



Special Project: Discretionary Project Grant (DPG) Requirements 2020/2021 Independent Monitoring and Evaluation of Discretionary Grants

Closing date: 30 March 2021

Please indicate Grant you are applying for:

Name of Programme	Tick only one block [✓]
Special Project: Independent Monitoring and Evaluation	

Name of Service provider:

Postal address:

Street address:

Telephone number: Code _____ Number

Cellular number:

Facsimile number: Code _____ Number

e-Mail address:

Contact details of alternative responsible person who will act on behalf of the person above should he/she not be available

Name and Surname

Telephone number: Code _____ Number

Cellular number:

e-Mail address:

PRE-COMPLIANCE CHECKLIST- ANNEXURE D				
	Attached		Action	
	Yes	No	Out-come	
Item				
One (1) original plus two (2) hard copies and (1) electronic copy (soft copy) of grant applications submitted			IF NO	Grant will be rejected
SBD 4: Declaration of Interest fully completed and signed			IF NO	Grant will be rejected
SBD 9: Certificate of Independent Grant fully completed and signed			IF NO	Grant will be rejected
Business (Company) Registration Certificate issues by CIPC			IF NO	Query will (or may) be raised
SARS compliance report containing a PIN or SARS Tax compliance status report with the supplier's number and the unique code			IF NO	Query will (or may) be raised
Original Valid B-BBEE certificate, or original certified copy thereof, certificate issued by SANAS accredited verified agency or an original affidavit or official letter explaining the exemption.			IF NO	Query will (or may) be raised
A Trust, Consortium/Join Ventures must submit their consolidated BBEE Certificate and Joint Venture agreement. Each applicant in a trust, join venture must also submit all its supporting documents (SBD forms, Tax certificate, CSD)			IF NO	Query will (or may) be raised
Shareholder Certificate			IF NO	Query will be raised
Fasset Pricing Schedule			IF NO	Grant will be rejected

1. INTRODUCTION

Fasset's mission is to:

increase the flow of new finance and accountancy entrants to employment;
develop and grow skills required in the sector; and
facilitate the transformation of the finance and accountancy sector.

2. BACKGROUND

2.1. The Finance and Accounting Services Sector Education and Training Authority (Fasset) is a Sector Education and Training Authority (SETA) established in terms of the Skills Development Act, 1998 (Act no. 97 of 1998), as amended.

2.2. The members of a SETA include employers, trade unions, professional bodies, government departments and bargaining councils, where relevant, from each industrial sector. The SETA landscape was revised to 21 SETAs with effect from 1 April 2020.

2.3. The objectives of Fasset are:

2.3.1. To conduct research into the skills needed in the sector.

2.3.2. To encourage learners to participate in education, training and skills development programmes.

2.3.3. To ensure that learner complete education, training and skills development programmes.

2.3.4. To provide learners with workplace experience.

2.3.5. To provide learners with funding that support their education, training and skills development needs.

2.3.6. To support the skills development activities of small, medium and large firms in the sector.

2.3.7. To provide learners with career guidance that effectively supports their study choices and improve their employability.

3. COMPLIANCE REQUIREMENTS

3.1. Reasoning

3.1.1 As a public entity, Fasset has both the obligation and the responsibility to ensure that it spends the public money, with which it is entrusted in a manner that meets governments requirements. Consequently, Grant Applicants are required to adhere to the compliance requirements as listed in this section.

3.2. Fraud and Corruption

3.2.1 All grant applicants are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, 2004 (No 12 of 2004) and any other applicable act.

3.3. B-BBEE Certificate, Tax Clearance Certificate and Central Supplier Database (CSD) Report

3.3.1 All grant applicants (except Universities, Universities of Technology and Professional Body) are to provide a B-BBEE status level certificate. One Original certificate (or certified copy i.e. with original signature of the Commissioner of Oaths) must be provided with the original copy of the grant applications;

3.3.1.1 Be in good standing with the South African Revenue Services (SARS);

3.3.1.2 All applicants should have SARS compliance report containing a pin or Central Supplier Database CSD summary report.

3.4. Briefing Session

- 3.4.1 Briefing session **may or may not** be held and the session's dates will be advertised on Fasset website.
- 3.4.2 Any clarification required by the applicants regarding the meaning or interpretation of the Grant Criteria, or any other aspect concerning the grant, is preferably to be requested at the briefing session. *Providers are advised to study the document before attending the briefing session and to have all their questions ready.*
- 3.4.3 All those attending will be issued with presentation shared at the briefing session, forwarded electronically.

3.5. Independent Grant Submission

- 3.5.1 Grant applicants must complete and sign the Certificate of Independent Grant Submission, which can be found in **Annexure A**.
- 3.5.2 The signed certificate must be included in the grant submission.
- 3.5.3 The purpose of the certificate is to prevent potential collusion amongst applicants.

3.6. Submitting Grants

- 3.6.1 *One (1) original plus two (2) hard copies as well as one (1) electronic copy (USB or a flash drive, in a secure PDF format) of the grant application, i.e. three (3) documents, to be deposited in the tender box, must be delivered to:*

Fasset, First Floor, 296 Kent Avenue, Randburg.

- 3.6.2 Fasset's office hours are as follows:
Monday Friday: 09h00-15h00
- 3.6.3 Grant applicants should note that should there be unallocated funding, Fasset *may* elect to re-open this grant window.
- 3.6.4 Documents submitted on time will not be returned back to the applicants.

