



## **Discretionary Project Grant (DPG) Requirements 2021/2022 Academic Support Programme (PIVOTAL)**

**Closing date: 21 January 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.

## 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, scarce skills identifies 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: [dq@fasset.org.za](mailto:dq@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 be read *carefully* and adhere to, to minimize grant queries (where applicable). The following criteria are applicable to this grant:

**Description:** Academic Qualification Support Programme (PIVOTAL) that achieves the following:

- i. Completion of an academic qualification OR
- ii. Progression from one academic year to the next.

### 5.1 Overall Objectives and Scope

5.1.1 FASSET requires the services of **previous disadvantaged Institutions of Higher Learning (HDIs)** to deliver academic support programmes for unemployed learners that result in the progression of learners from one academic year to the next or achievement of a PIVOTAL academic qualification.

5.1.2 The programme is designed for learners that have been identified as at-risk learners. An "at risk" learner is defined as a learner that has the potential to pass an academic year or achieve an academic qualification but will require some form of structured assistance to do so.

5.1.3 Academic support must be linked to qualifications that are registered on the National Qualifications Framework (NQF) at minimum of level 6.

5.1.4 The qualification/s proposed must be linked to one or more of FASSET's top ten scarce skills for the 2021/2022 financial year.

5.1.5 The programme must achieve a 10% throughput rate higher than mainstream results

5.1.6 Funding will be capped at R 25 000 per learner and the following items will be covered:

5.1.6.1 Learner selection regarded as administration costs

5.1.6.2 Academic Support

5.1.6.3 Data allowance

- 5.1.6.4 Project management and administration costs (including learner selection) limited to 7,5%
- 5.1.6.5 FASSET will provide tools of trade for each learner, where necessary, and therefore the capped amount excludes costs towards laptops/tablets
- 5.1.7 The grant applicant will be responsible to:
  - 5.1.7.1 Select and recruit unemployed learners regarded as at-risk learner.
  - 5.1.7.2 Select and recruit unemployed learners who meet the pre-set minimum criteria as determined by the academic institution.
  - 5.1.7.3 Selection must be completed on 01 March 2022 for year course and all learners' documentation to be submitted to FASSET before the 20 March 2022.
- 5.1.8 The programme must be completed by 30 November 2022.
- 5.1.9 The project must achieve the following objectives:
  - 5.1.9.1 Achievement of an academic qualification or progression to the next academic year.
- 5.1.10 The programme must achieve a 70% throughput rate. Failure to meet this objective will result in a penalty on the project management fee.

**Project Reporting Requirements**

- 5.1.11 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:
  - 5.1.11.1 Copies of learner agreements.
  - 5.1.11.2 Certified Copies of learner IDs.
  - 5.1.11.3 Copies of results achieved.
  - 5.1.11.4 Confirmation of programme completion.
  - 5.1.11.5 Full learner contact details.
  - 5.1.11.6 Proof of learner registration.
  - 5.1.11.7 Attendance registers.

**6.EVALUATION PROCESS**

- 6.1 Should a grant applicant achieve a functionality score that is 50% or less, the grant application will be rejected.
- 6.2 Should a grant applicant receive a functionality score between 51% and 69%, FASSET might engage with the applicant on the grant application.
- 6.3 All grant applications that receive a functionality score of more than 70% will be recommended for adjudication.
- 6.4 **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		
1	<b>Experience of the grant applicant</b>	<b>20</b>
	<i>Experience with managing Academic Support programme, mentoring and general student support</i>	
	1.1.1 Grant applicant's experience in project managing or overseeing academic qualification programmes.	
	1.1.2 Grant applicant's experience with mentoring.	
	1.1.3 Grant applicant's experience with general student support	
	<b>A minimum of three (3) reference letters should be provided to confirm or demonstrate the experience of the applicant.</b>	
	<b>Score 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 requirement 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>40</b>												
	<p><i>Details of the problem statement:</i></p> <p>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>2.1.2 Provide details of possible causes of the problem and factors that impact on learner success.</p> <p>2.1.3 Provide details of “at risk” learners.</p> <p>2.2 <i>Learners from Rural Areas</i></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 <i>Details of the proposed solution:</i></p> <p>Grant applicants must:</p> <p>2.3.1 Provide an overview of the proposed solution. Where applicable details of how the problem was addressed in the past must be provided.</p> <p>2.3.2 Provide sufficient detail of how the proposed solution will result in the Completion of an Academic Qualification and/or Progression from the Penultimate Academic Year to the Final Academic Year of an Academic Qualification.</p> <p>2.3.3 Present a sufficiently detailed project plan for how the proposed solution will be implemented.</p> <p>2.3.4 Provide the recruitment and selection criteria and methodology.</p> <p>2.3.5 Provide proposed learner numbers.</p> <p>Provide reasoning with respect to the feasibility of the project.</p> <p>2.3.7 Provide details as to any similar past projects against which the proposed project has been benchmarked.</p> <p>2.3.8 Provide detail on the delivery of PIVOTAL programmes.</p> <p>2.3.9 Provide an assessment methodology, which must include details of how to assist learners to achieve the pre-set milestones, with respect to achieving a qualification or designation.</p> <p>2.3.10 Provide an assessment methodology that must include corrective actions (including academic mentoring) that will be taken, should learners fail to achieve the pre- set milestones.</p> <p>2.3.11 Provide for a <i>comprehensive</i> academic mentorship programme for the duration of the project.</p> <p>2.3.12 Indicate how a 70% throughput rate will be achieved.</p> <p>2.3.13 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"> <thead> <tr> <th>Score 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 between 71% and 99% of the requirements.</td> <td>3</td> </tr> <tr> <td>Grant applicant has addressed between 50% and 70% of the requirements.</td> <td>2</td> </tr> <tr> <td>Grant applicant had addressed less than 50% of the requirements.</td> <td>1</td> </tr> <tr> <td>Grant applicant has not addressed the requirements</td> <td>0</td> </tr> </tbody> </table>	Score Criteria	Points	Grant applicant had addressed all requirements specified in this section in full details.	5	Grant applicant had addressed between 71% and 99% of the requirements.	3	Grant applicant has addressed between 50% and 70% of the requirements.	2	Grant applicant had addressed less than 50% of the requirements.	1	Grant applicant has not addressed the requirements	0	
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Grant applicant had addressed less than 50% of the requirements.	1													
Grant applicant has not addressed the requirements	0													

