APPOINTMENT OF SIX (6) DIFFERENT PANELS OF INSTITUTIONS OF HIGHER LEARNING, FURTHER EDUCATION AND TRAINING COLLEGES AND ACCREDITED TRAINING PROVIDERS TO PROVIDE ICASA WITH TRAINING SERVICES FOR A PERIOD OF THREE (3) YEARS ON AN 80/20 PPPFA 2000, PREFERENTIAL PROCUREMENT REGULATION: 2017.

1. Background

Training and development is crucial to the continuity, growth and transformation of ICASA, which aims to develop, empower and retain talent. ICASA is fully committed to promoting an environment of structured and systematic training, learning and continuing professional development of all employees including Councilllors, to enable them to perform their duties effectively and efficiently. The training and development of employees also seeks to bring about coherence in the manner in which ICASA employees can acquire skills, knowledge and related qualifications, to develop themselves to meet ICASA's strategic mandate and their own aspiration. It is against this background that ICASA requires six (6) different panels of accredited academic institutions and training providers to ensure that all of its employees including Councillors are appropriately trained and developed.

The overall objective is to establish partnerships with six (6) panels of reputable and accredited academic institutions and training providers specialising in providing training services on a national level in the following categories of training specialties:

- Panel One (1) – Information and Technology skills;
- Panel Two (2) – Financial and Auditing skills;

- Panel Three (3) – Soft skills;

- Panel Four (4) – Technical skills;

- Panel Five (5) – Engineering and Technology skills; and

- Panel Six (6) – Leadership and Management skills;

During the training and development process ICASA will retain the ultimate decision making in selecting the appropriate training interventions for its employees and Councillors.

2. Scope of Work

Attached are the terms of reference to appoint six (6) different panels of Institutions of Higher Learning, FETs and Accredited Training Providers to provide the ICASA with training services.

3. Briefing Session

There will be a non-compulsory virtual briefing session.

ANNEXURE A

A BID TO APPOINT SIX (6) DIFFERENT PANELS OF INSTITUTIONS OF HIGHER LEARNING, FETS AND ACCREDITED TRAINING PROVIDERS TO PROVIDE THE ICASA WITH TRAINING SERVICES FOR A PERIOD OF THREE (3) YEARS.

The Independent Communications Authority of South Africa (ICASA) invites Institutions of Higher Learning, FETs and Accredited Training Providers to submit proposals based on the technical requirements specified within the terms of reference of this bid, for a period of three (3) years, commencing from the 2021/22 Financial Year.

1. Terms of Reference

ICASA seeks to acquire services from duly qualifying and appropriately accredited academic institutions and training providers to provide training services for all employees including Councillors on a national level. It against this background that ICASA intends to implement the training interventions through the utilisation of accredited training providers.

All accredited training providers inclusive of Universities, Further Education and Training Colleges (FETs) and companies are invited to submit proposals to offer training in the Authority.

The scope of the proposed interventions to be offered by the prospective providers or academic institutions, shall be on the basis of responding to a wide range of skills development needs and training interventions of both employees and Councillors in the Authority on a national level.

All providers should be able to produce accreditation documents from a relevant Sector Education and Training Authority (SETA). These documents should also demonstrate the capacity for providers to asses, moderate and award SETA accredited competence certificates or credits.

REQUEST FROM THE BID SPECIFICATION COMMITTEE TO THE BID ADJUDICATION COMMITTEE TO ISSUE AN OPEN BID TO APPOINT SIX (6) DIFFERENT PANELS OF INSTITUTIONS OF HIGHER LEARNING, FURTHER EDUCATION AND TRAINING COLLEGES AND ACCREDITED TRAINING PROVIDERS TO PROVIDE ICASA WITH TRAINING SERVICES FOR A PERIOD OF THREE (3) YEARS

Essentially the providers will be expected to design and implement training interventions for employees and Councillors across all ICASA's offices by providing the following services: Pre Assessment of Learners; Training; Guide and Support Learners; Assessments; Moderation; Accredited Certification and provide Aftercare Post Training Intervention.