3.7. Late Grant Applications

- 3.7.1 Grant applications received late shall not be considered. A grant application will be considered late if it arrived even one second after 11h00 or any time thereafter. The tender box will be locked at exactly 11h00 and grant applications arriving late will not be considered under any circumstances. Grant applications received late will be returned unopened to the applicant. Applicants are therefore strongly advised to ensure that grant applications are dispatched with sufficient time to allow for any unforeseen events that may delay the delivery of the grant application.
- 3.7.2 The official Telkom time (dial 1026) will be used to verify the exact closing time.
- 3.7.3 Completed submissions must be hand delivered/deposited into Tender Box at the reception area of Fasset Offices, located at **296 Kent Avenue, 1st Floor, Ferndale, Randburg for the attention of: Projects Manager.**

No submission sent by e-mail or facsimile will be accepted, and no late submission will be accepted

3.8. Payments

- 3.8.1 The successful Grant Applicant will be required to sign a contract with Fasset (thereafter referred to as the contractor).
- 3.8.2 Fasset will pay the contractor the fees set out in the final contract according to the table of deliverables. No additional amounts will be payable by Fasset to the contractor.
- 3.8.3 The contractor shall, from time to time during the contract period, invoice Fasset for the services rendered.
- 3.8.4 The invoice must be accompanied by supporting source document(s) containing detailed information, as Fasset may reasonably require, for the purposes of establishing the specific nature, extent and quality of the services which were undertaken by the contractor.
- 3.8.5 No payment will be made to the contractor unless an original tax invoice complying with section 20 of the VAT Act No 89 of 1991, as amended, has been submitted to the Fasset.
- 3.8.6 Payment shall be made by bank transfer into the contractor's back account normally 30 days after receipt of an acceptable, original, valid tax invoice accompanied by the relevant supporting source documents. Money will only be transferred into a South African bank account. (Banking details must be submitted as soon as the grant is awarded).
- 3.8.7 The contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other moneys required to be paid in terms of the applicable law.

3.9. Pre-Compliance Checklist

Grant Applicants are encouraged to make use of the pre-compliance checklist that can be found in **Annexure D**.

4. GRANT CRITERIA (Terms of Reference)

The grant criteria should *please* be read *carefully* and adhered to, to minimize grant queries (where applicable). The following criteria are applicable to this grant:

Description: Monitoring and Evaluation of Discretionary Grants that achieve the following:

- i. The monitoring and evaluation of the Fasset projects funded through discretionary grants to monitor and evaluate proper implementation of the projects.

4.1. Overall Objectives and Scope

- 4.1.1 This discretionary grant project: Monitoring and Evaluation of the Fasset projects funded through Discretionary grants.
- 4.1.2 Fasset aims to introduce an independent and effective monitoring and evaluation mechanism on discretionary grants funded programmes, which is essential to the achievement of skills development mandate.
- 4.1.3 Monitoring and evaluation should be a due diligence and feedback tool sustainable that will be used to improve the implementation of the Fasset programmes.
- 4.1.4 Grant applicant should conduct extensive sites visits to monitor and evaluate the implementation and/or roll out of the DG funded projects.
- 4.1.5 Review current Seta policies and policies and DG criteria for development of the Fasset M&E Framework.
- 4.1.6 Develop a monitoring and evaluation tool as well as the reporting tool.
- 4.1.7 Analyse and report the findings/results, and make recommendations thereof.
- 4.1.8 Prepare adhoc reports per programme as when requested based on the monitoring and evaluation exercise
- 4.1.9 Training and transfer of skills on the tools utilised for monitoring and evaluations.

Note: All sections and Annexures of the DPG Requirements form part of the DPG Application.

- 4.1.10 Awarding and contracting should be done before 31 March 2021.

- 4.1.11 Grant Applicant is submitting proposals for different programmes that will run concurrently a different proposal must be submitted.
- 4.1.12 The programme must be implemented and completed within a period of 36 months.
- 4.1.13 The project must achieve the following objectives:
- 4.1.14 The programme must achieve at least 80% of the discretionary grants funded projects over the period. Failure to meet this objective will result in a penalty on the project management fee.

4.2. Definitions

Fasset has made use of a number of terms throughout this proposal. The Fasset definitions of these terms are provided below:

- 4.2.1 *Emerging Micro-Enterprise (EME):*
FASSET defines an EME as any enterprise with an annual total revenue of R10 million or less.
- 4.2.2 *PIVOTAL:*
This is defined in the SETA Grant Regulations Regarding Monies Received by a SETA and Related Matters (no. 486 of 15 July 2013) as Professional, Vocational, Technical and Academic Learning programmes that result in qualifications registered on the NQF.
- 4.2.3 *PIVOTAL Academic Qualification:*
FASSET defines a PIVOTAL Academic qualification as a learning programme that results in a qualification that is registered on the National Qualifications Framework (NQF) for which the University or University of Technology is accredited to offer under the Council for Higher Education. A print-out of the qualification from the South African Qualifications Authority (SAQA) website will suffice as evidence:
<http://regqs.saqa.org.za/search.php?cat=qual>.
- 4.2.4 *Qualifying Small Enterprise (QSE):*
FASSET defines a QSE as an enterprise with a turnover of between R10 million and R50 million.
- 4.2.5 *Throughput rate:*
FASSET defines the throughput rate at the percentage of learners that either successfully progressed

4.3. Pre-Qualification Criteria

- 4.3.1 Fasset has identified pre-qualification criteria for grant applicants. Should grant applicants fail to meet the pre-qualification criteria, the grant will be rejected- see **Annexure D**.
- 4.3.2 Fasset may, on reasonable and justifiable grounds, award a contract to a grant applicant that did not have the highest overall score.
- 4.3.3 Pre-qualification criteria:
 - 4.3.3.1 The grant applicant must have a stipulated minimum B-BBEE black ownership status of 51%

