certificate/affidavit and **ACCREDITED CERTIFICATE ON MIXED FARMING SYSTEM LEVEL- 2**

9. EVALUATION CRITERIA

Functionality Evaluation:

The bids will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBBEE 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

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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
BBBEE POINTS	20
Price	80

Bidder's relevant experience and track record	Weight (100)
References	Weight
Traceable record for successful completion of a minimum of 03 or more Trainings on Mixed Farming System Level 2 for Municipality, Development Agency, private or public organisation (Submit at least three (3) Contract Award or Appointment Letters or letters of reference on the relevant letterhead and signed by the referring organization. Letters must indicate how many learners were trained and the budget)	30

<p>Traceable record for successful completion of a minimum of 02 but not more than 03 Trainings on Mixed Farming System Level 2 for Municipality, Development Agency, private or public organisation</p> <p>(Submit at least three (2) Contract Award or Appointment Letters or letters 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>20</p>
<p>Traceable record for successful completion of a minimum of 01 but not more than 02 Trainings on Mixed Farming System Level 2 for Municipality, Development Agency, private or public organisation</p> <p>(Submit at least three (1) Contract Award or Appointment Letters or letters 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>
<p>Total Maximum Weighting</p>	<p>30</p>
<p>CAPACITY AND EXPERTISE TO UNDERTAKE THE PROJECT (50)</p>	<p>Weighting</p>
<p>Management:</p> <p>Project Leader with NQF Level 6 / Degree / Diploma Qualification in the Agriculture Management / Economics or Mixed Farming System 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>	<p>20</p>
<p>Experience and Qualification of facilitators responsible for the project</p>	<p>Weight</p>

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<p>1 x Accredited Facilitators: Team members to be accredited with ETDP SETA and ETQA on agricultural 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 than three pages.)</p>	<p>10</p>
<p>2x Accredited Assessors (internal and external) (ETDP SETA and ETQA on agricultural 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 than three pages.)</p>	<p>10</p>
<p>2 x Accredited Moderators (Internal and external) Team members to be accredited with ETDP SETA and ETQA on agricultural qualification.</p> <p>(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 than three pages.)</p>	<p>10</p>
<p>Company to be accredited with AgriSeta on Mixed Farming System Level-2</p> <p>(Attach an accredited certificate with AgriSeta on Mixed Farming System Level-2)</p>	<p>20</p>
<p>Total Maximum Weighting</p>	<p>70</p>

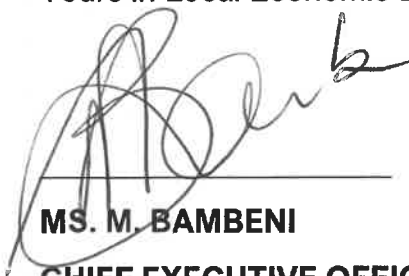
For any queries regarding this tender, please contact Ms Dandala, Ms. F. Nketshisa for project related queries; on (039) 492 0011 or;

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Ms M. Makhatha for SCM related queries at telephone number 039-492-0011 during office hours.

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Yours in Local Economic Development



MS. M. BAMBENI
CHIEF EXECUTIVE OFFICER