

TERMS OF REFERENCE FOR TRAINING OF BENEFICIARIES BY TERTIARY INSTITUTIONS, FETs, UNIVERSITIES OF TECHNOLOGY AND AGRICULTURAL COLLEGES.

1. BACKGROUND

The Minister of Rural Development and Land Reform made the pronouncement that Government will use partners such as FETs, Universities of Technology and Agricultural Colleges for capacity building of Beneficiaries. In terms of that vision, the above mentioned institutions are invited to co-design a programme of intervention and collaboration to respond to the training needs as identified in the Community Rural Development Programme and Land Reform projects. This collaboration with institutions of Education will enable government to have as significant impact on National Development. Given the vision to realise "vibrant and sustainable rural communities" entering into such cooperation arrangement with partners both in government and civil society, an opportunity is created for the development of people living in rural areas by institutions nearest to them. The Department needs commitment and cooperation from all institutions and stakeholders to share, prioritize and utilize available resources, by working together we can do more. This commitment will enable rural people to take control of their destiny through effective training on optimal use and management of natural resources. Over the next 3 years in South Africa, 160 new wards will be identified and communities in these wards will be in need of training. The Department of Rural Development and Land Reform will focus on institutions nearest to these wards and enter into collaborative capacity building arrangements in terms of the proposed Terms of Reference.

2. OBJECTIVES

- 2.1. The role and facilitation of training of beneficiaries in Rural Development by Institutions.
- 2.2. To equip beneficiaries with basic concepts, methods, techniques and practical application of the training need identified.
- 2.3. To provide beneficiaries with knowledge and skills on areas of identified training.
- 2.4. To enable beneficiaries to build capacity of the community to use and retain knowledge and technical skills acquired during training period.
- 2.5. To increase the number of Rural communities receiving support in their self development.

3. SCOPE OF WORK

The service provider will be expected to offer theoretical and practical training, pre-assess allocated beneficiaries as agreed upon by the Council of Stakeholders for correct placement in different levels of the course, develop training material/ manual, produce progress and evaluation report and issue competency certificates/ accreditation. The training should be organised in a manner whereby the participants can have theoretical and hands-on experience of identified training e.g. Classroom and field based.

TERMS OF REFERENCE FOR TRAINING OF BENEFICIARIES BY TERTIARY INSTITUTIONS, FETs, UNIVERSITIES OF TECHNOLOGY AND AGRICULTURAL COLLEGES.

Training should be conducted in an interactive and participative mode reflecting local perceptions of the community. The project leader of CRDP must provide guidance in terms of specific training needs for projects as some training programmes may be planned concurrently. Training needs are identified and prioritised by respective communities from information obtained during household profiling and community surveys and varies as indicated below amongst other training needs:

- Water harvesting, (Boreholes, Water-testing),
 - Sanitation (Plumbing)
 - Roads (Road construction)
 - Buildings, Bricklaying and Plastering
 - Fencing and welding (e.g. gates)
 - Carpentry
 - Brick making
 - Food Security (Cropping, Animal Husbandry, Harvesting Techniques, Food gardens)
 - Value adding (processing of supplement product e.g. canned vegetables, dried fruits)
 - Dairy farming (milk processing)
 - Entrepreneurship training of cooperatives (Marketing, Project Management, Tourism, Business skills)
 - Electricity (Sustainable energy, Electrical wiring)
 - Machinery (Tractor maintenance)
 - Early Child Development
 - Environmental Management
 - Hospitality (Bed & Breakfast)
 - Baking and Cooking
 - Interior Decoration
 - Clothing Manufacturing (Design, Cutting Dress Making etc.)
 - Various Artwork (Indigenous, photography, framing, music)
 - Sports Management and Coaching across all Sports Codes.
 - Primary and Community Health Care.
- The needs are not only limited to the above.

4. DELIVERABLES

At the end of training beneficiaries should be able to have:

- 4.1. a practical understanding of training provided in order to sustain themselves;
- 4.2. certificates accredited and recognised in line with the South African Qualifications Authority (SAQA) and National Qualifications Framework (NQF);
- 4.3. logbooks for experiential learning where required completed and signed off;
- 4.4. proof of training attendance lists submitted;
- 4.5. Assistance with registration of qualified beneficiaries registration with regulatory bodies where required e.g. artisans
- 4.6. Portfolio of Evidence completed
- 4.7. Ability to manage own business in terms of finances, Human Resources, marketing etc.

TERMS OF REFERENCE FOR TRAINING OF BENEFICIARIES BY TERTIARY INSTITUTIONS, FETs, UNIVERSITIES OF TECHNOLOGY AND AGRICULTURAL COLLEGES.