4.4. Competency and Expertise Requirements

- 4.4.1.1 Development of monitoring and evaluation tools
- 4.4.1.2 In-depth experience and expertise in monitoring and evaluations.
- 4.4.1.3 Project management;
- 4.4.2 Grant applicants must understand the FASSET's:
 - 4.4.2.1 Aim;
 - 4.4.2.2 Objectives;
 - 4.4.2.3 Vision;
 - 4.4.2.4 Mission; and
 - 4.4.2.5 Values (all of the above can be found at www.fasset.org.za).
- 4.4.3 Grant applicants must understand the relevant government acts and/or legislation including:
 - 4.4.3.1 The Skills Development Act (SDA) OF 1998, as amended; and
 - 4.4.3.2 The Skills Development Levies Act of 1999, as amended.

4.5. Project Requirements

- 4.5.1 Grant applicants must ensure that the programme proposed is concluded by 31 March 2024.

- 4.5.2 Grant applicants must ensure that the programme proposed *meets* the objectives stated in point 4.1.1
- 4.5.3 Grant applicants must ensure that they provide the following:
 - 4.5.3.1 **Project Plan:** Provide a comprehensive project plan, for approval by Fasset, including, but not limited to the following:
 - 4.5.3.1.1 Demonstrate how the project will be implemented until project close out report stage;
 - 4.5.3.1.2 Provide **comprehensive** details on how the project will be organised and fully implemented;
 - 4.5.3.1.3 Indicate how the geographical spread of the Fasset DG projects will be covered.
 - 4.5.3.1.4 Indicate how the skills transfer and training will be organised and implemented.
 - 4.5.3.1.5 Indicate the methodology and how the plan will incorporate 4.1.1
 - 4.5.4.2 **Communication Plan:** Grant applicants must provide a communication plan of how they intend to communicate with relevant Fasset stakeholders during the implementation of the project.
 - 4.5.4.3 All communication material and interventions must be approved by Fasset prior to being implemented.
- 4.5.5 Database:**
 - 4.5.5.1 Accurate records of all the Fasset projects monitored and evaluated should be maintained.
 - 4.5.5.2 Records must be maintained, at minimum, on an Excel spreadsheet.
 - 4.5.5.3 Monitoring and evaluation reports per each assignment maintained
 - 4.5.5.4 Approved implementation plan for site visits maintained
 - 4.5.5.5 Close-out reports maintained.
 - 4.5.5.6 Grant applicants will be required to present information on a monthly or quarterly basis, as per the Department of Higher Education and Training (DHET) and Fasset requirements. The required information includes but is not limited to:
 - 4.5.5.6.1 Attendance registers;
 - 4.5.5.6.2 Proof of site visits and photographic evidence
 - 4.5.5.6.3 Ad hoc reports as when required;
 - 4.5.5.6.4 Close-out report of the programme reporting to Fasset
- 4.5.6 Reporting and Invoicing:** Grant applicants must:
 - 4.5.6.1.1 Submit periodic reports on the progress; and invoices together with supporting document. This must be submitted electronically.
- 4.5.7 Meetings:** Grant applicants must attend progress meetings and/or feedback sessions.
- 4.5.8 Provisions:** Provide independent monitoring and evaluation on Fasset Discretionary funded programmes.

- 4.5.9** The pricing schedule should clearly indicate:
Fixed costs and variable costs of the project as per the pricing schedule

4.6 Conduct

- 4.6.1 At all times, grant applicants are expected to behave and conduct themselves in a professional manner with respect to:
- 4.6.1.1 Presentation;
 - 4.6.1.2 Language;
 - 4.6.1.3 Punctuality;
 - 4.6.1.4 Honesty.
- 4.6.2 Grant applicants are required and expected to report any instances of fraud or irregular activities or the suspicion thereof.

5. EVALUATION PROCESS

5.1. Compliance with Minimum Requirements

- 5.1.1 All grant applications submitted in response to the Grant Requirements will be examined to determine compliance with grant application requirements and conditions. Grant applications with obvious deviations from the requirements/conditions, will be rejected.

5.2. Determination of Score for Functionality and Grant Adjudication

- 5.2.1 Should a grant applicant achieve a functionality score that is 50% or less, the grant application will be rejected.
- 5.2.2 Should a grant applicant receive a functionality score between 51% and 69%, Fasset might engage with the applicant on the grant application.
- 5.2.3 All grant applications that receive a functionality score of more than 70% will be put forward to the Discretionary Project Grants Committee for the adjudication on whether to recommend the grant for approval or rejection.
- 5.2.4 Providers should indicate if this is the first time proposing such a project.
- 5.2.5 The evaluation criteria and weights for determining a functionality score are indicated in the Table 1 below.