	specified in this section.												
<b>3</b>	<b>Skills identified</b>	<b>20</b>											
	<p>Grant applicants must:</p> <p>3.1 Indicate to which of FASSET's top ten scarce skills the proposed solution is linked.</p> <p>3.2 Demonstrate <i>how</i> the proposed solution is linked to the identified scarce skill</p> <table border="1"> <thead> <tr> <th>Score Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Grant applicant addressed all requirements specified in this section in full details.</td> <td>5</td> </tr> <tr> <td>Grant applicant addressed only one of the requirements specified in this section in full details.</td> <td>3</td> </tr> <tr> <td>Grant applicant did not address the requirements specified in this section.</td> <td>1</td> </tr> </tbody> </table>	Score Criteria	Points	Grant applicant addressed all requirements specified in this section in full details.	5	Grant applicant addressed only one of the requirements specified in this section in full details.	3	Grant applicant did not address the requirements specified in this section.	1				
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Grant applicant did not address the requirements specified in this section.	1												
<b>4</b>	<b>Experience of the Project Team</b>	<b>20</b>											
	<p><i>Capacity to implement a programme of this size</i></p> <p>Grant applicants must:</p> <p>4.1 Have appropriately qualified and relevant experienced resources (i.e. CVs are relevant to the programme delivery, including project management and support functions).</p> <p>4.2 The team proposed has relevant expertise and experience. This includes administrative staff; lecturers / trainers; and tutors. If sub-contracting, the grant applicant must provide their (sub- contractor's) minimum criteria for selection of lecturers/trainers and tutors. Have sufficient resources i.e. proportion of lecturers / tutors to the number of learners proposed, is feasible.</p> <p>4.3 The CVs provided include experience in course development. If sub-contracting, the grant applicant must provide their minimum criteria for selection of lecturers/trainers and tutors.</p> <p>4.4 Provide references in individuals' CVs for the delivery of PIVOTAL programmes.</p> <p>4.5 The proportion of the team should comprise at a minimum:</p> <ul style="list-style-type: none"> <li>• Support staff/admin staff – minimum of 1 :50 ratio</li> <li>• Project management – minimum of 1:50 ratio</li> <li>• Mentor – Minimum of 1:25 ratio</li> <li>• Lectures/ tutors – Minimum of 1/50 ratio</li> </ul> <p>4.6 Confirmation of racial status of each team member should be provided.</p> <table border="1"> <thead> <tr> <th>Score 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 <b>AND the team is 100% made up of African Blacks.</b></td> <td>5</td> </tr> <tr> <td>The team proposed have the appropriate and relevant experience with more than 50% of the Resume or CVs submitted demonstrating such <b>AND the team is 100% made up of African Blacks</b></td> <td>3</td> </tr> <tr> <td>The team proposed have the appropriate and relevant experience i.e., 100% of the Resume or CVs submitted demonstrating appropriate and relevant experience <b>AND the team is not 100% made up of African Blacks.</b> OR Less than 50% of the team have the required experience and relevant experience <b>AND the team is 100% made up of African Blacks.</b></td> <td>2</td> </tr> <tr> <td>Some of the team proposed indicate appropriate and relevant experience i.e., more than 50% but less than 100% of the CV's</td> <td>1</td> </tr> </tbody> </table>	Score criteria	Points	The team proposed have the appropriate and relevant experience with 100% of the Resume or CVs submitted demonstrating such <b>AND the team is 100% made up of African Blacks.</b>	5	The team proposed have the appropriate and relevant experience with more than 50% of the Resume or CVs submitted demonstrating such <b>AND the team is 100% made up of African Blacks</b>	3	The team proposed have the appropriate and relevant experience i.e., 100% of the Resume or CVs submitted demonstrating appropriate and relevant experience <b>AND the team is not 100% made up of African Blacks.</b> OR Less than 50% of the team have the required experience and relevant experience <b>AND the team is 100% made up of African Blacks.</b>	2	Some of the team proposed indicate appropriate and relevant experience i.e., more than 50% but less than 100% of the CV's	1		
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Some of the team proposed indicate appropriate and relevant experience i.e., more than 50% but less than 100% of the CV's	1												

DPG Academic Support (PIVOTAL)

	submitted demonstrating the appropriate and relevant experience AND the <b>team is not 100% made up of African Blacks.</b>			
	Less than 50% of the team have the required appropriate and relevant experience AND the team is <b>not 100% made up of African Blacks.</b> OR No relevant experience indicated in the CVs of proposed team.	0		

**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:

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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 consortium<sup>1</sup> 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
  - 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,

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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 company, 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;

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	
No	

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	
No	

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

Yes	
No	

(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?

---

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 or not 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.

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**Name of Grant Applicant**

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**Signature**

**Position of Grant Applicant within Organisation**

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**Date**