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Alfred Nzo Development Agency SOC Ltd
Reg nr: 2008/009093/30

TERMS OF REFERENCE

FOR

THE APPOINTMENT OF A CONSULTANT TO FACILITATE THE DEVELOPMENT OF TRAINING MANUALS FOR QCTO ACCREDITATION QUALIFICATIONS AWARDED TO ALFRED NZO DEVELOPMENT AGENCY

Issued and prepared by:

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PROGRAMMES DEPARTMENT

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1. BACKGROUND

The Alfred Nzo Development Agency (ANDA) is a municipal entity established to promote socio-economic development, skills development, enterprise development, and job creation within the Alfred Nzo District Municipality. As part of its mandate to improve the employability of unemployed youth and support workforce development initiatives, ANDA implements accredited education, training and skills development programmes in partnership with government departments, Sector Education and Training Authorities (SETAs), municipalities, state-owned entities, private sector organisations and other strategic stakeholders.

ANDA has successfully secured accreditation as a Skills Development Provider (SDP) with the Quality Council for Trades and Occupations (QCTO) for the following Occupational Qualifications:

- Occupational Certificate: Water Process Controller (Qualification ID 102255)
- Occupational Certificate: Municipal Finance Manager (Qualification ID 118775)
- Occupational Certificate: Organisational Risk Practitioner (Qualification ID 94222)

To effectively implement these occupational qualifications and maintain compliance with QCTO accreditation requirements, ANDA requires comprehensive, high-quality and curriculum-aligned learning materials that meet the standards prescribed by the QCTO and relevant Assessment Quality Partners (AQPs).

The development of occupational learning materials is a critical requirement for programme implementation, learner support, assessment, moderation and workplace-based learning. The learning materials must adequately cover the Knowledge Modules, Practical Skills Modules and Work Experience Modules prescribed in the curriculum documents and must be aligned to the curriculum structure and assessment specifications approved by the QCTO.

ANDA therefore seeks to appoint a suitably qualified and experienced Service Provider to develop, align, quality assure and package training materials for the above-mentioned occupational qualifications in accordance with QCTO standards and best practices in occupational learning.

The successful Service Provider will be expected to develop complete and implementation-ready learning material packages that will enable ANDA to immediately roll out training programmes, conduct learner assessments, facilitate workplace learning and support learner progression towards External Integrated Summative Assessment (EISA).

The assignment must include curriculum analysis, instructional design, development of learning and assessment materials, quality assurance, validation and packaging of all materials in editable and electronic formats.

The learning materials developed under this assignment shall become the sole property of Alfred Nzo Development Agency and must be delivered with full intellectual property rights transferred to ANDA upon project completion.

The successful bidder will be expected to ensure that all learning materials are:

- Fully aligned to QCTO curriculum requirements.
- Developed in accordance with occupational qualification specifications.
- Suitable for classroom, workplace and blended learning environments.
- Practical, user-friendly and learner-centred.
- Supported by assessment and moderation tools.
- Ready for implementation immediately upon approval by ANDA.

The project forms part of ANDA's broader strategy to strengthen institutional training capacity, expand access to occupational skills programmes and contribute towards sustainable skills development and economic growth within the Alfred Nzo District and the Eastern Cape Province.

2. PROJECT OBJECTIVE

The objectives of this project are: The objective of this project is to appoint a suitably qualified and experienced Service Provider to develop, align, quality assure and package QCTO-compliant training materials for ANDA's accredited Occupational Qualifications, namely:

- Occupational Certificate: Water Process Controller (Qualification ID 102255)
- Occupational Certificate: Municipal Finance Manager (Qualification ID 118775)
- Occupational Certificate: Organisational Risk Practitioner (Qualification ID 94222)

The project seeks to ensure that all learning materials are fully aligned with QCTO curriculum requirements, support learner development and workplace learning, facilitate assessment and moderation processes, and enhance ANDA's capacity to deliver occupational qualifications in accordance with QCTO standards.

3. SCOPE OF WORK

The appointed service provider shall:

The appointed Service Provider will be required to develop, align, quality assure, and package QCTO-compliant training materials for ANDA's accredited occupational qualifications. The scope of work shall include, but not be limited to, the following:

3.1 Curriculum Analysis and Alignment

- Review QCTO curriculum documents and qualification specifications.
- Analyse qualification requirements, knowledge modules, practical skills modules, and work experience modules.
- Ensure all training materials are fully aligned with QCTO standards and curriculum requirements.