Table 1: Evaluation Criteria and Weights for Determining Functionality Scores

Functionality Scoring Determinants		
Total Points		100
1	Experience of the grant applicant	20
	<i>Demonstrate a minimum experience of 5 years or more in executing monitoring and evaluation discretionary grants funded projects in the Seta environment.</i>	
	Scoring Criteria	Points
	Grant applicant has demonstrated a minimum experience of 5 years or more in executing monitoring and evaluation discretionary grants funded projects in the Seta environment.	5
	Grant applicant has demonstrated a minimum experience of 3 to 5 years in executing monitoring and evaluation discretionary grants funded projects in the Seta environment.	3
	Grant applicant has demonstrated a minimum experience of 1 to 5 years in executing monitoring and evaluation discretionary grants funded projects in the Seta environment.	1
	Grant applicant has demonstrated zero years' experience in executing monitoring and evaluation discretionary grants funded projects in the Seta environment.	0
2	Technical Approach and Project Plan Methodology	40

	<p>Present the methodology and comprehensive project plan detailing how the project will be implemented and rolled out. The plan should also address the following, but not limited to:</p> <p>2.1.1 Provide details as to how the project will be implemented until the close out report stage;</p> <p>2.1.2 Provide comprehensive details on how the project will be organised and fully implemented;</p> <p>2.1.3 Indicate how the geographical spread of the Fasset DG projects will be covered.</p> <p>2.1.4 Indicate how the skills transfer and training will be organised and implemented.</p>									
	<table border="1"> <thead> <tr> <th>Scoring Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Grant applicant has submitted a comprehensive project plan that has addressed all the above requirements.</td> <td>5</td> </tr> <tr> <td>Grant applicant has submitted a comprehensive project plan that has addressed either one of the above requirements i.e. partially addressing the above</td> <td>3</td> </tr> <tr> <td>Grant applicant has submitted a comprehensive project plan that has not addressed any of the above requirements or Grant applicant has not submitted the project plan</td> <td>0</td> </tr> </tbody> </table>	Scoring Criteria	Points	Grant applicant has submitted a comprehensive project plan that has addressed all the above requirements.	5	Grant applicant has submitted a comprehensive project plan that has addressed either one of the above requirements i.e. partially addressing the above	3	Grant applicant has submitted a comprehensive project plan that has not addressed any of the above requirements or Grant applicant has not submitted the project plan	0	
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Grant applicant has submitted a comprehensive project plan that has not addressed any of the above requirements or Grant applicant has not submitted the project plan	0									
3	Experience of the Project Team	30								
	<p><i>Capacity to implement a programme of this size, Grant applicant must:</i></p> <p>3.1.1. Have appropriately qualified and relevant experienced resources.</p> <p>3.1.2. The team proposed has relevant expertise and experience.</p> <p>3.1.3. Have sufficient resources</p> <p>3.1.4 The majority of the team members must be Black African South African</p>									

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4	Risk Management Strategy	10
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Risk Register	
Grant applicants must provide a full risk register and mitigation where:	
4.1.1 10 or more risks associated with the programme have been identified and are in line with the programme as set out in the project plan and solution. The scorers will assess whether all reasonable risk have been addressed and that the respondent has not left obvious risk out of the contingency assessment.	
4.1.2 They must identify any possible problems that might hinder delivery and indicate how they will avoid or overcome those problems.	
4.1.3 Provide full risk mitigation which is sufficiently detailed.	
Scoring Criteria	Points
Points	
10 or more possible risks that are carefully considered and appropriate mitigating actions and solutions proposed.	5
8-9 possible risks that are well considered and honest appropriate mitigating actions and solutions proposed.	4
6-7 possible risks and good consideration of mitigating actions and solutions proposed.	3
4-5 possible risk considered with mitigations actions and solutions proposed.	2
Fewer than 3 possible risk considered with limited or no mitigation actions proposed.	1
This section has not been completed.	0

6. DEADLINE DATE AND MODE OF GRANT SUBMISSION

6.1. Deadline Date

6.1.1 The due date for all Discretionary Project Grants is **29 March 2021 at 11:00**

6.2. Mode of Grant Submission

Grant Applicants are required to submit their grant in the following format:

6.2.1 Submit a Project Proposal which contains, at minimum:

6.2.1.1 Experience of Grant Applicant;

6.2.1.2 Technical Approach / Methodology;
Experience of the Team; and

6.2.1.3 Pricing (as per the pricing template to be requested from Fasset).

6.2.1.4 Pricing (as per the pricing template to be requested from Fasset).

6.2.1.4.1 Instructions for completion of the pricing schedule:

- a) The pricing schedule must be completed as per the compulsory Excel template with the required supporting narrative per line item and indicate if the cost is fix vs. variable.
- b) The supporting narrative must be limited to only those details needed to provide sufficient context and justification of price calculations.
- c) Services offered by a sub-contracted party must be reflected on the pricing schedule as relevant, by completing the column as indicated. If more than one sub-contracted party is involved in the bid, additional columns must be added to the pricing schedule.
- d) Value-adds and / or items unique to the bidder's strategy must be reflected as additional line items including the required supporting narrative to motivate inclusion.

6.2.2 Fasset reserves the right to query a pricing schedule as part of the evaluation process.

6.2.3 Grant Applicants are encouraged to look at table 1: Evaluation Criteria and Weights for Determining Functionality Scores, which will provide more detail.

7. DEFINITION OF AFRICAN AND COLOURED

- 7.1. Only African people; Coloured people in the Northern Cape and Western Cape only and people with disabilities (all races), with a valid South African identity document, may apply for the grant.
- 7.2. All African people; Coloured people in the Northern Cape and Western Cape only and South Africans with a disability (all races), born before 1994. People born after 1994, as well as African and Coloured people in the Northern Cape and Western Cape only, with a South African parent/s, qualify as African and Coloured.
- 7.3. South African born children of African people and Coloured people coming to South Africa after 1994.
- 7.4. A person who was naturalised as an African or a Coloured South African citizen prior to the commencement date of the Constitution.
- 7.5. A person from another part of the world, who was not naturalised before 1994, or did not have South African parents will not qualify as an African or a Coloured person. For example, a black person from another part of Africa who marries a South African and becomes a citizen by naturalisation will not be applicable for this grant.
- 7.6. Fasset reserves the right to query the population group status of an applicant and request additional information. Evidence, such as the birth certificate of that person and/or a birth certificate of the persons' parent, may be required.