3.1. Deliverables

The training interventions should be implemented within ICASA both at its Head Office as well as Regional Offices within South Africa. Training providers should provide online and e-learning training interventions. Face to face training should be provided only in cases of technical training interventions that requires physical contact such as Advance Driving Training, First Aid Training, etc. and strict COVID 19 regulations should be followed for such training interventions and declarations of adherence to COVID 19 regulations should be submitted with the proposals. Training providers should provide cost breakdown for the training as well as training facilities (in cases where service providers have such facilities) they should be included in the budget proposal. Training providers who will be providing IT/Computer Training must have a fully equipped computer laboratory or mobile facility with usable and up to date computer equipment. Below is a list indicating the expected deliverables:

- Conduct Pre Assessments and Training;
- Reports and records of participants;
- Assessments, Moderation and Certification;
- Monitoring Tools during training events; and
- Post training support and guidance of learners.

3.2. Expectations from service providers

- A brief description of the university's/institution's/FET's or company's methodology to providing training services as per listed categories, including a proposed work plan.

REQUEST FROM THE BID SPECIFICATION COMMITTEE TO THE BID ADJUDICATION COMMITTEE TO ISSUE AN OPEN BID TO APPOINT SIX (6) DIFFERENT PANELS OF INSTITUTIONS OF HIGHER LEARNING, FURTHER EDUCATION AND TRAINING COLLEGES AND ACCREDITED TRAINING PROVIDERS TO PROVIDE ICASA WITH TRAINING SERVICES FOR A PERIOD OF THREE (3) YEARS

- A brief description of the university's/institution's/FET's or company's outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate the names of the companies or organisations training provided for, duration of the assignment, contract amount and the institutions involvement.

- CV's of the trainers/facilitators and the authorised representative submitting the proposal. Key information should include number of years working for the institution/entity and degree of responsibility held in various assignments during the last ten (10) years.

- Submission of Training and budget proposals.

- Design and implement training events as per agreed training areas and conditions.

- Develop and supply professionally and well bound reference notes or study materials to learners per training area offered.

- Report on training interventions undertaken within the given time frame.

3.3. Accreditation

- The service provider must be accredited as a trainer with the relevant Sector Education and Training Authority (SETA).

- The service provider must offer training interventions/courses that are accredited by the South African Qualification Authority (SAQA).

- Proof of service provider and course/s accreditation and registration must be submitted with the proposal.

- **ACCREDITATION IS MANDATORY.**

3.4. Specifications

Training interventions listed below should be tailored to the needs and functionaries of the employees and Councillors for each training speciality category. It should be noted that the training interventions identified below are not an exhausted list but serves as an example of the type of training intervention required per each training speciality.

INFORMATION AND TECHNOLOGY SKILLS CATEGORY

PANEL ONE (1)	TRAINING INTERVENTIONS EXAMPLES
	Microsoft Excel Advanced
	Microsoft Excel Beginners
	Microsoft Excel Intermediate
	Microsoft PowerPoint
	Microsoft Word Advanced
	Microsoft Word Beginners
	Microsoft Word Intermediate
	Dashboard and Business Reporting on Excel Training
	MS Projects Training
	Exclaim Systems Software Training
	Implementing Cisco IP Switched Networks Training
	Information and Data Management Standards Training
	Advanced Archives and Records Management Training
	Knowledge and Information Management Training
	MCSA: Querying Microsoft SQL Server Training
	Python Programming for Beginners
	Querying Microsoft SQL Server
	SQL and VBA Training
	Troubleshooting and Maintaining Cisco IP Networks Training
	Web Design Training

FINANCE AND AUDITING SKILLS CATEGORY	
PANEL TWO (2)	**TRAINING INTERVENTIONS EXAMPLES**
	Asset Management and GRAP Asset Accounting Training
	Budgeting and Cost Management Training
	New Budget/ Revenue and Expenditures Training
	Payroll and HR Training
	PFMA Supply Chain Bid Committee Course
	Government Accounting Training
	GRAP Reporting Standards Training
	GRAP/IPSAS Financial Reporting Training
	Financial Auditing for Internal Auditors in the Public-Sector Training
	Financial for Non-Financial Managers Training
	Accounting Professional Training
	Accounts Payable Training
	Advanced Tendering Procedures and Bid Evaluation Training
	Interviewing Skills for Fraud Examiners and Auditors Training
	Investment/Cash Management Training
	JDE Systems Training
	Public Financial Management Training
	SCM Contract Management Training

