higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NSF
National Skills Fund
FUNDING TO SKILL OUR NATION

PRIVATE SKILLS DEVELOPMENT PROVIDERS: ARTISAN DEVELOPMENT PROGRAMME

Terms of Reference, Guidelines and Criteria for Artisan Development Programme Applications

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1. PURPOSE OF THE REQUEST FOR PROPOSALS

The purpose of this Request for Proposal (RFP) is to invite proposals to fund the training of artisans. The artisan development training system delivery relies on skills development providers (SDPs) for:

- Theoretical and practical training;
- Workplaces for apprentice on-the-job training; and
- Trade testing for the external summative assessment.

All these training delivery mechanism play different and critical interlinked roles in the artisan development value chain. For the purposes of this RFP the NSF envisages the following **specific objectives** for this programme through artisan development:

1.1.1 To select artisan training projects that target key priority trades implemented by accredited skills development providers that are in line with economic & sector opportunities in all provinces, support National Development Plans (NDP) 2030 & national, provincial and local government priorities and National Skills Development Plans (NSDP);

1.1.2 To improve the efficiencies, effectiveness and productivity of the economy through artisan development;

1.1.3 Improving livelihoods through artisan development;

1.1.4 Improving prospects of employment of trained artisans;

1.1.5 Innovation and partnerships in delivering artisan development; and

1.1.6 Supporting capacity building initiatives.

The **overall objective** of the programme includes:

1.1.7 To contribute to the achievement of the National Development Plan target of producing 30,000 artisans annually by 2030, and

1.1.8 Contribute to the achievement of the NSF Strategic Plan (SP) and Annual Performance Plan (APP) target of learners funded, completed and certificated by the NSF for Education and Training towards Occupation in High Demand (OIHD) as well as completion of education and training funded by NSF.

The **expected benefits** includes:

Artisanal project has a potential to be a viable source of economic growth, job creation and business expansion, yet there are not enough skilled artisans in a country. With the rise of

digital transformation and Artificial Intelligence causing a disruption in industries, many jobs in the corporate world may no longer exist in the near future.

However, there will always be jobs for artisans due to the skillset required to fix machines if they break down, maintain and building infrastructure and equipment. It is safe to say that an artisan is a springboard to other careers such as business or entrepreneurship, hence they are regarded as the bedrock of South African economy and will always be needed, without them the economy cannot grow at the pace that is required.

2. BACKGROUND

The National Development Plan (NDP 2030) vision 2030 highlights key socio-economic challenges facing the country which requires directed interventions by government, private sector, civil society and other stakeholders. This is compounded by low economic growth which include, among others, the triple challenges of poverty, inequality and unemployment. These challenges could be attributed largely to skills deficiencies, skills mismatches and non-actionable skills. The advent of coronavirus has exacerbated increased the rate of unemployment, inequality and level of poverty.

In the face of pressing socio-economic challenges, optimal skills planning should co-ordinate several distinct priorities, including promoting economic growth and facilitating transformation, as well as reducing unemployment, poverty and inequality. While there have been considerable efforts to plan for skills needs in South Africa since 1994, sustained skills imbalances reflect the need for a coordinated, coherent and responsive skills planning system informed by evidence.

To this effect, the role of skills and education in raising income levels of individuals and reducing inequality among South African population has been the underlying driver of policy efforts. The NDP's strategy of tackling high levels of poverty is noted which include, increased employment and broaden opportunities through education, vocation training, work experience and public employment programme.

National Skills Fund (NSF) derive its mandate from the Skills Development Act (SDA) which its purpose (among others) is to ensure credible labour market analysis to provide a supply and demand analysis of national skills priorities. In line with the vision of ensuring that funding is allocated to skill the nation, its mission is to provide funding for national skills development towards a capable South Africa citizenry, which contributes to improving economic participation and social development. The current socio-economic environment, therefore, requires skills institutions to become agile and cushion young people and vulnerable communities from the effects of poverty, inequality and unemployment.