8. DEFINITION OF A PERSON WITH A DISABILITY

- 8.1. Employers may apply for this grant for learners with disabilities.
- 8.2. Specific reference to the Guide on the Determination of Medical Tax Credits and Allowances (Issue 4) in terms of the Income Tax Act 58 of 1962 is used to guide the specific definition of disability, in terms of this grant application.
- 8.3. When applying for this grant for a person with a disability, the latest Section C of form ITR-DD i.e. Confirmation of Diagnosis of Disability (To determine eligibility under section 18(2)(b) of the Income Tax Act, 1962 (as amended)) must be included
- 8.4. Fasset reserves the right to query disability status and request additional information. BEE verification agencies may be consulted in this regard.
- 8.5. **Extract from the Guide on the Determination of Medical Tax Credits and Allowances (Issue 4) in terms of the Income Tax Act 58 of 1962:**

9.1. Prescribed diagnostic criteria for a disability

For each of the impairments in the definition of a “disability” in section 18, the Commissioner has prescribed diagnostic criteria. These criteria seek to assess the functional impact of the impairment on a person’s ability to perform daily activities and not the diagnosis of a medical condition. These criteria are discussed below:

9.1.1 Vision

The minimum requirement for a person to be classified as a blind person is:

- visual acuity in the better eye with best possible correction, less than 6/18 (0.3); and
- visual field 10 degrees or less around central fixation.
- “6/18” means that what a person with normal vision can read at 18 metres, the person being tested can only read at 6 metres.
- “Best possible correction” refers to the position after a person’s vision has been corrected by means of spectacles, contact lenses or intraocular (implanted) lenses.

9.1.2 Communication

A person is regarded as having a moderate to severe communication disability if, despite appropriate therapy, medication and/or suitable devices, one or more life activities (as listed below, pending age

appropriateness), is substantially limited, that is, more than merely inconvenient or bothersome. In other words, if one or more of the following apply, the individual will be regarded as suffering from a moderate to severe communication disability:

- Inability to make self-understood to familiar communication partners using speech in a quiet setting.
- Inability to make self-understood to both familiar or non-familiar communication partners and incapability of meeting appropriate communication needs for his or her age by using speech, in less than 30 intelligible words.
- Problems in understanding meaningful language by familiar communication partners that lead to substantial difficulty in communicating.
- The need to rely on augmentative or alternative communication (AAC), including unaided (for example, sign language or other manual signs) or aided means of communication (ranging from communication boards to speech generating devices).

9.1.3 Physical

A person is regarded as a person with a disability if the impairment is such that the person is:

- unable to walk, for example, a wheelchair user;
- only able to walk with the use of assistive devices, for example, calipers, crutches, walking frames and other similar devices;
- able to walk without the use of assistive devices, but with a degree of difficulty, for example, persons with Cerebral Palsy, Polio (that is, persons who require an inordinate amount of time to walk); and
- functionally limited in the use of the upper limbs.

9.1.4 Mental

With the exclusion of intellectual disability, a person is regarded as having a mental disability if that person has been diagnosed (in accordance with accepted diagnostic criteria as prescribed in the Diagnostic and Statistical Manual IV-TR (DSM-IV-TR)) by a mental health care practitioner who is authorised to make such diagnosis, and such diagnosis indicates a mental impairment that disrupts daily functioning and which moderately or severely interferes or limits the performance of major life activities, such as learning, thinking, communicating and sleeping, amongst others.

A moderate impairment means a Global Assessment Functioning Score (GAF-Score) of 31 to 60. A severe impairment means a GAF- Score of 30 and below.

9.1.5 Hearing

The term "hearing disability" refers to the functional limitations resulting from a hearing impairment. Hearing impairment is a sensory impairment that will influence verbal communication between speaker and listener.

9.1.5.1. An adult is considered moderately to severely hearing impaired when the hearing loss, without the use of an amplification device, is described as follows:

- Bilateral hearing loss with a pure tone average equal to or greater than 25 dBHL in each ear.
- Unilateral hearing loss with pure tone average equal to or greater than 40 dBHL in the affected ear.

9.1.5.2. A child is considered moderately to severely hearing impaired when the hearing loss, without the use of an amplification device, is as follows:

- Bilateral hearing loss with a pure tone average greater than 15 dBHL in each ear.
- Unilateral hearing loss with a pure tone average equal to or greater than 20 dBHL in the affected ear.

Notes:

- Hearing impairment is an abnormal or reduced function in hearing resulting from an auditory disorder.
- A child is a person who is not over the age of 18 years.
- Amplification devices include hearing aids, implantable devices and assistive listening devices.
- Pure Tone Average (PTA): average of hearing sensitivity thresholds (in decibel hearing level) to pure tone signals at 500Hz and 1000Hz, 2000Hz and 4000Hz of each ear.
- Bilateral hearing loss is a hearing sensitivity loss in both ears.
- Unilateral hearing loss is a hearing sensitivity loss in one ear only.

9.1.6 Intellectual

A person is regarded as having an intellectual disability if he or she has a moderate to severe impairment in intellectual functioning that is accompanied by a significant limitation in adaptive functioning in at least two of the following skill areas:

- Communication
- Self-care
- Home living
- Social or interpersonal skills
- Use of community resources
- Self-direction
- Functional academic skills, work, leisure, health and safety

A moderate impairment means an intelligence quotient (IQ) of 35 to 49. A severe impairment means an IQ of 34 and below.

