GRADUATES AND STUDENT WORK INTEGRATED LEARNING (WIL) PLACEMENT PROGRAMME
Terms of Reference, Guidelines and Criteria for Applications
Table of Content

1. PURPOSE OF THE REQUEST FOR PROPOSAL .......................................................... 3
2. BACKGROUND .................................................................................................................. 3
3. OBJECTIVES ..................................................................................................................... 4
4. ELIGIBLE FIELDS OF STUDY FOR IMPLEMENTATION ............................................. 5
5. ELIGIBLE APPLICANTS FOR FUNDING ................................................................. 6
6. INELIGIBLE APPLICANTS ............................................................................................. 6
7. BENEFICIARIES ............................................................................................................. 6
8. PROJECT EVALUATION AND ADJUDICATION PROCESSES .................................. 7
9. APPLICATION DOCUMENTS AND SUBMISSION ..................................................... 12
10. APPLICATION /SUBMISSION ...................................................................................... 12
11. DELIVERY ADDRESS OF APPLICATION / PROPOSAL ........................................... 12
12. ENQUIRIES .................................................................................................................... 13
13. CONCLUSION ................................................................................................................ 13

TABLES AND FIGURES

Table 1: Eligible field of study ........................................................................................... 5
Table 2: Administrative Compliance Criteria ..................................................................... 7
Table 3: Technical Evaluation Criteria ............................................................................. 9
1. PURPOSE OF THE REQUEST FOR PROPOSAL

The purpose of this Request for Proposal (RFP) is to fund workplace-based learning opportunities for graduates and students. This RFP primarily intends to:

- Provide opportunities for students/learners requiring a period of workplace learning in order to complete their academic qualifications (e.g. TVET colleges, Universities of Technology and Universities);
- Provide opportunities for graduates who require a period of workplace learning in order to complete their professional designation (e.g. Engineers, Chartered Accountants, Lawyers);
- Provide opportunities for graduates to access practical workplace experience that will aid them in future employment; and
- Build and support partnership for workplace-based learning with employers.

2. BACKGROUND

The National Skills Fund (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 the Outcome 5 and other national priorities, the NSF provides funding to support projects as indicated in the National Skills Development Plan (NSDP), and these include the following but not limited to:

- 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), Rural Development, District Development Model (DDM) and Economic Recovery Reconstruction Plan (ERRP);
- Priorities related to the provision of skills infrastructure.
The WIL programme is based on the precepts of the New Growth Path (NGP), the Medium-Term Strategic Framework (MTSF), the Industrial Policy Action Plan (IPAP) and the National Skills Development Plan (NSDP). Furthermore, the WIL programme represents one of the NSF contributions towards the Skills Accord Commitment 2 and Commitment 4 and the Youth Accord, which specifically target the alleviation of youth unemployment.

According to the Stats SA, graduates within the country are unemployed, this has been perpetuated by labour market need for a 3 years’ experience entry requirement. This therefore prompt government to provide practical work learning experience for the graduates, professional candidates and in-service trainees in order to bridge the gap in higher learning qualification theory to complement labour practical experience requirement as well as addressing occupations in high demand as published in the 2020/21 List of Occupations in High Demand Report.

A monthly stipend will be paid to all beneficiaries for the duration of the programme and the stipend will vary depending on the category of internship, in line with the NSF guidelines.

3. OBJECTIVES

The overall objective and key Success Factors of the programme includes:

- Reaching the most vulnerable youth in South African communities;
- Improving access to work experience and workplace-based learning for the targeted groups;
- Enhanced livelihoods, security and self-reliance through the creation of meaningful and decent work experience opportunities;
- Creating opportunities for youth across various sectors to be competitive and employable; and
- Facilitate transition from tertiary education into the labour market.

This programme will also provide the following to the beneficiaries:

- In- service training – learners to achieve a qualification and improve their chances of employability or be self-employed;
- Internships – improve learners’ employability; and
• **Professionals** – learners achieving a title, thereby get registered with a relevant body of affiliation, e.g. Charted Accountants, Engineering etc.

### Specific objectives

The Work Integrated Learning programme aims to provide students in various fields of studies with the required work experience. **Graduates over the age of 35 years will be eligible to participate in the programme as well.** The programme aims to be implemented in all the provinces to benefit the following categories of students/graduates:

- Unemployed graduates from TVET colleges, University of Technologies and Universities who completed their studies in various fields for a period of 24 months;
- Technical and Vocational Education and Training (TVET) students who completed N6 studies in Business and Engineering and require 18 months and 24 months respectively in order to obtain their N-diplomas;
- Students in various fields who require In-service training as required by their completed undergraduate studies in order to obtain their diplomas or degrees (e.g. P1 and P2); and
- Students in professional studies that require for instance to serve articles in order to complete their studies (up to 36 months).

