



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

Closing date: 31 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 Grant applicants must fully complete and sign the declaration of interest, which can be found in Annexure B of the application form.
- 3.1.3 Annexure A and Annexure B must be included in the grant submission.
- 3.1.4 Proposal that contains at a minimum experience of the grant applicant, technical approach and project plan methodology and experience of the project team (**Please refer to functionality criteria for additional requirements**).
- 3.1.5 Pricing schedule
- 3.1.6 **Failure to submit all documents as per paragraph 3.1.1 to 3.1.5 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 **Monday, 31 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: Monitoring and Evaluation of Discretionary Grants that achieve the following:

- The monitoring and evaluation of the FASSET projects funded through discretionary grants to ensure proper implementation of the projects.
- Conduct due diligence on FASSET projects funded projects before implementation and assess transformation imperatives- e.g. enterprise development
- Conduct an integrated and comprehensive tracing and tracking study
- Perform an Impact assessment of the grants awarded.

5.1 Overall Objectives and Scope

- 5.1.1 This discretionary grant project: Monitoring and Evaluation of the FASSET projects funded through Discretionary grants.
- 5.1.2 FASSET aims to introduce an independent and effective monitoring and evaluation mechanism on discretionary grants funded programmes, which is essential to the achievement of skills development mandate.
- 5.1.3 Monitoring and evaluation should be a due diligence and feedback tool sustainable that will be used to improve the implementation of the FASSET programmes.
- 5.1.4 Integrated and comprehensive tracing study which incorporates results into the assessment study to be completed at the end of the cycle.
- 5.1.5 Grant applicant should conduct extensive sites visits to monitor and evaluate the implementation and/or roll out of the DG funded projects.

- 5.1.6 Review current Seta policies and procedures and DG criteria for further development of the FASSET M&E Framework.
- 5.1.7 Develop a monitoring and evaluation tool as well as the reporting tool.
- 5.1.8 Analyse and report the findings/results and make recommendations to FASSET on M&E implementation and impact assessment.
- 5.1.9 Prepare ad-hoc reports per programme as when requested based on the monitoring and evaluation exercise.
- 5.1.10 Training and transfer of skills on the tools utilised for monitoring and evaluations.
- 5.1.11 The programme must be implemented and completed within a period of 36 months from the date of appointment.
- 5.1.12 The programme must achieve M&E of at least 80% of the discretionary grants funded projects over the period. Failure to meet this objective will result in a penalty on the project management fee.
- 5.1.13 Awarding and contracting should be done before 31 March 2022.

Project Reporting Requirements

- 5.1.14 Accurate records of all the FASSET projects monitored and evaluated should be maintained.
- 5.1.15 Monitoring and Evaluation reports per each assignment maintained
- 5.1.16 Approved implementation plan for site visits maintained
- 5.1.17 Close-out reports maintained.
- 5.1.18 Grant applicants will be required to present information on a monthly or quarterly basis as per FASSET requirements. The required information includes but is not limited to:
 - 5.1.18.1 Attendance registers.
 - 5.1.18.2 Proof of site visits and photographic evidence
 - 5.1.18.3 Ad hoc reports as when required.

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		100
1	Experience of the grant applicant	20
	<p><i>The Grant applicant must demonstrate experience in:</i></p> <ul style="list-style-type: none"> 1.1.1 Monitoring of projects. 1.1.2 Performing tracer studies. 1.1.3 Performing impact assessments <p>Detail of reference letters or assignments undertaken on similar work in the past 36 months with contact information from clients for the company proposed</p> <ul style="list-style-type: none"> - Detail of past assignments, a referral letter from clients or employers (on letterheads or emails) with contact information from clients for the company proposed will be beneficial for this section. - A minimum of three contactable references for similar work undertaken in these areas in the past three years for the company should be included to be awarded maximum points. 	