9.2 Confirmation of disability (ITR-DD form)

A person who wishes to claim a medical deduction for disability expenses must complete a Confirmation of Diagnosis of Disability form (ITR-DD), which is available on the SARS website (www.sars.gov.za). The ITR-DD must not be submitted with the annual income tax return, but must be retained for compliance purposes in the event of a SARS audit. The ITR-DD needs to be completed and endorsed by a registered medical practitioner every five years, if the disability is of a more permanent nature. However, if the disability is temporary, the ITR-DD will only be valid for one year, which effectively means that a new ITR-DD must be completed for each year of assessment during which a disability claim is made.

A disability will be regarded as being temporary in nature if that disability is expected to last for less than five years. In Part C of the ITR-DD the registered medical practitioner must:

- indicate and describe if the functional limitations with respect to performing activities of daily living are regarded as either "mild" or "moderate to severe";
- indicate if the disability has lasted, or is expected to last for a continuous period of more than 12 months; and
- sign the declaration.

Duly registered medical practitioners specifically trained to deal with the particular disability include the following:

- Vision: Practitioner trained to use the Snellen chart (for example, an optometrist or ophthalmologist).
- Hearing: Practitioner trained to perform or conduct a battery of the diagnostic audiometry tests (for example, an Ear, Nose and Throat Specialist or Audiologist).
- Speech: Speech-Language Pathologist.
- Physical: Orthopaedic Surgeon, Neuro Surgeon, Physiotherapist or Occupational Therapist.
- Intellectual: Psychiatrist or Clinical Psychologist.
- Mental: Psychiatrist or Clinical Psychologist.

9.3 OTHER KEY TERMS

- 9.3.1. The **National Qualifications Framework (NQF)** provides principles and guidelines for recording learner achievements. Based on nationally recognised qualifications, the NQF encourages lifelong learning.

NQF Level	Title of qualification
10	Doctorates / PhD
9	Masters Degrees (research only)
9	Masters Degrees (coursework and research)
8	Master's in Business Administration (MBA)
8	Postgraduate Diplomas and Professional Qualifications
8	Honours
7	Bachelor's Degrees and Advanced Diplomas
6	National Diplomas and Advanced Certificates
5	Higher Certificates and Advanced National (Vocational) Certificates
4	Grade 12 Certificate and FET (Private and Public) Certificate
3	Grade 11, N3 and N2-courses

2	Grade 10, N2 and N1-courses
1	Adult Basic Education and Training

9.4 Rural and Urban

Fasset must report to the Department of Higher Education and Training (DHET) regarding the geographical status of the beneficiaries of discretionary funding. Geographical status (urban/rural) information regarding a learner's matriculation, post-schooling and current employment status must be completed on the application. Unfortunately there is no official definition of what is defined as rural or urban. In this regard Fasset believes the most accurate definition is that of the learner and the employer i.e. self-definition.

9.5 Protection of Personal Information (POPI)

9.5.1 Introduction

The Protection of Personal Information (POPI) act aims to give effect to the constitutional right to privacy by balancing the right to privacy against that of access to information. POPI requires that personal information pertaining to individuals be processed lawfully and in a reasonable manner that does not infringe on the right to privacy.

This consent form sets out how personal information will be collected, used and protected by Fasset, as required by POPI. The use of the words "the individual" for the purposes of this document shall be a reference to any individual communicating with Fasset and/or concluding any agreement, registration or application, with the inclusion of each individual referred to or included in terms of such agreement, registration or application.

9.5.1.1. What is personal information?

The personal information that Fasset requires relates to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, and personal and work email and contact details.

9.5.2 *What is the purpose of the collection, use and disclosure (the processing) of personal information?*

Fasset is legally obligated to collect, use and disclose personal information for the purposes of:

- 9.5.2.1 reporting skills development initiatives to the Department of Higher Education and Training;
- 9.5.2.2 reporting enrolments and achievements of programmes to the South African Qualifications Authority;
- 9.5.2.3 reporting on quality assurance functions to the Quality Council of Trades and Occupations
- 9.5.2.4 evaluating and processing applications for access to financial and other benefits;
- 9.5.2.5 compiling statistics and other research reports;
- 9.5.2.6 providing personalised communications;
- 9.5.2.7 complying with the law; and/or
- 9.5.2.8 for a purpose that is ancillary to the above.

Fasset may also use and disclose personal information for the purposes of:

- 9.5.2.9 providing personal information to third parties who demonstrate an interest in either employing or making use of the services provided by an individual, in circumstances where the individual has indicated in clause 7, below, that he/she would like his/her details made available to potential employers or clients.
- 9.5.2.10 Fasset will not process personal information for a purpose other than those which are identified above without obtaining consent to further processing beforehand.

9.5.3 *What is 'processing'?*

POPI provides that the term "processing" covers any operation or activity, whether or not by automatic means, concerning personal information, including collection, receipt, recording, organisation, collation, storage, retrieval, alteration, consultation or use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as restriction, erasure or destruction of information.

9.5.4 *How will Fasset process personal information?*

Fasset will only collect personal information for the purpose as stated above. Information will be collected in the following manner:

- 9.5.4.1 directly from the individual;

- 9.5.4.2 from an agent, relative, employer, work colleague or other duly authorised representative who may seek or request our services;
- 9.5.4.3 from education institutions, training providers, or other service providers that are providing or provided the individual with services;
- 9.5.4.4 from our own records relating to our previous supply of services or responses to the individual's request for services; and/or
- 9.5.4.5 from a relevant public or equivalent entity.

9.5.5 To whom will personal information be disclosed?

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information, service providers such as professional bodies who operate across the borders of this country (trans-border flow of information) where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for. In the event of another party/ies acquiring all of or a portion of Fasset's mandate or functions, personal information will be disclosed to that party but they will equally be obliged as we are, to protect personal information in terms of POPI.

