

## **SPECIFICATION FOR THE APPOINTMENT OF PSETA ACCREDITED SKILLS DEVELOPMENT PROVIDER(S) TO PROVIDE A CHANGE MANAGEMENT SKILLS PROGRAMME FOR 150 PUBLIC SERVICE EMPLOYEES FOR THE 2021-22 FINANCIAL YEAR**

The Public Service Sector Education and Training Authority (PSETA) invites accredited Skills Development Provider(s) to apply for discretionary grant funding in respect of the Skill Programme below.

### **1. SCOPE OF SERVICE**

- The appointed Skills Development Provider(s) will implement this project in any of the PSETA constituent members (National or Provincial Departments, Parliament, Legislatures and PSETA Public entities).
- Candidates for the Skills programme must be employed in the public service sector:
- The implementation of this programme must commence and conclude in the 2021/22 financial year.
- PSETA will indicate the provinces in which training is expected to take place at contracting stage.
- Upon completion of this skills programme, learners shall be issued with the statement of results reflecting the following Unit Standards.

**Table 1**

SAQA ID	SAQA Title	NQF Level	Credits
<u>243110</u>	Design, implement and evaluate change management strategy for a Public Sector environment	Level 6	10
<u>243114</u>	Manage the implementation of organisational strategies, policies and plans in a Public Sector environment	Level 6	8
<u>116925</u>	Implement an effective change management programme to achieve specified objectives	Level 5	12

## 2. EVALUATION PROCESS AND CRITERIA

All applications shall be evaluated following a two- phase approach, i.e.:

- Phase 1: Mandatory Evaluation Criteria
- Phase 2: Functionality Evaluation Criteria.

### 2.1 PHASE 1 – MANDATORY EVALUATION CRITERIA

Criteria for Mandatory Evaluation	Yes	No
Completed and signed PSETA application form		
Application in line with the programme listed in Table 1 above		
Registered on the Central Supplier Database (CSD)		
Valid accreditation with PSETA ( <b>ETQA will verify the accreditation for the relevant programme</b> ).		

2.1.1 Applications that do not meet any one of the above mandatory criteria shall be immediately disqualified and shall not be evaluated further.

2.1.2 Applications that qualify in terms of the mandatory criteria shall be evaluated for functionality in terms of the functionality criteria set below.

### 2.2 PHASE 2 – FUNCTIONALITY EVALUATION

2.2.1 Application(s) must meet the minimum eligibility criteria in respect of functionality of 70% before they are considered for recommendation.

2.2.2 The functionality criteria together with the maximum points to be awarded are set out below:

Evaluation Criteria	Evaluation guide	Score guide	Weight
Demonstrated experience of implementing unit standard based Programmes.	<ul style="list-style-type: none"> <li>• The experience is measured in terms of the content in the reference letters from the SDPs' clients that are provided to support the application.</li> </ul>	<ul style="list-style-type: none"> <li>• One letter (unit standard based programme) = 1 points</li> <li>• Two letters (unit standard based programme) = 2 points</li> <li>• Three letters (unit standard based programme) = 3 points</li> </ul>	

Evaluation Criteria	Evaluation guide	Score guide	Weight
Signed, dated reference letter(s) on a letterhead must be provided indicating the programme, duration, number of learners and the amount.	<ul style="list-style-type: none"> <li>The reference letters must indicate the unit standard based projects that were successfully implemented by the SDP and must be signed by the relevant person.</li> <li>Points are awarded for the number of unit standard based projects successfully conducted.</li> </ul>	<ul style="list-style-type: none"> <li>Four letters (unit standard based programme) = 4 points</li> <li>Five letters (unit standard based programme) and above = 5 points</li> </ul>	40%
Expertise in related field  CVs of all key project personnel and copies of relevant certificates to be included.	The expertise of the team is measured in terms of the knowledge and experience of the project team in relation to the delivery of the Unit standard based programme.	<ul style="list-style-type: none"> <li>No experience = 1</li> <li>One team member demonstrates experience = 2</li> <li>Two members demonstrates experience = 3</li> <li>Three members demonstrates experience = 4</li> <li>Four and above member demonstrates experience = 5</li> </ul>	40%
Detailed project plan	Detailed project plan must contain the following: <ul style="list-style-type: none"> <li>Detailed activities</li> <li>Clear deliverables with timelines</li> <li>Roles and responsibilities outlined.</li> <li>Resources allocations</li> <li>Risk Management plan</li> <li>Reporting</li> </ul>	<ul style="list-style-type: none"> <li>Very Poor = 1 (less than two requirements are addressed)</li> <li>Poor = 2 (two requirements are addressed)</li> <li>Good = 3 (three requirements are addressed)</li> <li>Very Good = 4 (four requirements are addressed)</li> <li>Excellent = 5 (thoroughly addresses all requirements)</li> </ul>	20%

### 3. FUNDING FRAMEWORK

- 3.1. The allocation of funding for this Skills Programme is a maximum of R6 000 per learner.
- 3.2. This allocation is inclusive of all expenditure (including training, venues, catering, incidental costs, disbursements, etc.)

### 4. IMPORTANT INFORMATION FOR APPLICANTS

- a. Applications must be submitted on the dedicated email address [dq@pseta.org.za](mailto:dq@pseta.org.za) (NB: No applications will be evaluated if received through any other means).
- b. Application Forms are obtainable from the PSETA website: [www.pseta.org.za](http://www.pseta.org.za)
- c. Applications must clearly state the name of the programme and financial year on the subject line.
- d. Late applications will not be accepted.
- e. PSETA reserve its right not to award grant towards this programme.

**For enquiries please contact the following person:**

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**CLOSING DATE: 05 November 2021, 11h00**

**The allocation of a grant is dependent on the availability of fund and is at the discretion of the PSETA Accounting Authority. PSETA reserves the right to cancel /not award grants**