



TERMS OF REFERENCE FOR 2024/25 ARC TRAINING-OF-TRAINERS PROGRAMME ON ASSESSOR & MODERATOR SKILLS.

1. BACKGROUND

The transfer of knowledge to rural poor and urban communities is pertinent to the ARC, in pursuance of its technology transfer mandate. This is done through the provision of training and capacity building with a view to unlock economic opportunities for Smallholder Farmers in South Africa. A key starting point in these, is training of staff that provides research and extension services to the farming households for positive impact in development interventions, equipped with adequate skills.

The ARC's Smallholder Agricultural Development (SHAD) unit has a target for training **30** researchers and to have them registered by the AgriSETA in the 2024/25 fiscal year. The researchers are expected to provide training in their field of agricultural expertise, in pursuance of the ARC's technology transfer mandate, to fulfil the challenge of empowering the society with relevant knowledge as mentioned in the above paragraph. The SHAD unit is responsible for training and engagement of scientists and extension services to contribute to the transformation of agriculture in the country.

2. DISCUSSION

The proposed training provides researchers with skills of assessment and moderation of accredited courses. An **Assessor** is someone registered by a relevant Education and Training Quality Assurer (ETQA) body to measure competence against specified National Qualifications Framework (NQF) unit standards and qualifications. A **Moderator**, on the other hand, is employed to umpire these assessments, and to ensure that the results are fair, valid and reliable. Training of staff involved in the delivery and assessment of short courses is legislatively determined through the NQF and effected by all ETQAs, in the ARC's case, the Agriculture Sector Education and Training Authority (AgriSETA).

A service provider is sought to provide the training of these ARC researchers, through a Training - of - Trainers (ToT) programme, to equip them with the above-mentioned skills. The mandate of such a service provider is outlined in the objectives and tasks on point 3 below. The training-of-trainers programme shall be facilitated and provided in **ARC-Central Office, 1134 Park Street, Hatfield, Pretoria.**

3. OBJECTIVES AND TASKS

- ii. Plan and execute the training of **30** trainers in Assessor and Moderator skills. Specifically, the service provider is tasked to offer the accredited two courses (modules) in **Assessment** and **Moderation** on **18-22 November 2024** and **03- 07 February 2025** respectfully.
- iii. Manage and organise the programme participants to complete Portfolios of Evidence (PoEs) for assessment and for moderation purposes during the training and evaluate them with ETDP SETA.
- iv. Facilitate provision of Statement of Results to all successful participants.
- v. Provide Certificates of Competence in Assessment and Moderation, following the required timelines of up to three months.
- vi. Provide a detailed report of the training and certification at the end of each of the training.
- vii. Conduct live assessment on the last day of each training and workplace assessment.

4. DETERMINATION OF COMPETENCE IN PERFORMANCE OF THE TASK

Some stipulations are recommended to ensure quality and to guide service provision.

- 4.1. Organizations seeking to bid for this tender should have competent facilitators, qualified with valid registration with the ETDP SETA, to offer this type of training.
 - 4.1.1. Proof of documented evidence is therefore sought in this regard. This will need to consist of letters of recommendations/validation for services rendered from past clients, with the last 24 months.
 - 4.1.2. Facilitators may be asked to conduct a 'mock/dummy' training to demonstrate competence.
 - 4.1.3. Certificates of competence in the area of facilitation is also recommended.
- 4.2. Organizations seeking to bid for this tender should have valid accreditation by the relevant accreditation body.
- 4.3. Short listed organizations are asked to prepare a detailed programme stipulating how they propose to deliver on the task.
- 4.4. The winning bidder should have demonstrated competence in the delivery and management of all three related courses stipulated in the Training of Trainers (ToT) programme.
- 4.5. The selected service provider commits themselves to the contractor's (ARC) requirements e.g. Rectification of mistakes on certificates and/or statement of results. It should be noted that the agreement between the contractor and the service provider in this regard is valid until all services are provided

5. COSTING STRUCTURE

5.1 Structure for 30 Trainees

Description	Quantity	Unit Price	Total
PHASE A: TRAINING - Develop Training Materials on Assessor Skills - Plan and execute the accredited training of trainers in assessment skills on 18– 22 November 2024	30		
- Develop Training Materials on Moderation Skills - Plan and execute the accredited training of 30 trainers on moderation skills on 03 - 07 February 2025	30		
PHASE B: ASSESSMENT AND RESULTS Assessor skills course - Manage and organise the programme participants to complete Portfolios of Evidence for assessment - Facilitate provision of Statement of Results to all successful participants. - Provide Certificates of Competence on Assessment following the required time lines. - Provide a detailed report of the training after completion.	30		
Moderator skills course - Manage and organise the programme participants to complete Portfolios of Evidence for assessment. - Facilitate provision of Statement of Results to all successful participants. - Provide Certificates of Competence on Moderation, following the required time lines. - Provide a detailed report of the training after completion.	30		
Sub Total			
VAT (If applicable)			
TOTAL			

Note:

- Kilometre rate is R3.70 and accommodation and flight shall be paid at cost price.
- The order shall be issued as per the above table and payment will be made only after successful completion of each of the stipulated activities of the two phases per training, in terms of Training Execution and provision of Statement of Results with Certificates)

6. COMPULSORY REQUIREMENTS OF THE REQUEST FOR QUOTATION (RFQ):

- ✓ Disbursement costs such as training material, travel costs etc. must be included in the total quotation price and be indicated accordingly.
- ✓ Quotations must be accompanied by proof of valid accreditation by ETDP SETA or equivalent accreditation body, e.g. QCTO.

- ✓ **A compulsory briefing session will be held on a date set by ARC Supply chain management office of ARC-Central Office, 1134 Park Street, Hatfield, Pretoria.**
- ✓ Provide at least three recommendation letters from clients where a similar service was rendered in the past 24 months.
- ✓ Provide a detailed plan/methodology of how the service will be rendered.
- ✓ Provide capacity of your company in rendering the service by providing fully qualified training staff credentials; i.e. details of their experience (at least three years training experience) and their qualifications.
- ✓ Quote according to the above costing structure.
- ✓ Suppliers who fail to comply with the above will be disqualified.