3.2 Development of Training Materials

Develop complete training material packages for the following qualifications:

- Occupational Certificate: Water Process Controller (Qualification ID 102255)
- Occupational Certificate: Municipal Finance Manager (Qualification ID 118775)
- Occupational Certificate: Organisational Risk Practitioner (Qualification ID 94222)

3.3 Learning and Assessment Resources

Develop and provide:

- Learner Guides
- Facilitator Guides
- Learner Workbooks
- Assessment Guides
- Assessment Instruments and Memoranda
- Practical Assessment Guides
- Internal Moderation Guides
- Presentation Slides

3.4 Workplace Learning Materials

Develop:

- Workplace Experience Logbooks
- Workplace Mentor Guides
- Workplace Observation Checklists
- Workplace Assessment Tools
- Portfolio of Evidence (PoE) Templates
- Learner Progress Tracking Tools

3.5 Quality Assurance and Validation

- Conduct quality assurance of all developed materials.

- Ensure alignment with QCTO curriculum requirements and assessment specifications.
- Review, edit, validate and proofread all materials before submission.
- Incorporate feedback from ANDA and relevant subject matter experts.

3.6 Packaging and Handover

The Service Provider shall submit:

- Editable MS Word versions of all materials.
- PDF copies of all materials.
- Learning Material Matrix for each qualification.
- Curriculum Alignment Report.
- Quality Assurance Report.
- Final Training Material Package ready for implementation.

The successful Service Provider shall ensure that all materials are implementation-ready, learner-centred, assessment-focused, and compliant with QCTO requirements for occupational qualification delivery.

4. PROJECT METHODOLOGY

The bidder must provide a comprehensive methodology demonstrating how the extension of scope accreditation process and learning material development will be undertaken. The methodology must clearly indicate activities, timelines, deliverables, quality assurance mechanisms, and stakeholder engagement processes.

The proposed methodology shall include, but not be limited to, the following phases:

Phase 1: Project Initiation and Planning

The appointed service provider shall:

- Conduct an inception meeting with ANDA project team.
- Review ANDA's existing accreditation status and institutional capacity.

- Develop a detailed project implementation plan with timelines and milestones.
- Identify accreditation gaps and compliance requirements for the proposed qualifications.
- Establish communication and reporting protocols.

Phase 2: Gap Analysis and Compliance Assessment

The service provider shall:

- Assess ANDA's readiness against QCTO accreditation requirements.
- Review existing Quality Management System (QMS) policies and procedures.
- Identify infrastructure, equipment, staffing and workplace requirements.
- Prepare a compliance improvement plan.

Phase 3: Development and Alignment of Learning Materials

The service provider shall:

- Develop qualification-specific learning materials aligned to QCTO curriculum documents.
- Develop learner guides, facilitator guides, assessment guides and moderation guides.
- Develop workplace logbooks and practical assessment instruments.
- Ensure all learning materials comply with QCTO and Assessment Quality Partner requirements.

Phase 4: Accreditation Documentation and Application Preparation

The service provider shall:

- Compile and complete all QCTO accreditation application documents.
- Prepare self-evaluation reports and supporting evidence.
- Compile assessor and moderator information.
- Complete learning material matrices and workplace approval documentation.
- Submit all accreditation documents to QCTO on behalf of ANDA.

Phase 5: Quality Assurance and Accreditation Support

The service provider shall:

- Liaise with QCTO and relevant Assessment Quality Partners.
- Address all accreditation queries and requests for additional information.
- Assist ANDA in implementing corrective actions arising from evaluations.
- Prepare ANDA for desktop and physical verification visits.

Phase 6: Site Visit Preparation and Accreditation Approval

The service provider shall:

- Conduct mock accreditation audits.
- Verify that all compliance requirements have been met.
- Provide support during QCTO site verification visits.
- Facilitate the resolution of findings and non-conformances.
- Follow up until accreditation approval is obtained.

Phase 7: Project Close-Out and Capacity Building

The service provider shall:

- Conduct a final handover session with ANDA.
- Transfer all accreditation and learning material files.
- Provide training and orientation to designated ANDA officials on accreditation maintenance requirements.
- Submit a final project completion report.

Phase 8: Quality Assurance

The successful bidder must implement quality assurance measures throughout the project, including:

- Internal quality reviews of all accreditation documents.
- Verification of compliance against QCTO accreditation criteria.
- Review and validation of learning materials by subject matter experts.

- Regular progress meetings with ANDA.
- Submission of monthly progress reports detailing achievements, risks and mitigation measures.

