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*Better District, Better Life and Growth for all.*

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Alfred Nzo Development Agency SOC Ltd  
Reg nr: 2006/000563/20

## **TERMS OF REFERENCE**

### **FOR**

### **THE APPOINTMENT OF A CONSULTANT TO FACILITATE THE SETA ACCREDITATION FOR ALFRED NZO DEVELOPMENT AGENCY**

#### **Issued and prepared by:**

Alfred Nzo Development Agency  
Umzimvubu Goats Complex  
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4735

#### **LED MANAGER – PROGRAMMES DEPARTMENT**

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## **1. BACKGROUND AND OVERVIEW OF THE PROJECT**

### **1. BACKGROUND**

Alfred Nzo Development Agency works closely with SETAs with an intention of promoting & mentoring unemployed youth through the provision of training and skills development support, thereby propelling their way up into the mainstream economy. Alfred Nzo Development Agency provides skills Development Initiatives such as Training, Capacity Building, Incubation and Mentorship through partnership with accredited training providers, hence enabling our engagement with SETA's.

These terms of reference outlines ANDA's intention to recruit suitable consultants who shall facilitate the entity's SETA accreditation on either LGSETA, EWSETA, Service SETA, or Construction SETA.

### **2. PROJECT OBJECTIVE**

- To secure the services of a consultant to facilitate the accreditation of the entity on either of the following SETAs: LGSETA, EWSETA, Service SETA, Construction SETA.
- To prepare all documents relating to SETA accreditation process.

### **3. SCOPE OF WORK**

Competent training providers/ consultants are hereby invited to submit proposals to accomplish the following scope of work:

- To facilitate the SETA accreditation on the following qualifications: Water and Wastewater Treatment Process, Municipal Finance Management and Disaster Risk Management.
- Prepare all documents for accreditations
- Complete QMS and SETA/QCTO documentation
- Provider submits letter of Intent for Accreditation to QCTO
- Completing an Accreditation QCTO/SETA application Form on behalf of the entity.
- Sourcing of Assessors and Moderators.

- Providing and customizing Quality Management System (QMS) for ANDA.
- Completing a SETA/QCTO Accreditation Self-Evaluation form
- Developing a learner placement strategy as required for programme delivery
- Providing workplace monitoring logbook as required for programme delivery readiness.
- Completing a learning material matrix as per of SETA/QCTO Application DHET (Department of Higher Education and Training)
- Prepare DHET application documents and submit them on behalf of ANDA.
- Source Health & Safety Representatives
- Help with Education Guarantee as required by DHET.
- Assist with preparation for the site visit during verification process
- 24/7 support for clarification on any queries that may arise during the Accreditation process.
- Development of manuals for the accreditation.
- Align learning material and complete SETA/QCTO Application forms and all relevant documents

#### **4. PROJECT METHODOLOGY**

Bidder must compile a detailed methodology that will address project initiation, project milestones, quality assurance and clear outcomes with specific time frames and project costs.

#### **5. REPORTING PROCEDURE**

It is expected that regular progress reports will be submitted to ANDA. The Project Manager has the right to change the frequency of reporting as and when necessary. Progress report will be required for every milestone or deliverable of the project as per the project proposal.

#### **6. IMPORTANT SUBMISSIONS**

- Detailed methodology with project initiation, project management, project milestones, time management, quality assurance and clear outcomes with specific time frames and project costs.
- Team Leader must be a Training development specialist with at least 3 years' experience in training, coaching and mentorship (Specialist must attach CV with qualifications)
- The Service Provider must be accredited with LGSETA and any other SETA, must submit proof thereof (Valid Accreditation Certificates)
- Submission of Clear financial breakdown with the proposal.
- The potential bidder must be registered with national treasury central supplier database (CSD). CSD report must be attached.
- Bid documents must be signed and duly completed, together with all declaration of interest/ standard bidding documents (MBD's 4, 6.1, 8, and 9).
- Provide and attach a copy of company registration certificate.
- Attach certified copies of IDs of directors and project team, certification must not be older than 3 months
- The potential bidder must attach valid tax clearance / pin number
- Company profile with the relevant experience and track record.
- 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/ Proof of residence/Lease agreement and Affidavit.
- Joint Venture agreement should be in JV agreement format (If applicable)

