



## **Discretionary Project Grant (DPG) Requirements 2021/2022** **Public Sector Grant: Placement Grant (PIVOTAL)**

**Closing date: 13 August 2021 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.

### FRAUD AND CORRUPTION

- 1.2.1 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.

### INDEPENDENT GRANT SUBMISSION

- 1.3.1 Grant applicants must complete and sign the Certificate of Independent Grant Submission, which can be found in Annexure A. The signed certificate must be included in the grant submission and the purpose of the certificate is to prevent potential collusion amongst applicants.

### SUBMISSION OF APPLICATIONS

- 1.3.2 All applications must be submitted to the following e-mail address: [dg@fasset.org.za](mailto:dg@fasset.org.za). It must be noted that

FASSET will not accept any physical submissions.

- 1.3.3 The submission due date is **Friday, 13 August 2021 at 16:00**

- 1.3.4 **Grant applications received by FASSET after the closing date shall not be considered.**

- 1.3.5 The official Telkom time (dial 1026) will be used to verify the exact closing time.

## 2 GRANT CRITERIA (Terms of Reference)

The grant criteria should *please* be read *carefully* and adhere to, to minimize grant queries (where applicable). The following criteria are applicable to this grant:

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

- i. **Placed in a PIVOTAL workplace-based programme (learnership) in one of FASSET's top ten scarce skills.**

### 2.1 OVERALL OBJECTIVES AND SCOPE

- 2.1.1 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.
- 2.1.2 Fasset will also consider getting into collaborations/partnerships through MoU with the relevant seta, National and/or Provisional departments such as Treasury, DPSA to deliver a Public Sector Programme linked to one of Fasset top ten scarce skills.

**Note:** All sections and annexures of the DPG Requirements form part of the DPG Application.

- 2.1.3 Specific objectives for the Public Sector Grant PIVOTAL Placement Grant are as follows:

- 2.1.3.1 This will apply predominantly to learnerships to meet the PIVOTAL requirement. Applicants may liaise with Fasset to determine the PIVOTAL status of other types of placement programmes. Therefore, the programme must be PIVOTAL workplace-based.
- 2.1.3.2 This must be linked to one of the scarce skills.
- 2.1.3.3 A 70% programme completion must be achieved. Failure to meet this objective will result in a penalty on the overall administration fee. For learnerships programmes with a duration in excess of one year, only the first year will be funded.

2.1.3.4 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.**

**Competency and expertise requirements**

2.1.3.5 In order to achieve the completion of a programme, proven experience in the following is required:

- 2.1.3.5.1 Recruitment and selection assessments;
- 2.1.3.5.2 Provision of mentorship;
- 2.1.3.5.3 Project management; and
- 2.1.3.5.4 Provision of soft skills training which covers one or more of the following:
  - 2.1.3.5.4.1 Communication (reading/ observing; business writing; study skills, speaking skills);
  - 2.1.3.5.4.2 Interpersonal skills (teamwork; networking);
  - 2.1.3.5.4.3 Digital skills
  - 2.1.3.5.4.4 Decision making skills (problem solving, critical thinking);
  - 2.1.3.5.4.5 Life skills (stress management, time management, ethics, job search strategies,interview skills)

**Project Requirements**

- 2.1.3.6 Grant applicants must ensure that the programme proposed is awarded before 31 March 2022.
- 2.1.3.7 Grant applicants must ensure that they provide the following:
  - 2.1.3.7.1 *Project Plan:* Provide a comprehensive project plan, for approval by Fasset;
  - 2.1.3.7.2 *Recruitment and Selection:* Appointed grant applicants will be responsible for all recruitment activities. Learners can be recruited from across all nine provinces;

**Reporting**

- 2.1.3.8 Grant applicants will be required to present information on a monthly and quarterly basis, as per the Department of Higher Education and Training (DHET) and Fasset requirements. The required information includes but is not limited to:
  - 2.1.3.8.1 Copies of learner agreements;
  - 2.1.3.8.2 Certified Copies of learner IDs;
  - 2.1.3.8.3 Copies of results achieved;
  - 2.1.3.8.4 Confirmation of programme completion;
  - 2.1.3.8.5 Full learner contact details.

