



Discretionary Project Grant (DPG) Requirements 2021/2022
Public Sector: Non-PIVOTAL

Closing date: 21 January 2022 at 16:00

Name of Service provider: _____

Postal address: _____

Street address: _____

Telephone number: Code Number

Cellular number:

Facsimile number: Code Number

e-Mail address:

Contact details of alternative responsible person who will act on behalf of the person above should he/she not be available

Name and Surname

Telephone number: Code Number

Cellular number:

e-Mail address:

1. COMPLIANCE REQUIREMENTS

- 1.1.1 As a public entity, Fasset has both the obligation and the responsibility to ensure that it spends the public money, with which it is entrusted in a manner that meets governments requirements. Consequently, Grant Applicants are required to adhere to the compliance requirements as listed in this section.

2. FRAUD AND CORRUPTION

- 2.1.1 All grant applicants are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, 2004 (No 12 of 2004) and any other applicable act.

3. MANDATORY REQUIREMENTS

- 3.1.1 Grant applicants must fully complete and sign the Certificate of Independent Grant Submission, which can be found in Annexure A of the application form.
- 3.1.2 Annexure A must be included in the grant submission.
- 3.1.3 Proposal that contains at a minimum experience of the grant applicant, technical approach, and resources **(Please refer to functionality criteria for additional requirements)**.
- 3.1.4 **Failure to submit all documents as per paragraph 3.1.1 to 3.1.3 will result in disqualification.**

4. SUBMISSION OF APPLICATIONS

- 4.1.1 All applications must be submitted to the following e-mail address: dg@FASSET.org.za. It must be noted that FASSET **will not accept any physical submissions**.
- 4.1.2 The submission due date is **Friday, 21 January 2022 at 16:00**
- 4.1.3 Grant applications received by FASSET after the closing date shall not be considered.
- 4.1.4 Applications must ensure that submitted documents are not corrupted and the link provided doesn't expire within six months of the application.
- 4.1.5 FASSET will take no responsibility for expired link and corrupt files submitted,

5. GRANT CRITERIA (Terms of Reference)

The grant criteria should *please* be read *carefully* and adhered to. The Discretionary Grant Programme is:

Description: The purpose of this DPG is to assist learners:

- i. **Registered on a non-PIVOTAL University Graduate workplace-based programme (such as an internship or general graduate employment)**

6. OVERALL OBJECTIVES AND SCOPE

- 6.1.1 Public sector employers should be invited to submit proposals to fund skills development initiatives that are not registered on the NQF. Public sector employers in the FASSET sector are eligible to apply.
- 6.1.2 Specific objectives for the Public Sector Grant for **Non-Pivotal** training programmes are as follows:
- 6.1.3 Unemployed Learners must be placed in a non-PIVOTAL workplace-based programme (for example an internship or graduation placement programme).
- 6.1.4 Unemployed graduates that will benefit from this programme must have completed an **NQF 6 – 10** qualifications.
- 6.1.5 An administration costs and project managements costs to be utilized in the programme will be capped at 7,5% of the contractual value in line with the SETA grants regulations.
- 6.1.6 A 70% programme completion rate must be achieved. Failure to meet this objective will result in penalty on the overall administration fee.
- 6.1.7 The Skills development priorities specifically targeting transformation groups including Blacks, women, **Fasset will adopt DHET's criteria regarding the beneficiaries of its programmes to**

benefit being: **85%** Blacks, 54% women and 4% disabled.

- 6.1.8 FASSET will only fund a maximum of **24** months of the programme. Programmes shorter than 12 months will not be considered.

7. Project requirements

Grant applicants must ensure that they provide the following:

- 7.1.1 *Project Plan*: Provide a comprehensive project plan, for approval by Fasset.
- 7.1.2 *Recruitment Plan*: Learners may be recruited from across all nine provinces;
- 7.1.3 **Reporting**: Grant applicants will be required to present information on a monthly and/or quarterly basis, as per the Department of Higher Education and Training (DHET) and Fasset requirements for payment purposes. The required information includes but is not limited to:
 - 7.1.3.1 Accurate records of learner participation and attendance must be maintained.
 - 7.1.3.2 Copies of learner agreements.
 - 7.1.3.3 Certified Copies of learner IDs.
 - 7.1.3.4 Copies of results achieved.
 - 7.1.3.5 Confirmation of programme completion.
 - 7.1.3.6 Full learner contact details