The NDP proposes that the country should be producing 30 000 qualified artisans per annum by the year 2030. The set target can only be met through concerted effort and adequate funding from all sectors. A skilled and capable workforce is produced in order to give industry the resources it needs to be efficient and competitive. It is industry that ultimately uses the skills in their operations and drives the development of technologies and new skills to continually improve.

The Department of Higher Education and Training (DHET) has identified trades that are in demand for the economy to the level envisaged in the National Development Plan (NDP) such as diesel mechanics, instrument technicians, riggers, auto electricians and millwrights as a worrying threat to the economy. The latest list was compiled in collaboration with Swiss-South African Cooperation Initiative, which is also released to raise awareness for young people with regard to available career opportunities in the artisanal sector.

In 2014, the DHET launched its ambitious “Decade of the Artisan”, after a successful “Year of Artisan” in 2013, campaign aimed at promoting artisanship as a career of choice to South African youths. This artisan advocacy programme forms part of the broader government’s concrete plan towards meeting targets of the National Development Plan and the White Paper on Post School Education and Training to produce 30 000 artisans per year by 2030. Production of artisans is a necessity for economic growth and also ensuring that South Africa does not import its much needed skills to successfully implement, amongst others, the country’s Strategic Infrastructure Projects (SIPs). These include building of roads, bridges, schools, harbours, power stations, and other social and economic infrastructure.

There are also distressing trends of declining participation rates in the labour market and increased numbers of young people not in employment, education, and training (NEETs). The global youth labour force participation rate declined by 11.6% between 1991 and 2014,

while the adult labour force participation rate declined by 1% over the same period. The South African youth unemployment rate is ranked the 3rd highest in the world with an average of 53.6% of youth unemployment from 2013 and 2020. The latest Quarterly Labour Force Survey (QLFS) results released by Statistics South Africa (Stats SA) for the first quarter of 2020 indicates that employment decreased by 38 000 to 16, 4 million and the number of unemployed persons increased by 344 000 to 7,1 million. As a result, the official unemployment rate increased by 1 percentage point to 30, 1% compared to the fourth quarter of 2019. Of the 20, 4 million young people aged 15-34 years, 41, 7% are not in employment, education or training (NEET).

Given the demographics of the South African labour force, which indicates that the youth unemployment remains a significant labour market challenge. The training of artisans should continue to be a national priority. A national artisan development programme including all components of artisan development, driven by all social partners in a coordinated and integrated manner is therefore a critical need for the country.

The Organisation of Economic Co-operation and Development (OECD) /International Labour Organisation (ILO) report, 2017 indicates that the success of apprenticeship programme depends on robust implementation at the local level. Local governments can play a critical role in developing a community wide vision for training and skills. Many countries are looking at an apprenticeships as a key programme response to improve the transition for youth from school to the world of work. Small business associations at the local level can also play a primary role in networking small and medium sized enterprises and providing incentives for people to participate. Young people are among the core beneficiaries of apprenticeship programmes and they face specific barriers to participation in the apprenticeship system and thus require customised support.

The White Paper for Post School Education and Training also states that government aims to improve the amount and quality of workplace training in South Africa. Places of employment as training spaces in both the public and private sectors do not and cannot

come under the direct auspices of the Department of Higher Education and Training (DHET). However, the policies and systems can and must impact on the nature, type and quality of training that is made available in workplaces. It is against this background that the NSF as a catalytic fund support the state to drive key skills strategies as well as to meet the training needs of the unemployed.

The Minister of Higher Education and Training signed the National Skills Accord with unions and private sector and committed to promote expanded access to training opportunities in both educational institutions and workplaces. The Department of Higher Education and Training (DHET) has put in place various strategies and policies to progressively move towards the realisation of the 2030 target. The approach of the department on the vision is in three folds:

- Firstly, the institutional and policy frameworks were revised and streamlined to promote artisan training. The establishment of the National Artisan Moderating Body (NAMB) and the promulgation of Artisan Registration Regulations in order to ensure better national coordination of artisan development.
- Secondly, to actively promote artisanal skills as career choices through working with technical and vocational educational and training (TVET) colleges to increase the enrolment of young people in artisan-related streams.
- Thirdly, to redirect and focus the strategic plan and budgets of its levy institutions, namely; the sector education and training authorities (SETAs) and NSF towards increased investment in artisan development.