### 4. ELIGIBLE FIELDS OF STUDY FOR IMPLEMENTATION

**Table 1: Eligible Fields of Studies**

<table>
<thead>
<tr>
<th>Category</th>
<th>Field of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduates</td>
<td>Students in any field of study that have completed their degrees or diplomas and require a graduate internship in order to acquire work experience (<strong>maximum of 24 months as approved by Department of Public Service and Administration (DPSA)</strong>).</td>
</tr>
<tr>
<td>Students</td>
<td>i.) University students In-service training in various fields;</td>
</tr>
<tr>
<td></td>
<td>ii.) University of Technology students In-service training: e.g. P1 and P2 (various fields of study as per each qualification requirements); and</td>
</tr>
<tr>
<td></td>
<td>iii.) TVET students: N6 for Business Management studies 18 months, N6 Engineering studies (24 months).</td>
</tr>
</tbody>
</table>

**NB:** Any qualification as recognised by the SAQA
5. ELIGIBLE APPLICANTS FOR FUNDING

The following institutions/organizations are eligible to apply for the funding:

- Industry/Private Companies/SMMEs
- Private training providers
- Professional bodies
- State owned entities
- Non-Profit Organisations (NPOs)/ Non-Government Organisations (NGOs)

6. INELIGIBLE APPLICANTS

The following institutions/organizations are **NOT** eligible to apply for the funding:

- Individual/ person
- National, Provincial and Municipal government departments
- Public Education and Training Institutions: TVET Colleges, Universities, Community Education & Training Colleges.
- Sector Education and Training Authority (SETAs).

7. BENEFICIARIES

Beneficiaries of the programme need to fall within the following categories:

- South African citizen;
- Unemployed graduates who have **NOT** participated in a placement programme in the past and require work experience;
- Students who require a period of learning in the workplace to be able to graduate or receive their diploma or degrees;
- Graduates who require a placement to pursue professional registration; and
- Students/Graduates that are 35 years and above who meet the above beneficiaries’ category will be allowed to participate as well.
NB: Successful applicants are expected to register beneficiaries with the Department of Labour for UIF and COIDA (where necessary) and submit a letter of good standing to the NSF within three (3) months of the implementation.

8. PROJECT EVALUATION AND ADJUDICATION PROCESSES

The NSF project adjudications/evaluation process involves the following stages, namely: Administrative Compliance, Technical Evaluation, Due Diligence, Funding Recommendation Committee and Funding Adjudication Committee & Director General Approvals explained in details below:

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

8.1. Administrative Compliance Stage

This stage of evaluation assesses the completeness and adherence to all administrative requirements. Applications must comply with ALL Admin Compliance (score ‘Yes’ to all) requirements to proceed to the next stages.

Table 2: Administrative Compliance Criteria

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Notes/Explanation</th>
<th>Submitted: Yes/No</th>
<th>Comment if answer “no”</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completion of Checklist,</td>
<td>Applicants must fully complete the application checklist (Annexure A), applicant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>declaration, and Signature</td>
<td>details and <strong>sign</strong> the declaration (Annexure B)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. SARS/Tax Compliance</td>
<td>Applicants must submit a <strong>valid</strong> tax clearance certificate or tax exemption</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>letter/letter of good standing has been submitted with the application (Annexure</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>G)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. Company/or organisation

| Company/Organisation registration documents of the applicant organisation/entity have been submitted with the application (Annexure H) |

4. Workplace information

| Signed letter(s) of intent or signed partnership statement (Annexure F) or SLA or MoU from workplaces have been submitted, (at minimum equivalent to the number of leaners proposed for placements) |

5. Budget Format

| The budget is presented in the format supplied with the application documents (Annexure C 1.5 & Annexure E) (use Ms Excel for Annexure E) |

6. Budget cap/limit

| The budget does **not exceed R100 million all inclusive:**  
  - Budget: equal or less than R100m = Yes  
  - Budget: more than R100m = No |

7. Application submission

| One electronic application inclusive of all annexures must be submitted (in searchable PDF format)  
  **NB:** NSF will not take responsibility of documents that cannot be opened due to incompatible formatting and will automatically be disqualified. |

**Note:** Label all the supporting documents correctly as per the annexures indicated above

**8.2. Technical Evaluation**

This stage of the evaluation assesses the technical viability of the project to produce certain outputs and outcomes. Key metrics to be assessed include, but not limited to:
### Table 3: Technical Evaluation Criteria

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Notes/explanation</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Strategic fit objectives of the graduates and student placement programme</td>
<td>Proposals must demonstrate relevance to the goals of the RFP</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>2.1 The overall goals of the graduates and students WIL placement programme in line with government priorities of fighting unemployment and NSF objectives</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>2.2 Address developmental and social imperatives such as race, class gender, geography, age, disability and HIV and AIDS.</td>
<td>10</td>
</tr>
<tr>
<td>2. Coherent, appropriate and viable implementation methodology</td>
<td>Proposals must outline implementations steps that clearly indicate how envisaged outcomes will be achieved</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>3.1 Coherent, practical and feasible implementation plan and project activities</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>3.2 Measurability of the project results/deliverables that may accrue to the beneficiaries socio-economic status</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>3.3 Project risks and constraints with mitigating factors on each risk identified</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>3.4 Evidence that the proposed approach have been tried before and have produced the expected results</td>
<td>5</td>
</tr>
<tr>
<td>3. Capacity to manage and implement projects</td>
<td>The proposal should provide/demonstrate evidence of capacity, capability and relevant experience to manage the proposed project. This should include concrete evidence of existing networks or associates organisations that form part of this capacity</td>
<td>30</td>
</tr>
</tbody>
</table>
4.1 Technical expertise, capability, and experience (duration) to manage project of this nature/magnitude
4.2 Level of readiness in terms of governance and administration structure, human resources, infrastructure, systems and processes
4.3 Stakeholders or key role players involved in the implementation of the project including workplaces.

