



TERMS OF REFERENCE

2018/19 CATHSSETA SMME, NGOS, COOPERATIVES AND TRADE UNION CAPACITY PROGRAMME

1. Background to CATHSSETA

The Culture, Arts, Tourism, Hospitality and Sports Sector Education and Training Authority (CATHSSETA) is a statutory body established in terms of the Skills Development Act No. 97 of 1998 as amended, to advance skills levels in accordance with the National Skill Development Strategy III. CATHSSETA aims to facilitate skills development through strategic partnerships to contribute to economic growth to the following subsectors:

- Arts, Culture and Heritage;
- Conservation;
- Gaming and Lotteries;
- Hospitality;
- Sport, Recreation and Fitness; and
- Tourism and Travel Services.

2. Background to the project

According to the CATHSSETA policies, a certain amount may be allocated to programmes other than PIVOTAL programmes in order to develop a sector in accordance with priorities outlined in its Sector Skills Plan (SSP). These may include programmes which do not lead to credit bearing qualifications, however address key objectives and priorities of the SETA.

It is on this basis that CATHSSETA seeks to partner with suitable stakeholders in delivering skills development interventions that will facilitate the development of any of its six sectors.

Stakeholders operating within the CATHSSETA scope are invited to submit application for funding sector conferences/events/workshops related to skills development.

3. Overall Objective

CATHSSETA is inviting stakeholders operating within the six sub-sectors to apply for funding sector conference/events/workshops related to skills development. These projects will be implemented within the 2018/2019 financial year.

4. Eligible Applicants

CATHSSETA is a public institution and is therefore obliged to avail business and skills development training opportunities to all South Africans who meet its requirements. The following stakeholders who fall within the CATHSSETA sector are invited to apply for funding:

- Small Medium and Micro Enterprises;
- Co-operatives;
- Non-Profit Organisations;
- Non-Governmental Organisations;
- Community Based Organisations; and
- Trade Unions and Federations of Trade Unions.

5. CATHSSETA will not award funding for

- Projects that have already commenced prior to the approval of the application;
- Project start-up costs;
- Operational costs of the applicant organisation, e.g. salaries;
- Marketing and Public Relations costs;
- Organisational policy development; and
- System Development costs.

The CATHSSETA awards funding at its discretion for the purposes of attaining its strategic objectives as outlined the Strategic Plan and the development of skills as articulated in its Sector Skills Plan subject to availability of funding.

6. Project Contract Period

Start Date: November 2018

End Date: March 2019

7. Detailed scope of service to be rendered

The following outcomes will be expected of the contracted stakeholders:

1. Implement projects that focus on the following key development and transformation imperatives:
 - Race: prioritize racial inequalities, with particular focus on giving more opportunities to previously (currently) disadvantaged South Africans;

- Class: provision of skills in a manner that will significantly reduce social inequalities;
 - Gender: referring particularly to women, especially black women, specific programmes and strategies to promote gender equity in skills development;
 - Geography: aim to train rural people for the development of the rural areas;
 - Age: must pay particular attention to the youth for employment (those aged under 35);
 - Disability: opportunities for skills and training of people experiencing barriers to employment caused by various forms of disability; and
 - HIV & AIDS Pandemic: skills development initiatives must incorporate the fight against this pandemic and management of HIV and AIDS.
2. Submit a well-researched proposal providing justification for the implementation of project.
 3. Submit a detailed project plan for the implementation of the project. The project plan should provide a clear overview of the timelines/duration, milestones, role and responsibilities.
 4. Submit attendance registers and reports.
 5. Safety of attendees is the sole responsibility of the appointed service provider.

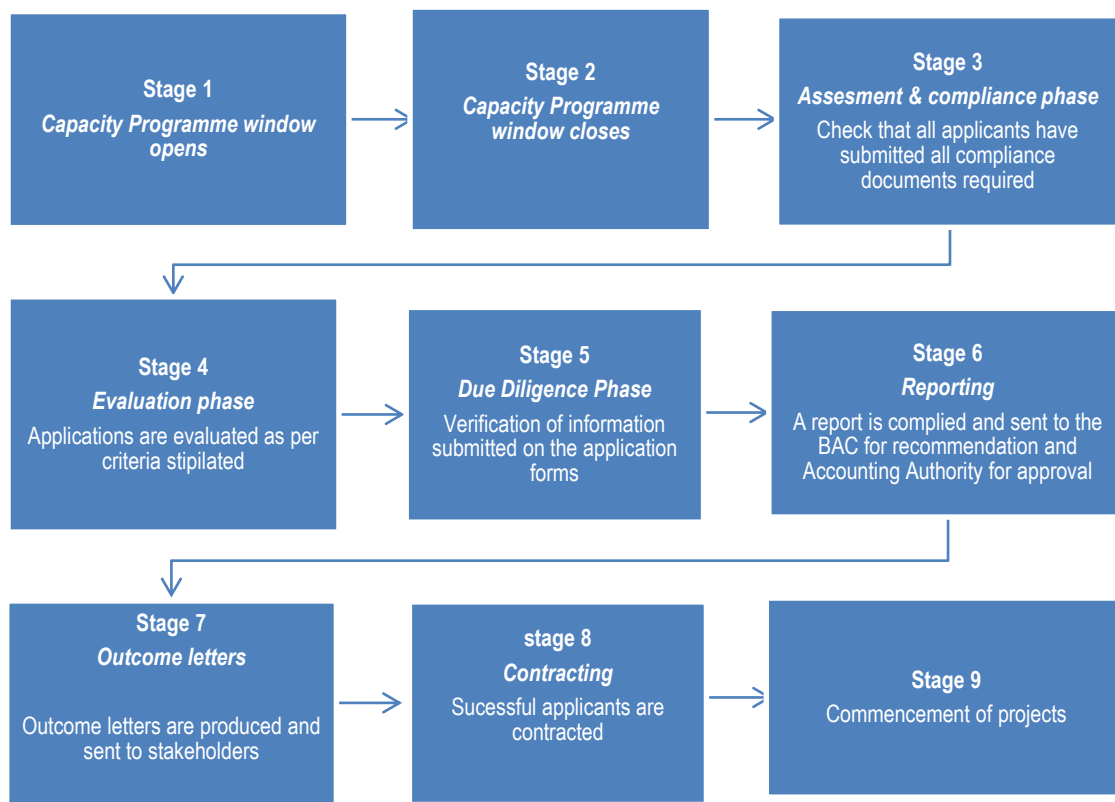
8. Details of CATHSSETA role and functions in the project

