



merSETA

MANUFACTURING, ENGINEERING AND RELATED SERVICES SETA

TERMS OF REFERENCE

FOR

SKILLS DEVELOPMENT TRAINING

WITHIN THE

NON GOVERNMENTAL ORGANIZATION (NGO),
COMMUNITY BASED ORGANIZATION (CBO)

And

COMMUNITY BASED CO-OPERATIVES (CB Co Ops)

1. Introduction

MERSETA is the Manufacturing, Engineering and related Services Education and Training Authority established through the Skills Development Act. It facilitates skills development for the following sub sectors: Metal and engineering, Auto manufacturing, Motor retail and component manufacturing, Tyre manufacturing and plastics industries.

The aim of the project is to render support to Non Governmental organizations (NGOs), Community Based Organisations (CBOs), and Community-Based Co-Operatives (CB Co-Ops) through skills development.

Ultimately promote employability and sustainable livelihood through skills development using the NGO's; CBO's and Community based Cooperatives as a vehicle of implementation.

2. Background

The number of NGO's, CBO's to be supported is: NGO's = **28** and CBO's = **26** and these may be organisations working within the training and development realm with manufacturing and engineering as key areas of focus, or organisations involved in the promotion of science, engineering and technology (SET).

The project would be a one (1) year project with a possibility of an extension/renewal based on performance review.

3. Criteria and Scope of Coverage

Potential beneficiaries/participants would be the established companies supporting NGO's, CBO's or Co-ops, or these organisations themselves that meet the following criteria:

- Geographical proximity of the Merseta sector, new development or companies;
- All QA criteria per Merseta ETQA will be met, including if the proposal is for financial assistance towards achieving Merseta accreditation.
- Agencies not directly involved in teaching and learning, such as Science Engineering and Technology, provincial centres and agencies, NGO's, educator development agencies; OR
- Organisations with previous experience working with people with disabilities OR,
- Previous experience incubating businesses in the MER sector
- Using sound labour practices;
- Must have a feasible plan to integrate end product into the market.
- Producing Merseta aligned products and/or services;

Eligibility for support and grant payment for the NGO's, CBO's, should depend on the following criteria:

1	<p>Learnerships 18.2</p> <p>Grants to assist unemployed people to access Learnerships leading to basic entry, intermediate and high level scarce skills in the MER sector</p>	<ul style="list-style-type: none"> • From scarce skills list • Subject to verification process • NSDS Equity criteria applies 84% Black, 54% women, 4% PWD) 	<p><u>Primary Focus Learnerships</u> (Learnerships quality assured by the MERSETA ETQA) R20 000 per learner</p> <p><u>Non-primary focus Learnerships</u> (Learnerships quality assured by the MERSETA ETQA) R18 000 per learner</p> <p><u>Bonus grants for people with disability</u> R 10 000 per learner (proof to be submitted on registration)</p> <p>Learner Allowance additional, in accordance with legislation.</p>
2	<p>Skills Programmes (18.1)</p> <p>The Merseta funds the implementation of primary focus skills programmes for employees in the MER sector.</p>	<ul style="list-style-type: none"> • Skills programmes be registered and address critical or scarce skills in the MER sector. • SP's up to Level 4: companies registered with the Merseta. • Subject to verification process. 	<p>R190 per credit per learner 2</p>
3	<p>Training for sector specialists, assessors and moderators</p>	<p><u>All categories of NGO's; CBO's and Community based Cooperatives</u></p>	<ul style="list-style-type: none"> • Assessors R3000 • Moderators R2500

5. Service Deliverables

- 5.1 The service provider will be expected to submit progress reports on a quarterly basis.
- 5.2 Any or all deviations from the stipulations of this document, as well as any additional items to be included in the proposal, must be indicated clearly and separately.

6. Confidentiality

- 6.1 Information provided by MERSETA must be regarded as confidential and should be limited to the Respondent only

7. Grants Structure

- 7.1 The grants structure would be based as per below:
- 33.3% on signing contract
 - 33.3% on submission of six month progress report
 - 33.3% on submission of project closure report and learner assessment records

8. Adjudication Process

The criteria to be used in the adjudication process will be in accordance Merseta Procurement Policy which will be as follows:

- 8.1 Technical expertise 65%
- 8.2 Price 15%
- 8.3 Employment Equity 20%