The NSF was established in 1999 in terms of the Skills Development Act (SDA) of 1998 and its strategic goal is to contribute to government's Outcome 5 which focuses on a "skilled and capable workforce for an inclusive growth path". In order to contribute towards the achievement of Outcome 5 and other national priorities, the NSF provides funding to support projects and these include the following:

- Priorities that advance the Human Resource Development Strategy (HRDS) of South Africa;
- Priorities that support work of the National Skills Authority (NSA);
- Priorities from the government's Medium Term Strategic Framework (MTSF) including but not limited to the New Growth Path (NGP), Industrial Policy Action Plan (IPAP) and rural development;

- Priorities related to the achievements of the purposes of the Skills Development Act as the Director-General and the Minister of Higher Education and Training determines; and
- Priorities related to the provision of skills infrastructure.

Covid -19 coupled with the country's downgrade presents a global economic crisis which places South Africa in an opportune space to undertake a full and consolidated economic reform path. It has a significant and potentially lasting impact on our economy. It is no doubt that the current condition of South African economy is faced with many challenges that may hinder its economy from growing thus, threatening some companies to scale down its production, if not, closing down which leaves most of the workforce retrenched. This situation contributes to the high unemployment rate which the country has been experiencing even prior to Covid-19. Continued effort shown by different partnerships of re-skilling and re-engineering South Africans will contribute to the reduction of the triple challenges of unemployment, poverty and inequality.

In its 2020/21 financial year, the NSF continue to be a key role player in realising government's national skills priorities. Hence, it continues providing its catalytic funding towards education, training and innovation including artisan training as a means to improve the employability and entrepreneurial potential of South Africans to reduce unemployment, inequality and poverty. It is along this background that a concerted effort by all role players, will see South African economy growing optimally and quality life for all being realized. The NSF aims to collaborate with the National Artisan Moderation Body (NAMB) to assist the Department with its mandate as obligated in terms of Chapter 6A of the Skills Development Act (SDA), Act 97 of 1998 to contribute toward realisation of the NDP 2030 goal of producing 30 000 artisan per annum.

3. ELIGIBLE PROGRAMMES FOR IMPLEMENTATION

3.1 The NSF will prioritise trades that are in high demand including the following:

Table 1: Priority Trades for the RFP

#	Trades
1.	Bricklayer

#	Trades
2.	Electrician (with wiremen's licence)
3.	Millwright
4.	Boilermaker
5.	Plumber
6.	Mechanic including automotive mechanic
7.	Diesel mechanic
8.	Carpenter and joiner
9.	Welder (include coded welding and under water welding)
10.	Rigger
11.	Fitter and turner
12.	Mechanical fitter
13.	Pipe fitter
14.	Goldsmith/diamond and gemstone setter
15.	Mechatronic
16.	Air-conditioning and refrigeration mechanic
17.	Boat builder and repairer
18.	Instrument technicians
19.	Metal fabricators/sheet metalworkers
20.	Auto electricians

3.2 Trades identified through updates to the Occupations in High Demand lists that will support economic recovery in South Africa during and post COVID-19;

3.3 Maritime artisanal programmes to support the maritime sector, e.g. boat building and repairs, etc.

3.4 Artisanal learnerships aligned to the local and provincial Integrated Development Plan (IDP) in the area targeted for training.

3.5 Artisanal short skills programmes for a limited number of beneficiaries. These should provide functional/technical skills to beneficiaries where short skills programmes are proposed. The skills programmes must be unit standard aligned, with specific emphasis on preparing and supporting the learner to earn a living in their respective communities and to be implemented over a period not exceeding six months. The programmes should also provide the learner with practical skills training. Lastly, the skills programmes should be aligned to the local and provincial IDP in the area targeted for training.