The CATHSSETA will;

- Oversee the implementation of the project;
- Monitoring and evaluation the progress of the service provider as per the deliverables outlined in the contract;
- Make payment as per contract deliverables.

In carrying out the work, the CATHSSETA and the contracted service provider(s) must ensure that objectivity is maintained by remaining independent of the activities they execute.

9. Process Flow



10. Application process

The window opens for a minimum period of 21 days. There will be no extension to the deadline.

ALL applications must be emailed to SpecialProjects@cathsseta.org.za Below are details on how to apply:

Step 1: Familiarise yourself with the content of this document. Should an applicant wish to participate in more than one intervention, they must complete an application form per intervention.

Step 2: Familiarise yourself with the Discretionary Grants and Strategic Projects Policies, which outline the application, selection and the evaluation processes to be followed.

Step 3: Use the checklist that is appended to this document to prepare all documentation that must be submitted. Ensure that all relevant documents are completed, signed, scanned and emailed together with the application form.

Step 4: Application forms should be properly completed (application form is available on our website). Incomplete applications will not be considered.

Step 5: Please ensure that you email your completed application form together with supporting documents not later than the 14th October 2018.

Enquiries may be directed to Ms Veronica Jiyane at 087 288 4047 or veronicaj@cathsseta.org.za

11. Evaluation Process

11.1 Grid

All applications will be evaluated based on the criteria stipulated below.

Category 1: Type of applicant		
	Score	
1. Entity type	10	
2. Entity size	10	
3. BBBEE	10	
4. %Equity Black Ownership	10	
5. % Equity Black Women Ownership	10	
6. Has this applicant received funding from CATHSSETA before (1 st time implementer)	10	
Total Points	60	22%

Category 2: Alignment of project to transformation and developmental imperatives		
	Score	
1. Project is targeting designated groups	15	
2. Project addresses other national imperatives in addition to skills development	15	
3. Gender diversity	10	
4. Youth focus	10	
5. Disability focus	10	
6. Location of project	10	
7. Partnership proposals	30	
Total Points	100	26%

Category 3: Implementation capacity of applicant		
	Score	
1. Has the applicant submitted a compelling project implementation plan	30	
2. Has the applicant submitted a detailed project budget	30	
3. Has the applicant provided an effective recruitment plan	20	
4. Has the applicant indicated project risks and mechanisms to mitigate the identified risks	20	
5. Financial capacity	10	
6. Does the entity have prior experience with running a SETA related project	15	
7. Number of years the organisation has been in business	15	
Total Points	140	52%
Overall Points	300	100%

11.2 Evaluation and Adjudication Committees

Below are the roles and responsibilities of the appointed committee members:

	External Evaluation Committee	Bid Adjudication committee
Members	Comprises of appointed evaluation team with the background and knowledge of evaluation	CATHSSETA executive managers & the Chief Financial Officer
Responsibilities	<ul style="list-style-type: none"> • Verify all applications received, ensure that applications comply with the requirements set out in the policies; • Conduct due diligence (with the assistance of the regional offices); • Evaluate all applications against the evaluation criteria; and • Recommend the applicants that should be awarded funding; and • Prepare a report to be presented to the Bid Adjudication Committee 	<ul style="list-style-type: none"> • Ensure that the process followed in awarding funding is fair and transparent • Make recommendations

Annexure 1: Document submission checklist

Applicants are required to submit the following documents with their application form:

Documents	Purpose	Download-able from website	Checklist
Organization's CIPC registration documents	Compulsory for compliance	No	
Valid Tax Clearance or Tax exemption certificate	Compulsory for compliance	No	
Declaration of interest	Compulsory for compliance	Yes	
Declaration of authorized person	Compulsory for compliance	Yes	
Authorised person's ID copy	Compulsory for compliance	No	

Documents	Purpose	Download-able from website	Checklist
Acknowledgement of CATHSSETA policy	Compulsory for compliance	Yes	
Financial statements or bank statement	Required for evaluation	No	
Confirmation of banking details (letter from the bank or cancelled cheque)	Required for evaluation	No	
Asset register	Required for evaluation	Yes	