SOFT SKILLS CATEGORY	
PANEL THREE (3)	**TRAINING INTERVENTIONS EXAMPLES**
	Conflict Management and Negotiation Skills Training
	Customer Service Training
	Meeting and Minute Management Training
	Mentoring and Coaching Training
	Business Communication Training
	Business Etiquette and Professional Conduct in the Workplace Training
	Business Report Writing Training
	Office Management Training
	Developing Your Management Potential Training
	Emotional Intelligence and Personal Mastery Training
	Ethics in Business Training
	Presentation and Communication Skills
	Problem Solving and Decision Making
	Minute Taking Course
	Time Management Training
	Stress Management Training
	Negotiation Skills Training
	Innovation and Creative Thinking Training
	Interpersonal Skills Training
	Critical Thinking Training
	Business Communication Training
	Business Etiquette and Professional Conduct in the Workplace Training
	Frontline Customer Service Training

TECHNICAL SKILLS CATEGORY	
PANEL FOUR (4)	**TRAINING INTERVENTIONS EXAMPLES**
	Data Science Training
	Defensive Driving Training
	Effective Records and Information and Data Management Training
	CCTV and Security Systems Course
	OHS Hazard Identification Training
	First Aid Training
	Forensic Interviewing Training
	Fraud Risk Management Training
	Advanced Competition Economics Training
	Advanced Driving Training
	Assessor Training
	Project Management Training
	Research Methodology Training
	POPIA Training
	Law Enforcement by Peace Officers Training
	Risk Management Training
	Skills Development and Training Management Training
	Security Managers' Course
	Technical Report Writing Training

ENGINEERING AND TECHNOLOGY SKILLS CATEGORY

PANEL FIVE (5)	TRAINING INTERVENTIONS EXAMPLES
	Frequency Planning and Spectrum Management Training
	Emerging Trends in Regulation of ICT Sector Training
	Access and Interconnection Training
	ICT Regulation Drafting Training
	Investigation and Management of Cyber and Electronic Crime Training
	Laboratory Techniques in Support of Equipment Authorization Programs Training
	Policy and Regulation for The Postal Sector Training
	Policy Formulation, Analysis, Implementation and Evaluation Training
	Radio Foundations Training
	Radio Programming and Production Training

LEADERSHIP AND MANAGEMENT SKILLS CATEGORY	
PANEL SIX (6)	**TRAINING INTERVENTIONS EXAMPLES**
	Being a Director Part 1 – Part 5 Training
	Leadership and People Management Training
	Job Profile Writing Training
	Management Development Programme
	Labour Relations Training
	Human Resource Management and Labour Relations Training
	Corporate Governance Training
	Monitoring and Evaluation Training
	Advanced Strategic Management Training
	Effective Disciplinary Hearing for Initiators Training
	Business Risk and Management Training
	Employer and Employee Rights Training
	Employment Equity Plan and Implementation Training
	Organisational Development Programme
	Compliance Management Training
	Outcomes Based Monitoring and Evaluation Training
	Executive Coaching
	Executive Development Programme
	Leadership and Management Skills Training
	Supervisory Management Training
	Recruitment and Selection Training
	Senior Management Development Programme
	Strategic Planning and Change Management Training
	Women in Management Training

2. Period of Assignment

The six (6) different panels of Institutions of Higher Learning, FETs and Accredited Training Providers will be appointed for a period of three (3) years.