**3 EVALUATION PROCESS**

**DETERMINATION OF SCORE FOR FUNCTIONALITY AND GRANT ADJUDICATION**

- 3.1.1 Should a grant applicant achieve a functionality score that is 50% or less, the grant application will be rejected.
- 3.1.2 Should a grant applicant receive a functionality score between 51% and 69%, Fasset might engage with the applicant on the grant application.
- 3.1.3 All grant applications that receive a functionality score of more than 70% will be recommended for adjudication.
- 3.1.4 **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		
<b>Total Points</b>		<b>100</b>
<b>1</b>	<b>Experience of respondent</b>	<b>30</b>
	<i>Experience with managing PIVOTAL programme, project management, mentoring and general student support</i>	
	<b>Scoring Criteria</b>	<b>Points</b>
	Grant applicant had addressed all requirements specified in this section in full details	5

	Grant applicant had addressed two of the requirements specified in this section in full details	3	
	Grant applicant had addressed only one of the requirements specified in this section in full details	1	
	Grant applicant has not addressed the requirements specified in this section.	0	
<b>2</b>	<b>Technical Approach / Methodology</b>		<b>30</b>

*Details of the problem statement:*

Grant applicants must:

- 2.1.1 Define the problem statement and provide an overview of trends/statistical research to support the problem statement.

**2.2 Learners from Rural Areas**

- 2.2.1 Indicate how the proposed strategy and plan includes consideration of the inclusion of learners from rural areas.

2.3 *Details of the proposed solution:*

- 2.3.1 Provide sufficient detail of how the proposed solution will result in the completion
- 2.3.2 Present a sufficiently detailed project plan for how the proposed solution will be implemented.
- 2.3.3 Provide the recruitment and selection criteria and methodology.
- 2.3.4 Provide proposed learner numbers.
- 2.3.5 Provide detail on the delivery of **PIVOTAL** programmes.
- 2.3.6 Indicate the replacement or exit strategies in place.
- 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.

	<b>Scoring Criteria</b>	<b>Points</b>	
	Grant applicant had addressed all 8 requirements specified in this section in full details.	5	
	Grant applicant had addressed 4 to 7 of the requirements specified in this section in full details.	3	
	Grant applicant had addressed 1 – 3 of the requirements specified in this section in full details.	1	
	Grant applicant has not addressed the requirements specified in this section.	0	
<b>3</b>	<b>Scarce Skills</b>		<b>10</b>

	Grant applicants must:		
	3.1 Indicate to which of Fasset’s top ten scarce skills the proposed solution is linked.		
	3.2 Demonstrate <i>how</i> the proposed solution is linked to the identified scarce skill		
	<b>Scoring Criteria</b>	<b>Points</b>	
	Grant applicant addressed all requirements specified in this section in full details.	5	
	Grant applicant addressed less than five of the requirements specified in this section in full details.	3	
	Grant applicant did not address the requirements specified in this section.	0	
<b>4</b>	<b>Risk Management Strategy</b>		<b>10</b>

