

TERMS OF REFERENCE

EXPRESSION OF INTEREST (EOI) 001: SPECIAL PROJECT FOODBEV SETA SEEKS TO COLLABORATE WITH A TVET COLLEGE IN IMPLEMENTING DIGITAL SKILLS FOR UNEMPLOYED GRADUATES

Food and Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites TVET colleges to submit a proposal for the implementation of digital skills to unemployed information technology graduates. The TVET college must submit a proposal as follows:

Closing date of submission	5 July 2024
Closing time of submission	16H00 (Telkom time)
Proposals to be e-mailed to	Tvetdigital@foodbev.co.za
All proposals must be valid for at least	120 days

All queries/ clarifications can be sent in writing, citing the EOI reference above to the under-mentioned person before the closing date:

Queries address to	Ms Pretty Ngwasheng
Telephone Number: Landline	011 253 7300
e-mail address to send queries	prettyn@foodbev.co.za

1. BACKGROUND

FoodBev SETA is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. FoodBev SETA is currently operating in Johannesburg at number 7 Wessel Road, Rivonia. FoodBev SETA's function is to promote, facilitate and incentivize skills development in the food and beverages manufacturing sector. FoodBev SETA is one of 21 Sector Education and Training Authorities (SETAs) across the economy mandated to facilitate the delivery of skills development in the country in line with National Skills Development Plan (NSDP) outcomes.

FoodBev SETA seeks to collaborate with a TVET college to implement digital training in cybersecurity, data analysis, and cloud computing. The TVET college must be certified/accredited by relevant technology vendors, or they must have a training provider that is certified/accredited by relevant technology vendor. Furthermore, the college or college appointed training provider must have mentors, necessary infrastructure, provide relevant learner materials, and provide practical experience to equip the learners with practical exam preparation and completion. The college must manage the overall training implementation and facilitate post-certification work experience and placements.

FoodBev SETA will provide grant funding for training and stipends of 400 learners for a period of 12 months towards learners training with practical and post certification work experience.

2. PURPOSE

FoodBev SETA aims to enhance the skills and employability of learners through this funded training program. The selected TVET college will play a crucial role in achieving these goals by delivering high-quality digital training, managing the implementation process, and ensuring successful learner outcomes and placements.

3. SCOPE OF WORK

The scope of work for the TVET college, amongst other will include:

3.1 Training Delivery

Deliver comprehensive training, exam preparation and practice, and ensure learners are exam ready to write and aim to pass the exam for the below mentioned programs:

3.1.1. **Cybersecurity Associate: 100 learners**

3.1.1.1. Microsoft Security, compliance and identity fundamentals | SC 900

3.1.1.2. Microsoft security operations analysts | SC 200

3.1.2. **Data Analysis: 150 learners**

3.1.2.1. Microsoft Azure Data fundamentals | DP 900

3.1.2.2. Microsoft Power BI Data Analysts | PL 300

3.1.3. **Cloud Computing: 150 learners**

3.1.3.1. Azure Fundamentals | AZ 900

3.1.3.2. Azure Administrator Associate | AZ 104



3.2 Training Implementation Plan:

- 3.2.1** Provide a detailed training implementation plan, including timelines and key milestones.
- 3.2.2** Outline how learners will be prepared for exams.
- 3.2.3** Provide progress reports of learners.

3.3 Practical Experience:

- 3.3.1** Ensure learners gain relevant practical experience relevant to the programme.
- 3.3.2** Facilitate post-certification work experience.

3.4 Project Management:

- 3.4.1** Provision of project management support.
- 3.4.2** Fully manage the training implementation, including monitoring and reporting on progress.
- 3.4.3** Manage the disbursement of stipends, issue of payslips and submitting the proof of payment of stipends to FBS monthly.

4. PROPOSAL

4.1 The proposal must include the following as a minimum:

The TVET college must include the following in the proposal, amongst others:

4.1.1 Pre-assessment and recruitment:

- I. TVET must indicate how they will recruit and pre-assess learners to assure their suitability for the programme.