8. EVALUATION PROCESS

8.1 DETERMINATION OF SCORE FOR FUNCTIONALITY AND GRANT ADJUDICATION

- 8.1.1 Should a grant applicant achieve a functionality score that is 50% or less, the grant application will be rejected.
- 8.1.2 Should a grant applicant receive a functionality score between 51% and 69%, Fasset might engage with the applicant on the grant application.
- 8.1.3 All grant applications that receive a functionality score of more than 70% will be recommended for adjudication.
- 8.1.4 **Grant applicants should indicate if this is the first time proposing such a project.**

Table 1: Evaluation Criteria and Weights for Determining Functionality Scores

Functionality Scoring Determinants			
Total Points			100
1	Experience of the grant applicant		30
	<i>Experience with managing Non-Pivotal programmes (internships or graduate workplace-based programme), project management, mentoring and general student support.</i> A minimum of three (3) reference letters should be provided to confirm or demonstrate the experience of the applicant.		
	Scoring Criteria	Points	
	Grant applicant has demonstrated a minimum of 5 years and above experience in managing training programmes of this nature.	5	
	Grant applicant has demonstrated a minimum of 3 to 5 years' experience in managing training programmes of this nature	3	
	Grant applicant has demonstrated a minimum of 1 to 3 years' experience in managing training programmes of this nature	1	
	Grant applicant has demonstrated zero or no years of experience in managing training programmes and project managing of this nature.	0	
2	Technical Approach / Methodology		30

	<p><i>Details of the problem statement:</i> Grant applicants must:</p> <p>2.1.1 Define the problem statement and provide an overview of trends/statistical research to support the problem statement.</p> <p>2.2 Learners from Rural Areas</p> <p>2.2.1 Indicate how the proposed strategy and plan includes consideration of the inclusion of learners from rural areas.</p> <p>2.3 Details of the proposed solution:</p> <p>2.3.1 Provide sufficient detail of how the proposed solution will result in the completion</p> <p>2.3.2 Present a sufficiently detailed project plan for how the proposed solution will be implemented.</p> <p>2.3.3 Provide the recruitment and selection criteria and methodology.</p> <p>2.3.4 Provide proposed learner numbers.</p> <p>2.3.5 Provide detail on the delivery of Non-PIVOTAL programmes.</p> <p>2.3.6 Indicate the replacement or exit strategies in place.</p> <p>2.3.7 Ensure that the project plan includes regular reporting to Fasset on project progress, performance statistics, delivery, learner details, risk mitigation, continuous evaluation and a financial update.</p> <table border="1" data-bbox="277 819 1262 1104"> <thead> <tr> <th>Scoring Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Grant applicant had addressed all requirements specified in this section in full details.</td> <td>5</td> </tr> <tr> <td>Grant applicant had addressed 5 to 8 of the requirements specified in this section in full details.</td> <td>3</td> </tr> <tr> <td>Grant applicant had addressed 1 – 4 of the requirements specified in this section in full details.</td> <td>1</td> </tr> <tr> <td>Grant applicant has not addressed the requirements specified in this section.</td> <td>0</td> </tr> </tbody> </table>	Scoring Criteria	Points	Grant applicant had addressed all requirements specified in this section in full details.	5	Grant applicant had addressed 5 to 8 of the requirements specified in this section in full details.	3	Grant applicant had addressed 1 – 4 of the requirements specified in this section in full details.	1	Grant applicant has not addressed the requirements specified in this section.	0	
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3	<p>Resources</p>	30										
	<p><i>Capacity to implement a programme of this size</i> Grant applicants must:</p> <p>3.1 Have appropriately qualified and relevant experienced resources (i.e., CVs are relevant to the programme delivery, including project management and support functions).</p> <p>3.2 The team proposed has relevant expertise and experience in the delivery of the Non-Pivotal programmes.</p> <p>3.3 Provide references in individuals' CVs for the delivery of Non-PIVOTAL programmes.</p> <p>3.4 The proportion of the team should comprise at a minimum:</p> <ul style="list-style-type: none"> • Support staff/admin staff – minimum of 1 :50 ratio • Project management – minimum of 1:50 ratio • Mentor – Minimum of 1:25 ratio <p>3.5 Confirmation of racial status of each team member should be provided.</p>											
	<table border="1" data-bbox="277 1700 1262 2029"> <thead> <tr> <th>Scoring Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>The team proposed have the appropriate and relevant experience with 100% of the Resume or CVs submitted demonstrating such AND the team is 100% made up of African Blacks.</td> <td>5</td> </tr> <tr> <td>The team proposed have the appropriate and relevant experience with 100% of the Resume or CVs submitted demonstrating such AND the team is 100% made up of African Blacks.</td> <td>3</td> </tr> </tbody> </table>	Scoring Criteria	Points	The team proposed have the appropriate and relevant experience with 100% of the Resume or CVs submitted demonstrating such AND the team is 100% made up of African Blacks.	5	The team proposed have the appropriate and relevant experience with 100% of the Resume or CVs submitted demonstrating such AND the team is 100% made up of African Blacks.	3					
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	<p>The team proposed have the appropriate and relevant experience i.e., 100% of the Resume or CVs submitted demonstrating appropriate and relevant experience AND the team is not 100% made up of African Blacks.</p> <p>OR</p> <p>Less than 50% of the team have the required experience and relevant experience AND the team is 100% made up of African Blacks.</p>	2
	<p>Some of the team proposed indicate appropriate and relevant experience i.e., more than 50% but less than 100% of the CV's submitted demonstrating the appropriate and relevant experience AND the team is not 100% made up of African Blacks.</p>	1
	<p>No experienced CVs of proposed team.</p>	0