	<p><b>Risk Register</b></p> <p>Grant applicants must provide a full risk register and mitigation where:</p> <p>4.1.1 5 or more risks associated with the programme have been identified and are in line with the programme as set out in the project plan and solution. the scorers will assess whether all reasonable risk have been addressed and that the respondent has not left obvious risk out of the contingency assessment.</p> <p>4.1.2 They must identify any possible problems that might hinder delivery and indicate how they will avoid or overcome those problems.</p> <p>4.1.3 Provide full risk mitigation which is sufficiently detailed.</p>									
	<table border="1"> <thead> <tr> <th data-bbox="271 907 1045 952">Scoring Criteria</th> <th data-bbox="1045 907 1236 952">Points</th> </tr> </thead> <tbody> <tr> <td data-bbox="271 952 1045 996">5 or more possible risks that are carefully and excellently considered and appropriate mitigating actions and solutions proposed.</td> <td data-bbox="1045 952 1236 996">5</td> </tr> <tr> <td data-bbox="271 996 1045 1041">Fewer than 3 possible risk considered with limited or no mitigation actions proposed.</td> <td data-bbox="1045 996 1236 1041">3</td> </tr> <tr> <td data-bbox="271 1041 1045 1086">This section has not been completed.</td> <td data-bbox="1045 1041 1236 1086">0</td> </tr> </tbody> </table>	Scoring Criteria	Points	5 or more possible risks that are carefully and excellently considered and appropriate mitigating actions and solutions proposed.	5	Fewer than 3 possible risk considered with limited or no mitigation actions proposed.	3	This section has not been completed.	0	
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Fewer than 3 possible risk considered with limited or no mitigation actions proposed.	3									
This section has not been completed.	0									
<b>5</b>	<b>Resources</b>	<b>20</b>								
	<p><b>Capacity to implement a programme of this size</b></p> <p>Grant applicants must:</p> <p>5.1.1 Have appropriately qualified and relevant experienced resources (i.e. CVs are relevant to the programme delivery, including project management and support functions).</p> <p>5.1.2 The team proposed has relevant expertise and experience in the delivery of the <b>Pivotal programmes</b>.</p> <p>5.1.3 Provide references in individuals' CVs for the delivery of <b>PIVOTAL programmes</b>.</p>									

Scoring Criteria	Points
All CVs of the team proposed have appropriately qualified and relevant experienced implementing the PIVOTAL programme and are Black South Africans team members.	5
Sixty percent of the attached CVs have appropriately qualified and relevant experience in implementing the PIVOTAL programme and are Black South Africans team members.	3
Thirty percent of the attached CVs have appropriately qualified and relevant experience in implementing the programme and are Black South Africans team members.	1
No experienced CVs of proposed team.	0

#### 4 DEADLINE DATE AND MODE OF GRANT SUBMISSION

##### 4.1 Deadline Date

- 4.1.1 The due date for Discretionary Project Grants applications is **Friday, 13 August 2021 at 16:00**. Applications be sent to e-mail address: [dq@fasset.org.za](mailto:dq@fasset.org.za)

##### 4.2 Mode of Grant Submission

Grant Applicants must submit a Project Proposal which contains, at minimum:

- 4.2.1 Experience of Grant Applicant;

- 4.2.2 Technical Approach / Methodology;
- 4.2.3 Scarce skills
- 4.2.4 Risk Management Strategy;
- 4.2.5 Resources; and
- 4.2.6 Pricing schedule with clear breakdown of each cost item. Fasset reserves the right to query a pricing schedule as part of the evaluation process.

**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 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 consortium<sup>1</sup> will not be construed as collusive.
7. Without limiting the generality of paragraph 6 above, there has been no consultation, communication agreement or arrangement with any competitor regarding:
  - 7.1. Prices;

*Public Sector Grant -PIVOTAL (Learnerships)*

- 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
  - 7.6. Submitting a Grant Application with the intention not to have the grant approved.
8. 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.
  9. In addition, there have been no consultations, communications, agreements or arrangement with any competitor regarding the quality, quantity, specification and conditions or delivery particulars of the services to which this Grant Application relates.
  10. 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.
  11. 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

**Annexure B: Declaration of Interest**

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the State<sup>1</sup>, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this grant (includes an advertised competitive grant application, competitive bid, limited bid or proposal or a written price quotation).
  