## **7. DELIVERABLES AND OUTPUTS**

For the service provider to be considered to have fully completed the scope of work the following must have been completed:

- Accreditation from LGSETA / EWSETA / Service SETA / Construction SETA in Water and Wastewater Treatment process, Municipal Finance Management, Disaster Risk Management, Local Governance and Management and Local Economic Development

## **8. SERVICE LEVEL AGREEMENT**

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

## **9. PROJECT TIME FRAME**

The above deliverables must be completed within 6 months after the appointment.

## **10. 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. ANDA will deal with the contracted service provider and not with subcontracted consultants.

## **11. SELECTION AND EVALUATION CRITERIA**

ANDA subscribes to the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Act (PPPFA) principles whereby a bidder's submission will be evaluated according to the sum of the award of points in respect of the tender value and Specific Goals.

Price and Preference goal 3 will be used for evaluation. The 80/20 preferential point system will be applicable, with 80 points for price and 20 points for Specific Goals.

**The proposal will be evaluated in two stages, namely:**

- **Stage 1- Capacity to Execute Work**
- **Stage 2 - Price and Preference Point system (Goal 3)**

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

- **Price – 80**
- **Specific Goal 3 – 20**

The following criteria will be considered for the appointment of a successful Service provider(s).

ITEM		WEIGHT
<b><u>STAGE 1: CAPACITY TO EXECUTE WORK</u></b>		
Detailed methodology as outlined above		10
Detailed information for the project team such as CVs and qualifications, ID copies and their positions in the business and their accreditations:		30
- Facilitator,	(10)	
-1x assessor and	(10)	
-1 x moderator	(10)	
Company proof of accreditation with LGSETA and additional 5 SETAs		40
<b>Company experience for professional services in Facilitating SETA Accreditation</b>		20
<b>(Completion certificate's or Reference letter's):</b>		
• Two (2) completion certificates / reference letters.	(20)	
• One (1) completion certificates / reference letters.	(10)	
<b><u>STAGE : PRICE &amp; PREFERENCE POINTS</u></b>		
Price		80
Preferential Goal 3- COMBINATION OF ANY GOALS		20
<b>SPECIFIC GOAL 3: COMBINATION OF GOALS</b>	<b>Attach to claim maximum points</b>	<b>Criteria Points</b>
Business owned more than 50% by Priority population groups (Black/Indian etc.)	CIPC certificate, Certified ID, detailed CSD	10
Business owned more than 50% by Women	CIPC certificate, Certified ID, detailed CSD	5
Business located in rural areas	Proof of residence and Affidavit	5
<b>TOTAL WEIGHT</b>		<b>20</b>

**Each provider must score a minimum of 70% to proceed to the next stage.**

## 12. TIMEFRAME

The project time framework will be 6 months from the date of appointment of the service provider.

## 13. BID PROPOSALS

Proposals must be placed in a sealed envelope and clearly marked: **“ANDA ACCREDITATION”** and placed in the tender box at the Alfred Nzo Development not later than 12H00 on the 05 MAY.....2025.

For any queries please contact Mr S. Tshonga and at telephone number 039 492 0011 or Email: [Tshongas@anda.org.za](mailto:Tshongas@anda.org.za) during office hours or Ms. Motheba Makhatha for SCM related queries at tel. number 039 492 0011/ 071 0759437 or email: [Makhatham@anda.org.za](mailto:Makhatham@anda.org.za)


Approved/Not Approved



**MS F. NKETSHISA**  
**BSC CHAIRPERSON**

Comments by Chairperson:

AUTHORISED BY:



**MS N. MALOI**  
**ACTING CHIEF EXECUTIVE OFFICER**