3.6 Business enterprise skills for relevant business development programmes. This should be unit standards aligned per the New Venture Creation (NVC) or related unit standard-based programme. A flexible methodology is envisaged with an interactive and hands-on approach to facilitated learning. This should include business incubation for a minimum period of six months **(*Provider is allowed to partner with accredited provider in this instance* only *if they does not have accreditation)***.

NB: The business enterprise skills will only be considered for artisans trades listed in table above that will be implemented as an additional programme to complement the technical/functional skills of beneficiaries.

4. INELIGIBLE PROGRAMMES

4.1 Artisan Recognition for Prior Learning (ARPL); and
4.2 Any trade that is not listed in Table 1.

5. ELIGIBLE APPLICANTS

The programme is intended to support artisan development interventions and requires an integrated implementation approach to arrive at the desired results. The applicants will fall into the following organisational categories:

5.1 Private skills development providers (SDPs) accredited by the Quality Council for Trades & Occupations (QCTO), the National Artisan Moderation Body (NAMB) or Sector Education and Training Authorities (SETAs) and other related bodies (e.g. SAMSA) for the identified and applied for priority trades.

6. INELIGIBLE APPLICANTS

6.1 Non-accredited SDPs in artisan development;
6.2 Public TVET colleges;
6.3 Public universities;
6.4 Public entities/State-Owned Enterprises (SOEs);
6.5 Community education and training (CET) colleges;
6.6 Government departments; and
6.7 Individuals/persons.

7. BENEFICIARIES

Beneficiaries must be South African citizens and priority is to be given to the following categories:

7.1 Designated groups: e.g. persons living with disabilities, at a target of 2%, women at 60% and youth at a target of 55%;

7.2 Unemployed and under-employed from peri-urban/townships areas; and

7.3 Unemployed and under-employed from rural areas especially those districts reported through the STATSA publication with the lowest poverty index.

8. PROJECT EVALUATION AND ADJUDICATION PROCESSES

The NSF project adjudications/evaluation process involves the following stages, namely: Administrative Compliance, Technical Evaluation, Due Diligence and Grant Adjudication & Approvals as outlined below.

All applicants will receive acknowledgement letters at the end of the Administrative Compliance stage (8.1.1). The outcome of all applications will only be communicated to all applicants at the end of the adjudication/evaluation stages/process (8.1.4).

Proposals received by **deadline date and time** will undergo an adjudication process outlined per below:

8.1.1 Administrative Compliance

This stage of evaluation assesses the completeness and adherence to all administrative requirements. Applications must comply with **ALL** Admin Compliance requirements to proceed to the next stages.

Table 2: Administrative Compliance Criteria

Criterion	Notes/explanation	Comments
1. Full Completion of Checklist, declaration and Signature	Applicants must fully complete the application checklist (Annexure A), Applicant details and **sign** the declaration (Annexure B).	**Yes/No**

2. Accreditation	Applicants must submit proof of valid accreditation for **all trades** applied for (in the name of the applicant, except if in partnership for NVC programmes).	**Yes/No**
3. SARS/Tax Compliance	Applicants must submit a **valid** tax clearance certificate or tax exemption letter/letter of good standing	**Yes/No**
4. Letter of intent	Letter of intent for workplaces	**Yes/No**
5. Company registration documents	Applicants must also submit registration documents of the company/entity	**Yes/No**
6. Budget	Applicants must submit the budget in the correct template/format (**Annexure E**). **NB: Use Excel spreadsheet** and an all-inclusive budget **not exceeding R100 million**. **Budget not exceed R100 million = "Yes"** **Budget above R100m = "No"**	**Yes/No**
7. Budget format	The budget must be submitted in the correct template/format (Annexure E). **Use of NSF template = "Yes"** **Not Use of NSF template = "No"**	**Yes/No**
8. Application submission	One original electronic application in PDF submitted	**Yes/No**

8.1.2 Technical Evaluation

This stage of the evaluation assesses the technical viability of the project to produce certain outputs and outcomes. The assessment will also include the verification and validation of the accreditation of trades applied for through National Artisan Moderating Body Management Information System (NAMBMIS). Key metrics to be assessed include, but not limited to:

Table 3: Technical Evaluation Criteria

Criterion	Notes/explanation	Score
1. Project Relevance and Strategic Fit	Proposals must demonstrate relevance of the project in terms of the following areas:	**25**
	1.1. The overall goals and objectives of the Artisan Development Programme and priorities of government with respect to poverty unemployment, employability and inequality	/5
	1.2. Socio-economic and contextual factors of the country and targeted areas	/5
	1.3. Needs and constraints of the targeted; beneficiaries of the Artisan Development Programme	/5
	1.4. Exit plans for learners and potential multiplier effects and replication of the project	/10
2. Project Methodology	The proposals will be evaluated on the strength of the following areas:	**30**
	2.1. Measurability of the project results/deliverables that may accrue to the beneficiaries	/10
	2.2. Coherence of the proposed project activities	/10
	2.3. Extent on which the implementation plan is clear, practical and feasible	/10
3. Implementation Capacity	The proposal should provide/demonstrate evidence of capacity, capability and relevant experience to manage the proposed project on a national/provincial or local basis. This should include concrete evidence of existing networks or associate organisations that form part of this capacity (where applicable):	**30**
	3.1. Technical expertise and capability in the proposed interventions	/10
	3.2. Level of readiness in terms of governance and administration structure, human resources, infrastructure, systems and processes	/10
	3.3. Relevant stakeholders or key role players involved in the implementation of the project, e.g. workplace & workshops	/5

Criterion	Notes/explanation	Score
	3.4. Identification of and plans to mitigate project implementation risks	/5
4. Project Proposed Budget (template attached as Annexure E - use Excel)	The budget needs to be presented in the correct template:	**15**
	4.1. Budget is correctly calculated 4.2. Consistent with major activities proposed for the project 4.3. Reflect appropriate cash-flows in line with the implementation plan.	/5 /5 /5
Total score		**100**

In addition to the criterion above, the NSF will determine/use allocation criteria (not proposal dependent) to ensure the following:

- **A cut-off score to determine proposals to short list for due diligence.**

8.1.3 Due Diligence

This stage of evaluation assesses the capacity of the applicant at the sites of the applicant and partners to execute the intended project. The scope of the assessment includes governance, risk, reporting systems, monitoring and evaluation capability, financial management, and walk through inspection of premises; e.g. workshops, training rooms, trade testing centre, etc.

Due to COVID-19 and National Disaster Management regulations, the NSF may conduct online due diligence on Ms Teams or NSF recommended platform. The applicants shortlisted for this stage shall be required and requested to ensure that the facilities are readily available for **online live** showcase of the workshop(s), training room(s), tools and machinery, etc. depending on the number of trades applied for. **A live walk about video will be required as part of the due diligence on the day of the evaluation**. In addition to the live walk about video, **Photos** to support the live walk about will be required **within 24 hours** after the due diligence exercise has taken place to be submitted to the NSF.

Note: The NSF has a right to change or revert to site due diligence at any time and shortlisted applicants will be notified accordingly.

8.1.4 Grant Adjudication Committee and Approval

This is the final stage of evaluation where the findings from the **administrative compliance, technical evaluation and due diligence exercise stages** are presented and recommendations are made to the Director-General by the Funding Adjudication Committee for final decision.

The Director-General appoints a Fund Adjudication Committee (FACe) to advise him on the proposals considered viable after the administrative, technical and due diligence evaluation/stages. Upon the recommendation of the FACe, the Director-General may approve or decline a project.

The NSF **reserves the right to make final allocations** according to a number of internal criteria (not proposal dependent) but not limited to:

- Historical NSF spending in specific provinces, equitable distribution of resources (budget, learner numbers, trades, etc.);
- Government priorities;
- The distribution of the learner number per trade will take into account various factors such as economic trends and current production rates of artisans;
- Prioritization of sectors in line with provincial socio-economic factors
- Equitable spread of Budget in line with previous NSF expenditure trends;
- National unemployment/poverty/population dynamics; and
- Government's post Covid Economic Reconstruction plans.