5. DELIVERABLES AND OUTPUTS

The service provider shall be deemed to have successfully completed the project upon delivery of:

- Development of complete QCTO-compliant training material packages for the Occupational Certificate: Water Process Controller (Qualification ID 102255).
- Development of complete QCTO-compliant training material packages for the Occupational Certificate: Municipal Finance Manager (Qualification ID 118775).
- Development of complete QCTO-compliant training material packages for the Occupational Certificate: Organisational Risk Practitioner (Qualification ID 94222).
- Learner Guides for all qualifications.
- Facilitator Guides for all qualifications.
- Learner Workbooks for all qualifications.
- Presentation Slides for all qualifications.
- Assessment Guides for all qualifications.
- Assessment Instruments and Memoranda for all qualifications.
- Formative Assessment Activities for all qualifications.
- Practical Assessment Instruments for all qualifications.
- Integrated Assessment Activities for all qualifications.
- Internal Moderation Guides for all qualifications.
- Moderation Checklists and Moderation Report Templates.
- Workplace Experience Logbooks for all qualifications.
- Workplace Mentor Guides for all qualifications.
- Workplace Observation Checklists for all qualifications.
- Workplace Assessment Instruments.
- Portfolio of Evidence (PoE) Templates for all qualifications.
- Learner Progress Tracking Tools.

- Workplace Monitoring and Evaluation Tools.
- Training Implementation Plans.
- Learner Attendance Registers.
- Learning Material Matrix for each qualification.
- Curriculum Alignment Matrix for each qualification.
- Curriculum Alignment Report demonstrating compliance with QCTO curriculum requirements.
- Quality Assurance and Validation Report confirming compliance with QCTO and AQP standards.
- Proofreading and Editing Report.
- Final Training Material Package in editable Microsoft Word format.
- Final Training Material Package in PDF format.
- Electronic copies of all materials and supporting documents.
- Project Close-Out Report detailing activities undertaken, deliverables completed, challenges encountered, and recommendations.
- Develop workplace learning tools and logbooks that enable effective monitoring, recording, and verification of workplace experience and practical learning activities.

Transfer of all intellectual property rights and ownership of the developed materials to Alfred Nzo Development Agency (ANDA).

6. PROJECT DURATION

The project shall be completed within a period of **six (6) months** from the date of appointment of the service provider.

7. 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.

8. 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 QCTO and 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 1,4, 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)

9. SERVICE LEVEL AGREEMENT

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

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 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)**

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– 20**
- The following criteria will be considered for the appointment of a successful Service provider(s).

ITEM	WEIGHT
<u>STAGE 1: CAPACITY TO EXECUTE WORK</u>	
Methodology (clear project approach / plan need to be attached)	
The service provider is expected to provide a Comprehensive methodology covering implementation, learner support, workplace learning, assessment, moderation, risk management and reporting comprehensive	20
A comprehensive methodology with project initiation, project management, project milestones, time management, with specific time frames and	

project costs.		
<u>Key Personnel</u>		
Detailed information for the Team Leader such as CVs and certified qualifications, ID copies and their accreditations Qualifications and experience:		
Bachelor of Business Administration with at least 5 years' experience in in related business Skills development.		20
<u>Project Team</u>		
Detailed information for the Project Leaders such as CVs and certified qualifications, ID copies and their accreditations Qualifications and experience		30
accreditations:		
- Facilitator	(10)	
-1x assessor and	(10)	
-1 x moderator	(10)	
2x Company proof of accreditation with QCTO		20
Company experience for professional services in Facilitating QCTO		10
Accreditation		
(Completion certificate's or Reference letter's):		
• Two (2) completion certificates / reference letters.	(10)	
• One (1) completion certificates / reference letters.	(05)	
<u>STAGE : PRICE & PREFERENCE POINTS</u>		
Price		80
Preferential Goal - COMBINATION OF ANY GOALS		20
SPECIFIC GOAL : COMBINATION OF ANY GOAL	Attach to claim maximum points	Criteria Points
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
TOTAL WEIGHT		20

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

12. BID PROPOSALS

Proposals must be placed in a sealed envelope and clearly marked: **“ANDA QCTO ACCREDITATION TRAINING MANUALS”** and placed in the tender box at the Alfred Nzo Development not later than 12H00 on the **07 September .2026**.

For any queries please contact Ms Funeka Nketshisa and at telephone number 039 492 0011 or Email: Nketshisaf@anda.org.za during office hours or Ms. Andiswa Mayaba for SCM related queries at tel. number 039 492 0011/ 069 0073542 or email: [Mayabaa@anda.org.za/](mailto:Mayabaa@anda.org.za)

Approved/Not Approved



MS F. NKETSHISA
BSC CHAIRPERSON

Comments by Chairperson:

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