3. Compulsory Requirement

All accredited academic institutions and training providers must indicate which of the six (6) panels of Institutions of Higher Learning, FETs and Accredited Training Providers they are bidding for by completing the below table:

Panels of Institutions of Higher Learning, FETs and Accredited Training Providers	Yes	No
Panel One (1) – Information and Technology skills		
Panel Two (2) – Financial and Auditing skills		
Panel Three (3) – Soft skills		
Panel Four (4) – Technical skills		
Panel Five (5) – Engineering and Technology skills		
Panel Six (6) – Leadership and Management skills		

If the bidder does not select one (1) of the above, the bid will be disqualified.

4. Functionality Evaluation

Bidders will be evaluated for the submission of the required documents, functionality and on price/BBBEE Evaluation of the required expertise. Only service providers who meet the cut-off score of **80** points out of 100 points will be considered further for price evaluation. All bid proposals submitted will be evaluated in accordance with the 80/20 procurement principle.

FUNCTIONALITY EVALUATION	WEIGHTS
1. METHODOLOGY	**25 (WEIGHT)**

The detailed description of the university's/institution's/FETs or company's methodology to providing training services as per the listed categories, including a proposed work plan

University's/institution's/FETs or company's methodology to providing training services and proposed work plan on implementing training services specified within the proposal as well as providing a portfolio of evidence submitted on methodologies and work plan on similar projects deliver within the public sector.	= 5
University's/institution's/FETs or company's methodology to providing training services specified within the proposal and proposed work plan on implementing training services specified within the proposal.	= 4
University's/institution's/FETs or company's methodology to providing training services specified within the proposal and proposed work plan on implementing training services not specified.	= 3
University's/institution's/FETs or company's methodology to providing training services specified within the proposal.	= 2
University's/institution's/FETs or company's methodology to providing training services not specified within the proposal.	= 1

2. EXPERIENCE OF KEY PERSONNEL **25 (WEIGHT)**	
CV's of the trainers/facilitators and the authorised representative submitting the proposal. Key information should include number of years working for the institution/entity and degree of responsibility held in various assignments during the last ten (10) years. **Number of Years' Experience**	
CV's submitted of the trainers/facilitators and the authorised representative submitting the proposal indicating number of years working for the institution/entity and degree of responsibility held in various assignments during the last ten (10) years.	= 5
CV's submitted of the trainers/facilitators and the authorised representative submitting the proposal indicating number of years working for the institution/entity and degree of responsibility held in various assignments during the last five (5) years.	= 4
CV's submitted of the trainers/facilitators and the authorised representative submitting the proposal indicating number of years working for the institution/entity and degree of responsibility held in various assignments during the last year.	= 3
CV's submitted of the trainers/facilitators and the authorised representative submitting the proposal but not indicating the number of years working for the institution/entity and the degree of responsibility held in various assignments.	= 2
CV's not submitted of the trainers/facilitators and the authorised representative submitting the proposal.	= 1
3. ORGANISATION/COMPANY PROFILE **25 (WEIGHT)**	
A detailed description of the university's/institution's/FETS or company's outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate the names of the companies or organisations training provided for, duration of the assignment, contract amount and the institutions involvement**.**	
A detailed list of completed training interventions (training provided) specified within the proposal that includes contactable names of references within the public sector and budget spent per training intervention is specified.	= 5
A detailed list of completed training interventions (training provided) specified within the proposal that includes contactable names of references within the public sector.	= 4
A detailed list of completed training interventions (training provided) specified within the proposal that includes contactable names of references.	= 3
A detailed list of completed training interventions (training provided) specified within the proposal.	= 2
A detailed list of completed training interventions (training provided) not specified within the proposal.	= 1

4. REFERENCES **25 (WEIGHT)**	

Provide references letters/confirmation letters for which similar assignments were undertaken during the past five (5) years.
 	
This shall include the following information:
 	
    a) Client name;
    b) Contact name and telephone number;
    c) Successful completion date of the project; and
    d) Detailed description of services delivered.
 	
Reference Letters must be submitted on a letterhead of the current/previous client.	

Five (5) or more references provided.	= 5
Four (4) references provided.	= 4
Three (3) references provided.	= 3

Two (2) references provided.	= 2	
One (1) or none references provided.	= 1	
Total:		**100**