5. TARGET

The Council of Stakeholders governing each Community Rural Development Project (CRDP) will provide list from which appropriate trainees will be sourced.

6. DURATION

- 6.1. Accredited short courses should be conducted ranging from 3 -6 months;
- 6.2. Follow-up mentoring by Universities of Technologies, FETs and Agricultural Colleges graduates; Experienced students' i.e. 4th year or post-graduate students to render community services in any particular community with Supervisor. Each outgoing group/ individual takes responsibility for orientating their replacements so that communities are served by a constant number of assistants.
- 6.3. A proposed reward system based on using all four academic quarters per year will be put in place for the experienced students using Extended Public Works engagement Model. On completion of training beneficiaries must be mentored by qualified graduates e.g. 4th years will supervise 3rd years at the institution.
- 6.4. Unemployed graduates from each institution may be allocated to community projects to provide mentoring at EPW rates for as long as is approved by the Council of Stakeholders.

INVITATION FOR PROPOSALS

The Department of Rural Development and Land Reform therefore invites Tertiary Institutions, FETs, Universities of Technologies and Agricultural Colleges to provide the following information:

- What are they able to offer in terms of training of communities in CRDP projects e.g. Planting, Construction etc.?
- What training is readily available and can be immediately provided by the institution?
- Number of trainees that can be accommodated?
- Quality of training provided?

TERMS OF REFERENCE FOR TRAINING OF BENEFICIARIES BY TERTIARY INSTITUTIONS, FETs, UNIVERSITIES OF TECHNOLOGY AND AGRICULTURAL COLLEGES.

7. TERMS AND CONDITIONS

1. All invoices must be accompanied by signed attendance lists of beneficiaries.
2. Preference will be given to institutions within easy reach of CRDP beneficiary communities.
3. Every trainee in whatever sector e.g. Bricklaying must be provided with business management skills, bookkeeping and marketing skills to enable them to have their own businesses and be sustainable.
4. After theoretical training at institutions a mentor must be allocated to do projects.
5. Institutions may use nearest FETs for assistance with training in sectors they do not provide.
6. Improvement of training facilities and equipment. Each institution must identify and cost all relevant improvements that need to be effected in as far as their training facilities and equipment are concerned e.g. if beneficiaries are trained in tractor repairs/ maintenance, the Department expects institutions to have those tractors of the latest quality in the market for practice.

8. EVALUATION

- 8.1. The proposals received will be evaluated on price, functionality and collaboration, capacity building arrangements.
Price = 40, Functionality requirements = 60 Total = 100
- 8.2. The following criteria will be used in particular as the criteria for appointment.

EVALUATION CRITERIA	APPLICATION	WEIGHTS
ABILITY	Project team/ training facilities/ Resources structure to be utilised in the execution of this training. Preference will be given to institutions within easy reach of CRDP beneficiary communities.	
CAPACITY	Provide the name and a resume of the person who will be the lead contact for the project. Provide names and resumes for other staff, which include information on the individual's particular skills related to this project, education, experience, significant and any pertinent information.	
CAPABILITY	Institutions' recent experience in line with specified training needs on scope of work. Skills relevant to the project Describe the institution ability to meet deadlines, especially on a short-time framework, and give examples of how past tight deadlines have been successfully met. Three references of similar work undertaken –	

	list of names, addresses, telephone numbers, fax numbers and e-mail addresses of three businesses for which work has been accomplished and briefly describe the type of service provided for them	
TECHNICAL	Proposed methodology/ Project approach for training programme.	
	Quality of work plan	
	Project Schedule/ Plan	
	Project deliverables link to frame work	
TOTAL POINTS FOR FUNCTIONALITY MUST ADD TO 60 OUT OF 100		

Historically Disadvantaged Individuals (HDI) Preferential Points

- No franchise
- Female
- Disability

The Department of Rural Development and Land Reform is an equal opportunity, affirmative action employer. It shows the same comment to those who wish to provide services to the Department of via the procurement process. It should be noted that regard will be given to those proposals from institutions which were situated in Previously Advantaged Communities or currently called Rural Institutions, or which show evidence of skills transfer and representivity.

9. CONTACT DETAILS

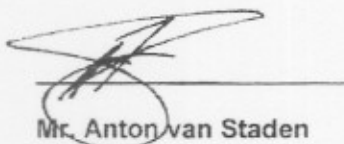
Technical enquiries:
Mr. Moshe Swartz
012 -312 8409

SCM enquiries:
Ms. Rashida Goolam:
012 -312 8369

10. APPROVAL

These terms of Reference have been checked and approved as follows

SUPPORTED/ ~~NOT SUPPORTED~~



Mr. Anton van Staden
Designation: Acting Senior Executive Manager: Corporate Services
Date: 8/3/10