<table>
<thead>
<tr>
<th>4. Budget cost effectiveness</th>
<th>Proposal must provide value for money with costs being consistent with proposed interventions</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1 Be correctly calculated</td>
<td></td>
</tr>
<tr>
<td>7.2 Consistent with major activities proposed for the programme</td>
<td></td>
</tr>
<tr>
<td>7.3 Reflect appropriate cash-flows in line with the implementation plan</td>
<td></td>
</tr>
<tr>
<td>7.4 Presented in NSF budget template (use Excel spreadsheet)</td>
<td></td>
</tr>
</tbody>
</table>

**Total score**

100

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

- A cut-off score to determine proposals to short list for due diligence
- However, proposal should have scored a minimum of 50 out of 100 to qualify to be in cut-off score pool.

### 8.3. Due Diligence

This stage of evaluation assesses the capacity of the applicant at the sites of the applicant and/or partners to execute the proposed project. The scope of the assessment includes governance, risk, reporting systems, monitoring and evaluation capabilities, financial management, and walk-through inspection on the applicant’s premises: e.g. workstations, equipment etc.

Due to COVID-19 protocols and National Disaster Management regulations, the NSF may conduct online due diligence on Ms Teams or other NSF’s recommended platform. The applicants shortlisted for this stage shall be required and requested to
ensure that they have resources readily available for an online live showcase of the any key infrastructure/ resources that may have relevance to the programmes 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 walkabout will be required to be submitted to the NSF within 24 hours after the due diligence exercise has taken place.

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

### 8.4. Funding Recommendation Committee, Funding Adjudication Committee and DG’s Approval

This is the final stage of evaluation where the findings from the **administrative compliance, technical evaluation and due diligence exercise stages** are presented to the Funding Recommendation Committee (FRC) and Funding Adjudication Committee (FAC) whose recommendations are routed through a written submission to the Director-General for a final decision on each project.

The Director-General appointed the FAC to advise him on the proposals considered viable after the administrative, technical and due diligence evaluation/ stages. Upon going through recommendations made by the FAC on any project, the Director-General may approve or decline the project.

The NSF through the Department of Higher Education and Training **reserves the right to:**

- Amend, modify or withdraw this RFP without prior notice, liability to compensate or reimburse any party or person; and
- To make final allocations according to a number of internal criteria including historical NSF spending in the province, government priorities, equitable distribution of resources in provinces (budgets, leaner numbers, etc.) and economic trends.
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.

9. APPLICATION DOCUMENTS AND SUBMISSION

Proposals must be typed and submitted on the application template found on the DHET website supplied for this RFP. The template will include the following:

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

The applicants must adhere to the application guidelines, templates and numbering 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 for this RFP.
- 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 applications will be accepted. Applications to be emailed to WILRFP@dhet.gov.za with the required annexures as outlined in the application templates (use of facilities like one drive not allowed – if document too large, email on batches).
- No late applications will be evaluated or issued with an acknowledgement letter.

11. DELIVERY ADDRESS OF APPLICATION / PROPOSAL

The proposal must be submitted to the NSF by email only not later than 30 March 2022 @ 14h30 to the following email address: WILRFP@dhet.gov.za with the required documentation.
Applications received late and those that are emailed to other email addresses other than the one provided in this document will not be evaluated nor acknowledged.

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: WILRFP@dhet.gov.za, by Monday, 07 March 2022 to be invited to one of the briefing sessions as indicated below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>09 March 2022</td>
<td>13:00-16:00</td>
<td><a href="mailto:WILRFP@dhet.gov.za">WILRFP@dhet.gov.za</a></td>
</tr>
<tr>
<td>10 March 2022</td>
<td>09:00-12:00</td>
<td></td>
</tr>
</tbody>
</table>

The application templates will be available on the DHT website: www.dhet.gov.za under the Tenders tab - Open bids then click NSF Request for Proposals: Graduates and Student Work Integrated Learning (WIL) Placement Programme.

12 ENQUIRIES

For further information and enquiries regarding the RFP contact the NSF on: WILRFP@dhet.gov.za.

The last date for further information and enquires is 23 March 2022. No enquiry will be considered after the cut-off date and 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 evaluation stages explained above
- The Director General can at any time amend and/ or withdraw this RFP without prior notice if the decision to do so serves the best interest of the Department and/ or the NSF
- The Director-General shall provide updates as and when required of the RFP on the website only, not on the newspaper and no individual updates shall be provided.