KZNERA
KWAZULU-NATAL ECONOMIC REGULATORY AUTHORITY

Spearheading Economic Growth and Societal Values

BUSINESS UNIT: HUMAN CAPITAL

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SKILLS DEVELOPMENT FACILITATOR TRAINING

TERMS OF REFERENCE (TOR)

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1. BACKGROUND

The KwaZulu-Natal Economic Regulatory Authority (Herein referred to as KZNERA) has a legislative mandate to control and regulate the retail sale and micro manufacture of liquor in the Province of KwaZulu-Natal. The KZNERA seeks to engage a suitable qualified and experienced service provider to offer Skills Development Facilitator training to three (03) employees as per our 2026/2027 training plan. The training course must be aligned to Skills Development Facilitator training manuals.

2. PURPOSE

To equip identified employees with skills on how to identify training needs, draft workplace skills plans, draft annual training reports and implement quality management systems in an organization.

I. KZN Economic Regulatory Authority officials (03) were identified to attend Skills Development Facilitator Training.

3. LEARNING OBJECTIVES:

The service provider will be required to deliver course facilitation and training materials to achieve the following learning objectives**.** The service provider must customize the KZNERA learning objectives to be aligned with Skills Development Facilitator acceptable training outcomes.

3.1 Collate and store data related to skills development

3.2 Provide information related to skills development

3.3. Contribute to the improvement of systems and procedures related to processing skills development data.

3.4. Understand the Context of Skills Development in SA.

3.3. Create a Workplace Skills Plan.

3.4. Coordinate Planned Skills Development

3.5. Conduct Skills Development Administration in an Organization

4. OUTPUT

4.1. To effectively apply relevant techniques for the achievement of activities as mentioned on 3 above.

5. QUALIFICATIONS AND SKILLS REQUIRED

5.1. The suitably qualified service provider must provide proof confirming its status as a qualified training service provider.

5.2. One reference letter of having undertaken a similar assignment (Skills Development Facilitator Training.) must be submitted. The reference letters must be on the supplier's letter head, contain contactable details and be signed.

5.3. The suitable qualified service provider and / or its team should demonstrate an appropriate level of skill and experience in offering Skills Development Facilitator training.

5.4. The above two documents are **compulsory** returnable documents, failure to provide both the above requirement supporting documents (5.1 and 5.2) will result in a disqualification.

6. SCOPE OF WORK

6.1. The appointed service provider will be required to provide training to identified employees of the KZN Economic Regulatory Authority on Skills Development Facilitator training, the service provider will be required to undertake the following tasks:

6.1.1. Planning – Telephonic or email coordination with the service provider to discuss the learning objectives of the course, desired levels of presentation and delivery of facilitation to targeted audience.

6.1.2. Facilitation – To be conducted with use of visual/audio aids, presentation slides, learning aids and exercises.

6.1.3. Training Material – The appointed service provider is expected to develop and distribute comprehensive training material/learner guides to all learners.

6.1.4. Venue – The training must be physical at our offices i.e. Training Room.

6.1.5. Evaluation by Learners – The service provider must develop a questionnaire to assess the relevance of learning to all learners, level of facilitation received and whether the course was overall beneficial to learners.

6.1.6. Certificate of Attendance – It is expected that the service provider distributes certificates of attendance to all learners that successfully completed the training workshop and their certificates should reflect the ID numbers, full names and surnames of the learners.

7. DURATION

The duration of the training will be set during the initial coordination meeting and the course must be completed over the agreed period.

Training to be held physical (face to face interaction) at our offices.

8. EVALUATION OF PROPOSALS

8.1. Proposals will be evaluated on the following basis:

8.1.1. Initial screening to ensure all compulsory documents submitted are in order.

8.1.2. Price evaluation of the 80/20-point system.

9. RETURNABLE DOCUMENTS

The following information should be submitted:

a) A minimum of one reference letter with experience in Skills Development Facilitator training must be provided (This a **compulsory** returnable document failure to provide one reference letter will result in a disqualification.)

b) Proof of Registration on the Central Supplies Database (CSD number or report)

c) Valid tax clearance certificate and/or tax pin. Service providers must ensure that their tax matters on Central Suppliers Database are valid.

d) Copy of a valid BEE Certificate or Sworn affidavit.

e) Supporting documents for specific goal points claimed by the service provider. Failure to provide the supporting documents will result in no points being awarded. Failure to complete the specific goals table in SBD 6.1 and failure to provide the supporting evidence, will also result in no points being awarded.

f) Completed and signed SBD forms.

10. PRICING

A detailed price breakdown on supplier's letterhead must be provided indicating the total cost in undertaking the tasks and providing the required deliverables. Such quotation must be inclusive of all costs and disbursements and must include VAT (if VAT registered).

11. TERMS AND CONDITIONS

This request is subject to the following terms and conditions:

a) This request is subject to the General Conditions of Contract contained on the National Treasury website www.treasury.gov.za

b) All suppliers must be registered on the National Treasury Central Supplier Database (CSD). Central Supplier Number to be included on the proposal.

c) Quotations to be on the suppliers' letterhead.

d) This request is subject to terms and conditions as prescribed by the Preferential Procurement Regulations of 2022 and the entity's own policies.

e) The KZNERA reserves the right to negotiate prices with the recommended service providers.

f) SBD forms to be completed in full.

Prepared by: **S Khumalo**

Signed by:Simphiwe Khumalo
Signed at:2026-08-19 08:29:47 +02:00
Reason:Witnessing Simphiwe Khumalo

Signature: _____

Responsible Manger: **S Masikane**

Signed by:Siyabonga Hector Masikane
Signed at:2026-08-19 08:58:40 +02:00
Reason:Witnessing Siyabonga Hector Ma

Signature: _____