9.5.6 Consent and Permission to process personal information (authorised signatory):

I hereby provide authorisation to Fasset to process the personal information provided for the purpose stated.

I understand that withholding of or failure to disclose personal information will result in Fasset being unable to perform its functions and/or any services or benefits I may require from Fasset.

Where I shared personal information of individuals other than myself with Fasset I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in accordance with this consent provided and I warrant that I am authorised to give this consent on their behalf.

To this end, I indemnify and hold Fasset harmless in respect of any claims by any other person on whose behalf I have consented, against Fasset should they claim that I was not so authorised.

I understand that in terms of POPI and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.

I will not hold Fasset responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

9.5.7 Rights regarding the processing of personal information:

- 9.5.7.1 The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide Fasset with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if Fasset agrees to same in writing. Fasset specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits. Further, please note that the revocation of consent is not retroactive and will not affect disclosures of personal information that have already been made. In order to withdraw consent, please contact the Information Officer at popi@Fasset.org.za.
- 9.5.7.2 Where personal information has changed in any respect, the individual is encouraged to notify Fasset so that our records may be updated. Fasset will largely rely on the individual to ensure that personal information is correct and accurate.
- 9.5.7.3 The individual has the right to access their personal information that Fasset may have in its possession and is entitled to request the identity of which third parties have received and/or processed

personal information for the purpose. Please note however, that any request in this regard may be declined if:

- 9.5.7.3.1 the information comes under legal privilege in the course of litigation,
- 9.5.7.3.2 the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
- 9.5.7.3.3 giving access may cause a third party to refuse to provide similar information to Fasset,
- 9.5.7.3.4 the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
- 9.5.7.3.5 the information as it is disclosed may result in the disclosure of another person's information,
- 9.5.7.3.6 the information contains an opinion about another person and that person has not consented, and/or
- 9.5.7.3.7 the disclosure is prohibited by law.

9.5.8 Requesting access and lodging of complaints

- 9.5.8.1 Please submit any requests for access to personal information in writing to Fasset's information officer at popi@fasset.org.za.
- 9.5.8.2 With any request for access to personal information, Fasset will require the individual to provide personal information in order to verify identification and therefore the right to access the information.
- 9.5.8.3 There may be a reasonable charge for providing copies of the information requested.
- 9.5.8.4 If any request has not been addressed satisfactorily, a complaint may be lodged at the office of the Information Regulator.

10. Annexure A: Certificate of Independent Grant Submission

I, _____ the undersigned, in submitting the

Discretionary Project Grant Application

for _____, do hereby make the following

statements that I certify to be true and complete in every respect.

I, certify that on behalf of:

Name of Grant Applicant:

- 10.1. I have read and understood the contents of this Certificate of Independent Grant Submission (Certificate).
- 10.2. I understand that the accompanying Discretionary Project Grant Application (Grant Application) will be rejected if this certificate is found not to be true and complete in every respect.
- 10.3. I am authorized by the Grant Applicant to sign this Certificate and to submit the accompanying Grant Application on behalf of the Grant Applicant.
- 10.4. Each person whose signature appears on the accompanying Grant Application has been authorised by the Grant Applicant to determine the terms of and to sign the Grant Application on behalf of the Grant Applicant.
- 10.5. For the purposes of this Certificate and the accompanying Grant Application, I understand the word "competitor" shall include an individual or organisation, other than the Grant Applicant, whether or not affiliated with the Grant Applicant, who:
 - 5.1.1. Has been requested to submit a Grant Application;

- 5.1.2. Could potentially submit a Grant Application based on their qualifications, abilities or experience;
and
- 5.1.3. Provides the same services as the Grant Applicant and/or is in the same line of business as The Grant Applicant.

10.6. The Grant Applicant has arrived at the accompanying Grant Application submission independently from and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive.

10.7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication agreement or arrangement with any competitor regarding:

- 10.7.1. Prices;
- 10.7.2. Geographical area where the service will be rendered (market allocation);
- 10.7.3. Methods, factors or formulas used to calculate prices;
- 10.7.4. The intention or decision to submit, or not submit, a Grant Application;
- 10.7.5. The submission of a Grant Application does not meet the specification and condition of the Grant Application Requirements; or
- 10.7.6. Submitting a Grant Application with the intention not to have the grant approved.

10.8. In addition, there have been no consultations, communications, agreements or arrangement with any competitor regarding the quality, quantity, specification and conditions or delivery particulars of the services to which this Grant Application relates.

10.9. The terms of the accompanying Grant Application have not been and will not be disclosed by the Grant Applicant, directly or indirectly, to any competitor, prior to the date and time of the Grant Application opening or of the contract being awarded.

10.10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Discretionary Project Grants and their related contracts, that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, No 89 of 1998 and/or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and/or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act, No 12 of 2004 or any other applicable legislation.

Signature of Grant Applicant

Date

Position

Name of Grant Applicant

Name of Signatory

¹ Joint Venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

11. Annexure B: Declaration of Interest

DECLARATION OF INTEREST

- 11.1. Any legal person, including persons employed by the State¹, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this grant (includes an advertised competitive grant application, competitive bid, limited bid or proposal or a written price quotation).
- 11.2. In view of possible allegations of favouritism, should the resulting grant application, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the grant applicant or his/her authorised representative declare his/her position in relation to the evaluating/ adjudicating authority where:
- 11.2.1. The grant applicant is employed by the State; and/or
- 11.2.2. The grant applicant is a Board member of Fasset and/or
- 11.2.3. The legal person on whose behalf the grant application is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
- 11.3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1.1 Full Name of grant applicant or his or her representative:

3.1.2 Identity Number:

3.1.3 Position occupied in the Company (director, trustee, shareholder², member, etc):

3.1.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

3.1.5 Tax Reference Number:

¹ "State" means

- (a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No 1 of 1999);
- (b) Any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the National Council of Provinces;
- (e) Parliament.

