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Better District, Better Life and Growth for all.

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Alfred Nzo Development Agency SOC Ltd
Reg nr: 2008/00063/30

TERMS OF REFERENCE

FOR

THE APPOINTMENT OF A CONSULTANT TO FACILITATE THE QCTO ACCREDITATION WITH THEIR LEARNING MATERIAL FOR ALFRED NZO DEVELOPMENT AGENCY

Issued and prepared by:

Alfred Nzo Development Agency
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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 committed to expanding access to quality skills development programmes that respond to the socio-economic needs of the Alfred Nzo District and surrounding communities.

ANDA is currently accredited to offer selected occupational qualifications and intends to expand its training portfolio through the acquisition of additional QCTO qualifications. To achieve this objective, ANDA seeks to appoint a suitably qualified and experienced service provider to facilitate the extension of scope accreditation process and develop all required learning and assessment materials for the identified occupational qualifications.

The successful service provider will be required to prepare and submit all documentation required by the Quality Council for Trades and Occupations (QCTO) and relevant Assessment Quality Partners (AQPs) to secure approval for the following qualifications:

- Occupational Certificate: Plumber
- Occupational Certificate: Water and Wastewater Treatment Process Controller
- Occupational Certificate: Electrician
- Occupational Certificate: Bricklayer
- Occupational Certificate: Carpenter

2. PROJECT OBJECTIVE

The objectives of this project are:

- To appoint a competent service provider to facilitate the extension of scope accreditation process for five occupational qualifications.
- To ensure compliance with all QCTO accreditation requirements.

- To develop and align learning materials, assessment guides and workplace learning documents for the identified qualifications.
- To secure QCTO approval for the addition of the identified qualifications to ANDA's existing accreditation scope.
- To strengthen ANDA's capacity to deliver occupational training programmes within the construction, water and electrical sectors.

3. SCOPE OF WORK

The appointed service provider shall:

3.1 Extension of Scope Accreditation

- Conduct a gap analysis of ANDA's current accreditation status.
- Facilitate the extension of scope applications with QCTO.
- Prepare and submit all required accreditation documentation.
- Complete and submit all self-evaluation and compliance documents.
- Assist ANDA in meeting QCTO accreditation requirements.
- Coordinate communication between ANDA and QCTO during the accreditation process.
- Provide support during desktop evaluations and site verification visits.
- Address all accreditation findings and corrective actions until approval is granted.

3.2 Qualifications to be Accredited

The service provider must facilitate accreditation for the following Occupational Certificates:

Occupational Certificate: Plumber	Level 4
Occupational Certificate: Water and Wastewater Treatment Process Controller	Level 4
Occupational Certificate: Electrician	Level 4
Occupational Certificate: Bricklayer	Level 4
Occupational Certificate: Carpenter	Level 4

3.3 Learning Material Development

The service provider shall develop and customise:

- Learner Guides
- Facilitator Guides
- Assessment Guides
- Assessment Instruments
- Internal Moderation Guides
- Workplace Logbooks
- Portfolios of Evidence (PoE) Templates
- Workplace Experience Modules
- Formative Assessment Tools
- Summative Assessment Preparation Guides
- Learning Material Matrix
- Integrated Assessment Strategy

3.4 Human Resource Support

The service provider shall:

- Source qualified Assessors.
- Source qualified Moderators.
- Assist with Assessor and Moderator registration where required.
- Provide mentorship and technical support throughout the accreditation process.

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.
- Develop 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:

- Inception Report and Project Implementation Plan.
- Gap Analysis and Compliance Assessment Report.
- Complete Accreditation Application Submission Package.
- Accreditation Readiness Report.
- Approved QCTO Extension of Scope Accreditation for the five identified qualifications.
- Complete Quality Management System alignment documentation.
- Learning Material Matrix for each qualification.
- Complete learning material packages for all five qualifications.
- Assessment and moderation instruments.
- Workplace learning and logbook templates.
- Accreditation approval letters from QCTO.
- Site visit readiness report.
- Final project close-out report.

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>	
<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>Stage 2. Key Personnel</u>		
Qualifications and experience of Facilitators, Assessors and Moderators-		
Team leader:		
• Bachelor of Business Administration with at least 5 years' experience related business plan development experience		10
Detailed information for the project team such as CVs and qualifications, ID copies and their positions in the business and their 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 SETA Accreditation		
(Completion certificate's or Reference letter's):		
• Two (2) completion certificates / reference letters.	(20)	20
• One (1) completion certificates / reference letters.	(10)	
<u>STAGE : PRICE & PREFERENCE POINTS</u>		
Price		80
Preferential Goal- COMBINATION OF ANY GOALS		20
SPECIFIC GOAL: COMBINATION OF ANY GOALS	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 EXTENSION OF SCOPE QCTO ACCREDITATION"** 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

Approved/Not Approved



MS F. NKETSHISA
BSC CHAIRPERSON

Comments by Chairperson:

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