4.1.2 Certification from Technology Vendors:

- II. Must provide details of the training provider that will provide training including certification by relevant technology vendors (e.g., Microsoft).

4.1.3 Infrastructure:

- I. Indicate how the training will be conducted.
- II. Provide access to appropriate technology and equipment.

4.1.4 Learner Materials:

- I. Provide learner materials that are relevant to the qualifications being pursued.

4.1.5 Training Implementation Plan:

- I. Develop and submit a comprehensive training implementation plan.
- II. Include preparation strategies for exams.

4.1.6 Practical Experience:

- I. Indicate how the college will provide practical related to the training.
- II. Indicate how the college will facilitate post-qualification work placements.



4.1.7 Project Management:

- I. Ability to fully manage the training implementation process.
 - II. Regular monitoring and reporting of progress.
- It is the responsibility of the college to seek clarity by enquiry before submission of the final proposal, where the criteria are construed to be ambiguous or confusing. Should there be a difference of interpretation between the bidders and FoodBev SETA, the SETA reserves the right to make a final ruling on such interpretation.
 - FoodBev SETA may request clarification or additional information regarding any aspect of the proposal submitted. The college must supply the requested information within twenty-four (24) hours after receipt of a written request from partnerships office. Failure to submit such information may result in disqualification.

5. SUBMISSION REQUIREMENTS

Interested TVET colleges must submit the following:

- 5.1 Proposal for implementation of training and recruitment of learners:** Proposal must include qualified training provider, including relevant technology vendor certifications and/or accreditations.
- 5.2 Mentor Profiles:** Details of mentor, including qualifications and experience.
- 5.3 Infrastructure Description:** Description of available infrastructure and resources.
- 5.4 Training Implementation Plan:** Detailed plan with timelines and milestones.
- 5.5 Experience and Work Placement Strategy:** Strategy for providing practical experience and facilitating work placements.

6. CONDITIONS OF CONTRACT

The successful college undertakes:

- 6.1 To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential.
- 6.2 Not to discuss or make any information available to any member of the public, press or other service provider/consultant or any other unauthorized person(s) except as authorized by the FoodBev SETA.
- 6.3 Not to copy or duplicate any software or documentation for private use.
- 6.4 To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project.
- 6.5 General conditions of contracts will be applicable in the execution of the project.
- 6.6 Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the college.
- 6.7 Failure to adhere to the above conditions will lead to the invalidation of the proposal.
- 6.8 Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.
- 6.9 The Contract/SLA may be finalized within a period of maximum of five (5) working days for signature before commencement of the work. College must note that FoodBev SETA contracts are vetted by outsourced lawyers therefore it is important to note that it is the responsibility of the bidder to also vet their contract before signing it off.



7. DISCLAIMER

- 7.1 FoodBev SETA reserves the right not to appoint a college and to cancel the expression of interest.
- 7.2 Award the contract or any part thereof to one or more colleges.
- 7.3 Reject all bids.
- 7.4 Decline to consider any proposals that do not conform to any aspect of the submission requirements.
- 7.5 Request further information from any college after closing date for clarity purposes.
- 7.6 FoodBev SETA does not communicate with any college telephonically indicating that the college will be assisted to receive the award in return of financial resources. FoodBev SETA does not request bribes from any of the bidders and should a bidder receive such request, please that bidder must immediately notify FoodBev SETA in writing and the police.

8. CONFIDENTIALITY

- 8.1 Proposals submitted will not be revealed to any other college and will be treated with utmost confidentiality.
- 8.2 All information pertaining to FoodBev SETA obtained by the college as a result of participation in this EOI is confidential and must not be disclosed without written authorisation from the FoodBev SETA.
- 8.3 The project lead will abide by FoodBev SETA Code of Conduct and all laws, rules and regulations that govern the SETA.