NOTE: The Director-General's final decision on all applications will be communicated to all applicants in a form of a letter at the end of all the stages above. The applicant must submit confirmed work placement letters within 6 (six) months of signing the Memorandum of Agreement (MOA) for all learners to be recruited.

8.1.5 Budget

Based on the current budget projection, the NSF anticipates funding approximately **4600** apprentices/learners nationally. Depending on the trades offered, providers may be restricted to a maximum of 3 Provinces per application.

The all-inclusive budget must not exceed **one hundred (100) million** per application (**only one application per provider allowed**).

The **Maritime** related programmes budget should be well benchmarked and provide proof thereof.

The **traditional Artisan** programmes' budget must be compliant with the Generic National Workplace Data Learner Grant Funding and Administration System Policy requirements which cover the following but not limited to:

Table 4: NSF Budget required (VAT inclusive):

Budget Item	Unit #	Cost per Unit	Total
1. Learning delivery (inclusive of :)			
1.1Recruitment and Selection			
1.2Medical Tests			
1.3Personal Protective Equipment (PPE), Consumables and Toolboxes			
1.4Training			
1.5Practical Institutional Training			
1.6Trade Test (as per trade test regulation) and certification			
2.Stipend			
Sub Total 1:			
Business Skills Training *(learners taken from the total number trained):*			
Other (Specify)			
Sub Total 2:			
Project Management *(7.5% of sub-total 2)*			
Grand total			

9. APPLICATION DOCUMENTS

Proposals must be typed and submitted on the application template found on the DHET website. The form will include the following:

- Annexure A-D: Application templates
- Annexure E: Budget/Cash Flow Drawdown Schedule (**use MS Excel**).
- Proposals and Budget Excel sheet should be saved in **PDF searchable format**.

The applicants must adhere to the application guidelines and templates as these are linked to the adjudication/evaluation process of the NSF.

10. APPLICATION /SUBMISSION

- Applicants must fully complete the provided application template (**typed**).
- Applications must be submitted on the application templates found on the website.
- **One** application per organisation/institution.
- **No** posted, walk-in/hand delivered/courier or faxed application will be accepted in any of the DHET or NSF offices.
- Only emailed **PDF** applications will be accepted. Applications to be emailed to ArtisanRFP@dhet.gov.za with the required annexures as outlined in the application templates.
- **No** late applications will be evaluated.
- **Only** the first emailed received application will be evaluated (by due date), email only one application with attachments.

11. DELIVERY ADDRESS OF APPLICATION / PROPOSAL

The proposal must be submitted to the NSF by email **only** not later 11 September 2020 @ 14h00 to the following email address: ArtisanRFP@dhet.gov.za with the required documentation.
Application that came in late and those that are emailed to other email addresses other than the one provided in this document will **not** be evaluated.

Due to the current Covid-19 pandemic, the non-compulsory briefing sessions will be conducted virtually on Microsoft Teams. Skills development providers are therefore requested to send their email addresses to: ArtisanRFP@dhet.gov.za not later than 11 August 2020 to be invited to one of the sessions on the following dates:

Date	Time	Contact details
12 August 2020	10:00-13:00	ArtisanRFP@dhet.gov.za
13 August 2020	10:00-13:00	
14 August 2020	10:00-13:00	
17 August 2020	10:00-13:00	

The Terms of Reference for this RFP and the application templates will be available on the DHET website: www.dhet.gov.za under the Tenders tab - Open bids then click NSF Request for Proposals Artisan Development Programme.

12. ENQUIRIES

For further information and enquiries regarding the RFP contact the NSF on: ArtisanRFP@dhet.gov.za. **The last date for further information and enquires is 21 August 2020. No enquiry will be considered after the cut-off date.**

No walk-ins or telephonic enquiries are permissible.

13. CONCLUSION

The Director-General's final decision on all applications will be communicated to all applicants in a form of a letter at the end of all the stages above.

The Director General can at any time amend or/and withdraw this RFP at any time without prior notice, if it serve the best interest of the Department/NSF.

The Director General shall provide updates as and when required of the RFP on the website, no individual updates shall be provided.

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