2. In view of possible allegations of favouritism, should the resulting grant application, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the grant applicant or his/her authorised representative declare his/her position in relation to the evaluating/ adjudicating authority where:
  - 2.1. The grant applicant is employed by the State; and/or
  - 2.2. The grant applicant is a Board member of Fasset and/or
  - 2.3. The legal person on whose behalf the grant application is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
  
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 3.1.1 Full Name of grant applicant or his or her representative:  

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  - 3.1.2 Identity Number:  

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  - 3.1.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member, etc.):  

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  - 3.1.4 Registration number of companies, enterprise, close corporation, partnership agreement or trust:  

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  - 3.1.5 Tax Reference Number:  

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<sup>1</sup> "State" means

- (a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No 1 of 1999);
- (b) Any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the National Council of Provinces;
- (e) Parliament.



<sup>2</sup> Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

3.1.6 VAT Registration Number:

3.1.7 The names of all directors/ trustees/ shareholders/ members, their individual identity numbers, tax reference numbers and, if applicable, employee/ PERSAL numbers must be indicated below:

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3.2 Are you or any person connected with this grant application presently employed by the state?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

3.2.1 If “Yes” was indicated, please furnish the following particulars:

3.2.1.1 Name of person/ director/ trustee/ shareholder/ member:

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3.2.1.2 Name of State institution at which you or the person connected to the grant application is employed:

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3.2.1.3 Position occupied in the State institution:

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3.2.1.4 Any other particulars?

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3.3 If you are presently employed by the state, did you obtain the appropriate authorisation to undertake remunerative work outside employment in the public sector?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

3.3.1 If “Yes” was indicated, was proof of such authorization attached to the grant application

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

(Note: Failure to submit proof of such authorization, where applicable, may result in the disqualification of the grant application).

3.3.2 If "No" was indicated, please furnish reasons for non-submission of authorization.

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3.4 Did you or your spouse, or any of the company's directors/trustees/ shareholders/ members or their spouses conduct business with the State in the previous twelve (12) months?

Yes	
No	

3.4.1 If "Yes" was indicated, please furnish the following particulars:

3.4.1.1 Name of person/ director/ trustee/ shareholder/ member:

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3.4.1.2 Name of State institution at which you or the person connected to the grant application conducted business:

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3.4.1.3 Any other particulars?

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3.5 Do you, or any person connected with the grant application, have any relationship (family, friend, other) with a person employed by the State (Pty) Ltd and who may be involved with the evaluation and or adjudication of this grant application?

Yes	
No	

3.5.1 If "Yes" was indicated, please furnish the following particulars:

3.5.1.1 Name of person/ director/ trustee/ shareholder/ member:

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3.5.1.2 Any other particulars?

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3.6 Are you, or any person connected with the grant application, aware of any relationship (family, friend, other) between any other grant application and any person employed by the State who may be involved with the evaluation and or adjudication of this grant application?

Yes	
No	

3.6.1 If "Yes" was indicated, please furnish the following particulars:

3.6.1.1 Name of person/ director/ trustee/ shareholder/ member:

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3.6.1.2 Any other particulars?

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3.7 Do you or any of the directors/trustees/shareholders/members of the company have any interest in any other related companies whether they are bidding for this contract?

Yes	
No	

3.7.1 If "Yes" was indicated, please furnish the following particulars:

3.7.1.1 Name of person/ director/ trustee/ shareholder/ member:

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3.7.1.2 Any other particulars?

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4. Please complete the table below with the full details of directors/ trustees/ members/ shareholders. (Public Entities are excepted)

Full Name	Identity Number	Personal Income Tax Reference No	State Employee Number/ PERSAL Number

**DECLARATION**

I, the undersigned (full name) \_\_\_\_\_  
certify that the information furnished above is correct. I accept that Fasset may reject the Grant Application or  
act against me should this declaration prove to be false.

\_\_\_\_\_  
**Name of Grant Applicant**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Position of Grant Applicant within Organisation**

\_\_\_\_\_  
**Date**