	<p>FASSET will conduct reference checks with the prospective clients where the grant applicant has performed SSP updates, Sector Trends studies, monitoring of projects or related.</p> <p>Such information could include a company profile, a list of engagements. However sufficient detail must be included – not just a list of clients.</p> <p>Please include relevant information only.</p>											
	<table border="1"> <thead> <tr> <th data-bbox="284 398 1045 432">Score criteria</th> <th data-bbox="1050 398 1228 432">Points</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 439 1045 521">A minimum of 3 reference letters reflecting details of assignments with contactable references has been provided.</td> <td data-bbox="1050 439 1228 521">5</td> </tr> <tr> <td data-bbox="284 528 1045 589">Two (2) reference letters reflecting details of assignments with contactable references has been provided.</td> <td data-bbox="1050 528 1228 589">3</td> </tr> <tr> <td data-bbox="284 595 1045 656">Only one reference letter reflecting details of assignments with contactable references has been provided.</td> <td data-bbox="1050 595 1228 656">1</td> </tr> <tr> <td data-bbox="284 663 1045 712">No reference letters provided.</td> <td data-bbox="1050 663 1228 712">0</td> </tr> </tbody> </table>	Score criteria	Points	A minimum of 3 reference letters reflecting details of assignments with contactable references has been provided.	5	Two (2) reference letters reflecting details of assignments with contactable references has been provided.	3	Only one reference letter reflecting details of assignments with contactable references has been provided.	1	No reference letters provided.	0	
Score criteria	Points											
A minimum of 3 reference letters reflecting details of assignments with contactable references has been provided.	5											
Two (2) reference letters reflecting details of assignments with contactable references has been provided.	3											
Only one reference letter reflecting details of assignments with contactable references has been provided.	1											
No reference letters provided.	0											
2	Technical Approach / Methodology	40										
	<p>2.1. Present the methodology and comprehensive project plan detailing how the project will be implemented and rolled out. The plan should also address the following, but not limited to:</p> <p style="padding-left: 40px;">2.1.1 Provide details as to how the project will be implemented until the close out report stage.</p> <p style="padding-left: 40px;">2.1.2 Provide comprehensive details on how the project will be organised and fully implemented.</p> <p style="padding-left: 40px;">2.1.3 Indicate how the geographical spread of the FASSET DG projects will be covered.</p> <p style="padding-left: 40px;">2.1.4 Indicate how the skills transfer and training will be organised and implemented.</p> <p style="padding-left: 40px;">2.1.5 Identify project risks and full mitigation.</p> <table border="1" data-bbox="295 1216 1217 1697"> <thead> <tr> <th data-bbox="295 1216 1109 1256">Score Criteria</th> <th data-bbox="1114 1216 1217 1256">Points</th> </tr> </thead> <tbody> <tr> <td data-bbox="295 1263 1109 1368">Grant applicant has submitted a comprehensive technical proposal that addresses all the above specified requirements.</td> <td data-bbox="1114 1263 1217 1368">5</td> </tr> <tr> <td data-bbox="295 1375 1109 1480">Grant applicant has submitted a comprehensive technical proposal that addresses minimum of 3 of the above specified requirements.</td> <td data-bbox="1114 1375 1217 1480">3</td> </tr> <tr> <td data-bbox="295 1487 1109 1592">Grant applicant has submitted a comprehensive technical proposal that addresses minimum of 1 of the above specified requirements.</td> <td data-bbox="1114 1487 1217 1592">1</td> </tr> <tr> <td data-bbox="295 1599 1109 1697">Grant applicant has submitted a comprehensive technical proposal that addresses none of the specified requirements</td> <td data-bbox="1114 1599 1217 1697">0</td> </tr> </tbody> </table>	Score Criteria	Points	Grant applicant has submitted a comprehensive technical proposal that addresses all the above specified requirements.	5	Grant applicant has submitted a comprehensive technical proposal that addresses minimum of 3 of the above specified requirements.	3	Grant applicant has submitted a comprehensive technical proposal that addresses minimum of 1 of the above specified requirements.	1	Grant applicant has submitted a comprehensive technical proposal that addresses none of the specified requirements	0	
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3.	Experience of the Project Team	20										

<p><i>Capacity to implement a programme of this size, Grant applicant must:</i></p> <p>3.1.1 Have appropriately education qualifications and relevant experience in conducting tracer studies and impact assessment as well as monitoring and evaluation in PSET system broadly and SETA.</p> <p>3.1.2 Have sufficient resources.</p> <p>3.1.3 Most of the team members must be Black Africans and proportion of the team should comprise of at a minimum:</p> <ul style="list-style-type: none"> • Project Manager - 1 • Main Researchers – 2 • Field Researchers – 3 • Administrators – 2 • Quality assurance – 5 <p>Confirmation of racial status of each team member should be provided. CVs of all team members must be submitted.</p>	
Score 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
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 appropriate and relevant experience AND the team is 100% made up of African Blacks	3
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. OR Less than 50% of the team have the required experience and relevant experience AND the team is 100% made up of African Blacks.	2
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.	1
Less than 50% of the team have the required appropriate and relevant experience AND the team is not 100% made up of African Blacks. 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:

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
 - 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 State¹, 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:

3.1.2 Identity Number:

3.1.3 Position occupied in the Company (director, trustee, shareholder², member, etc):

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

3.1.5 Tax Reference Number:

¹ "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

² 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:

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:

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

3.2.1.3 Position occupied in the State institution:

3.2.1.4 Any other particulars?

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.

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:

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

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:

3.5.1.2 Any other particulars?

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:

3.6.1.2 Any other particulars?

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:

3.7.1.2 Any other particulars?

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