Public Sector Grant: Non-PIVOTAL University Graduate workplace-based programme
Annexure A: Certificate of Independent Grant Submission

I, _____ the undersigned, in submitting the

Discretionary Project Grant Application

for _____, do hereby make the following

statements that I certify to be true and complete in every respect.

I, certify that on behalf of:

Name of Grant Applicant:

1. I have read and understood the contents of this Certificate of Independent Grant Submission (Certificate).
2. I understand that the accompanying Discretionary Project Grant Application (Grant Application) will be rejected if this certificate is found not to be true and complete in every respect.
3. I am authorized by the Grant Applicant to sign this Certificate and to submit the accompanying Grant Application on behalf of the Grant Applicant.
4. Each person whose signature appears on the accompanying Grant Application has been authorised by the Grant Applicant to determine the terms of and to sign the Grant Application on behalf of the Grant Applicant.
5. For the purposes of this Certificate and the accompanying Grant Application, I understand the word "competitor" shall include an individual or organisation, other than the Grant Applicant, whether or not affiliated with the Grant Applicant, who:
 - 5.1.1. Has been requested to submit a Grant Application;
 - 5.1.2. Could potentially submit a Grant Application based on their qualifications, abilities or experience;
and
 - 5.1.3. Provides the same services as the Grant Applicant and/or is in the same line of business as The Grant Applicant.
6. The Grant Applicant has arrived at the accompanying Grant Application submission independently from and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive.
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication agreement or arrangement with any competitor regarding:
 - 7.1. Prices;
 - 7.2. Geographical area where the service will be rendered (market allocation);
 - 7.3. Methods, factors or formulas used to calculate prices;
 - 7.4. The intention or decision to submit, or not submit, a Grant Application;
 - 7.5. The submission of a Grant Application does not meet the specification and condition of the Grant Application Requirements; or
8. Submitting a Grant Application with the intention not to have the grant approved.
9. Joint Venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
10. In addition, there have been no consultations, communications, agreements or arrangement with any competitor

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regarding the quality, quantity, specification and conditions or delivery particulars of the services to which this Grant Application relates.

11. The terms of the accompanying Grant Application have not been and will not be disclosed by the Grant Applicant, directly or indirectly, to any competitor, prior to the date and time of the Grant Application opening or of the contract being awarded.

12. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Discretionary Project Grants and their related contracts, that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, No 89 of 1998 and/or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and/or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act, No 12 of 2004 or any other applicable legislation.

Signature of Grant Applicant

Date

Position

Name of Grant Applicant

Name of Signatory