- (f) Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

3.1.6 VAT Registration Number:

3.1.7 The names of all directors/ trustees/ shareholders/ members, their individual identity numbers, tax reference numbers and, if applicable, employee/ PERSAL numbers must be indicated below:

3.2 Are you or any person connected with this grant application presently employed by the state?

Yes	
No	

3.2.1 If “Yes” was indicated, please furnish the following particulars:

3.2.1.1 Name of person/ director/ trustee/ shareholder/ member:

3.2.1.2 Name of State institution at which you or the person connected to the grant application is employed:

3.2.1.3 Position occupied in the State institution:

3.2.1.4 Any other particulars?

3.3 If you are presently employed by the state, did you obtain the appropriate authorisation to undertake remunerative work outside employment in the public sector?

Yes	
No	

3.3.1 If “Yes” was indicated, was proof of such authorization attached to the grant application

Yes	
No	

(Note: Failure to submit proof of such authorization, where applicable, may result in the disqualification of the grant application).

3.3.2 If "No" was indicated, please furnish reasons for non-submission of authorization.

3.4 Did you or your spouse, or any of the company's directors/trustees/ shareholders/ members or their spouses conduct business with the State in the previous twelve (12) months?

Yes	
No	

3.4.1 If "Yes" was indicated, please furnish the following particulars:

3.4.1.1 Name of person/ director/ trustee/ shareholder/ member:

3.4.1.2 Name of State institution at which you or the person connected to the grant application conducted business:

3.4.1.3 Any other particulars?

3.5 Do you, or any person connected with the grant application, have any relationship (family, friend, other) with a person employed by the State (Pty) Ltd and who may be involved with the evaluation and or adjudication of this grant application?

Yes	
No	

3.5.1 If "Yes" was indicated, please furnish the following particulars:

3.5.1.1 Name of person/ director/ trustee/ shareholder/ member:

3.5.1.2 Any other particulars?

3.6 Are you, or any person connected with the grant application, aware of any relationship (family, friend, other) between any other grant application and any person employed by the State who may be involved with the evaluation and or adjudication of this grant application?

Yes	
No	

3.6.1 If "Yes" was indicated, please furnish the following particulars:

3.6.1.1 Name of person/ director/ trustee/ shareholder/ member:

3.6.1.2 Any other particulars?

3.7 Do you or any of the directors/trustees/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract?

Yes	
No	

3.7.1 If "Yes" was indicated, please furnish the following particulars:

3.7.1.1 Name of person/ director/ trustee/ shareholder/ member:

3.7.1.2 Any other particulars?

11.4. Please complete the table below with the full details of directors/ trustees/ members/ shareholders. (Public Entities are excepted)

Full Name	Identity Number	Personal Income Tax Reference No	State Employee Number/ PERSAL Number

DECLARATION

I, the undersigned (full name) _____
certify that the information furnished above is correct. I accept that Fasset may reject the Grant Application or
act against me should this declaration prove to be false.

Name of Grant Applicant

Signature

Position of Grant Applicant within Organisation

Date

12. Annexure C: Fasset's Projects Risk Table

- 13.1 Grant applicants should identify all possible risks to the project.
 13.2 Some of the risks have been identified in table 1 below. These are not all the possible risks. Grant applicants should add risks relevant to their proposal.
 13.3 Below is the key to be used in assessing overall risk assurance:

Likelihood:

Likelihood of an adverse event which could cause the risk to manifest.

1	Adverse event will not occur
3	Highly unlikely that adverse event will occur
5	It is more likely that adverse event will occur than not
7	Highly likely that adverse event will occur
10	Adverse event will definitely occur

Impact:

Potential loss to the business, should the risk manifest

1	Ignore: impact of adverse event is negligible
3	Minor: event will be coped with. No loss of jobs
5	Significant: minimal loss of jobs
7	Severe
8	Major: critical event resulting executive management intervention. High rate of job loss.
10	Catastrophic: potential collapse of organisation

Table 1: Project Risks

Operational Risks	Likelihood	Impact	Overall Risk Assurance Priority (Likelihood x Impact)	Risk Mitigation
Legislation				
Fasset name used in- correctly and unethically.				
Misrepresentation, resulting in poor Fasset reputation				

Inaccurate marketing of candidates to sector				
Legislation / Educational Institution amendments (e.g. Companies Act, etc.				
Research				
Insufficient budgeted funds to conduct analysis of project success				
Reporting				
Project not implemented satisfactorily				
Project not monitored regularly				
Project does not meet stated goals / outcomes				
Staffing				
Inadequate resources exist to assist with the delivery of the project				
Loss of facilitators, strategic partners, managers, etc				
Lack of project management / monitoring				
Discontinued operations / failure of internal management system				
Financial				
Payments for projects not made in accordance with deliverables obtained				
Inadequate indemnity insurance taken out				
Project funds not adequately managed				
Abuse of funds not identified				
Project not financially viable				
General				
Poor recruitment in line with project requirements				
Poor learner response to recruitment efforts (lack of sufficient numbers).				
Poor calibre of learners				
Training venue(s) inadequate.				

Learner living arrangement difficulties				
Learner drop-outs due to socio-economic factors, lack of discipline and/or alternative employment offers				