

 <p>Transport Education Training Authority</p> <p><i>Driven by Vision</i></p>	<p align="center">Annexure B</p> <p align="center">TERMS OF REFERENCE</p> <p align="center">International Leadership Development Programme (ILDP)</p>
<p>PURPOSE:</p>	<p>Request for Proposal/s from accredited Business Schools or Institutions of Higher Learning to deliver a customised mixed cohort International Leadership Development Programme – formal qualification at NQF Level 8</p>

SPECIFICATION GOODS AND SERVICES REQUIRED

1. BACKGROUND AND PROGRAMME OVERVIEW

Transport Education and Training Authority (TETA) was established in terms of the Skills Development Act (SDA) of 97 of 1998, as amended. TETA is committed to facilitating and ensuring that through the National Skills Development Plan, South Africa will have a pool of highly skilled, competitive and competent people trained in the various facets of the transport sector (Rail, Aerospace, Maritime, Road Freight, Road Passenger, Taxi, Freight Handling and Forwarding & Clearing) to address the country's skills shortage and demand for scarce and critical skills.

The International Leadership Development Programme (ILDP) is focused on Leadership, Operations Management and Innovation. During the programme, participants will be immersed in-market experiences to accelerate their business insights and learn directly from global business leaders. Participants will apply their learning to identified strategic industry challenges in the domestic transport sector, in support of SETA's goal to foster economic development, management skills and job creation.

In essence, the ILDP must be developed to suit the sub-sector's needs in the transport sector to ensure equity in the workplace. It must not only cultivate personal and professional development, but also create opportunities for participants to function more effectively in a team. The programme must further promote network development of empowered managers that can leverage each other's experience to the betterment of their own organisation's strategic and operational sustainability. This programme must be specifically designed for TETA and combine academic rigor and practical implementation.

The 25 delegates must have an opportunity to visit and interact with some of the most successful local and global/international institutes and companies. The delegates must attend a course delivered by a local Business School/Higher Learning institution as well as interact with some of the leading

global/international institutions and companies. There must be opportunities to explore the secrets of success of the developing and developed countries by engaging with successful leaders from leading institutions and companies. In other words, the programme must involve a visit to two countries; a developing country like South Africa that has advanced economically and socially and a visit to a developed country.

2. PURPOSE

TETA wishes to invite proposal/s from accredited service providers to deliver an International Leadership Development programme for 25 candidates aligned to a NQF Level 8 qualification aimed at Supervisors and Middle Management in the Transport Sector (All transport sub-sectors). Twenty-Five **(25) delegates will attend the whole programme.**

3. OBJECTIVES

The broad general goals for the International Leadership Development Programme (ILDP) will be:

- 3.1** The ILDP will focus on accelerated development of prospective managers who are drawn from historically disadvantaged groups, as articulated in the BBBEE Act, section 9(4) and the TETA Strategic Plan document 2025 - 20230.
- 3.2** To improve operations management skills and understanding of integrated public transport systems
- 3.3** Train candidates to think innovatively by incorporating technology and global best practices
- 3.4** Support beneficiaries through a structured programme of up to 12 months which aims to improve their managerial and leadership skills.
- 3.5** To ensure the long-term sustainability of the transport industry, by training supervisors and Middle Managers to be able to occupy senior positions in the near future.
- 3.6** The ILDP is further aimed at developing Middle Managers and supervisors from all the sub-sectors in transport, namely, Maritime, Aerospace, Road Passenger, Freight Handling, Taxi, Road Freight, Rail and Forwarding and Clearing. The following are the objectives aligned to these sub-sectors:
 - 3.6.1 To expose delegates to cutting edge technology, best practice and global trends in leadership, innovation, and operations management from leading global economies
 - 3.6.2 To study models of public transport system of western economies (Methods and Techniques)
 - 3.6.3 To develop local and international relationships and have an opportunity to interact with leading local and international companies;

- 3.6.4 To increase the talent pipeline of highly promotable leaders who can apply their learning to identify challenges within the transport sector and to support TETA's goal to foster economic development and job creation.

Overall, the programmes should promote the development of a network of empowered managers that can leverage each other's experience to the betterment of their own organisation's strategic and operational sustainability.

4. THE FOLLOWING ARE THE EXPECTED OUTPUTS / DELIVERABLES

- 4.1** The programme will be customised in consultation with TETA to the specific needs of the transport sector and related services
- 4.2** The scope of the project shall include the overall delivery of the programme which amongst others will include recruitment of delegates in consultation with TETA, programme administration, programme delivery with both local and international components and certification within a period of 12 months or allocated formal qualification timeline.

5. PROGRAMME METHODOLOGY

The ILDP has six overarching components:

- 5.1** A group of high-impact, cross-industry high potential leaders working together;
- 5.2** Foundation competencies and team competencies such as critical thinking, personal mastery, effective communications, group dynamics and team effectiveness as well as industry and business knowledge such as supply chain management and innovation;
- 5.3** A complex and urgent business or industry challenge which participants research and investigate throughout the process in syndicate teams. This hones their critical thinking and team effectiveness skills as well as cultivating an external perspective. Findings and recommendations of this action learning project are presented to a senior industry panel at the programme conclusion;
- 5.4** In-market learning meetings with external stakeholders/industry practitioners to promote outside-in thinking and progress business challenge recommendations in both South Africa and abroad;
- 5.5** Structured reflection and knowledge capture embedded in the programme are regular reflection sessions as a cohort and in smaller groups as well as well as structured effort to capture the collective knowledge gained from the programme;

- 5.6** Personal assessments and action coaching. The ILDP uses assessments tools and action learning coaching to ensure participants are optimizing their personal insights and development.

6. NON-ELIGIBLE ENTITIES

- 6.1** Non Registered Business Schools with no accredited programmes at NQF level 8;
6.2 Entities who are in the process of being deregistered by CIPC;
6.3 Entities whose director(s) are declared delinquent;
6.4 Entities listed by National Treasury as blacklisted on any public database;
6.5 Entities who are in legal conflict with TETA.

7. IMPORTANT INFORMATION

- 7.1** TETA reserves the right to request additional information;
7.2 It should be noted that, projects will be evaluated on a first come, first served basis and priority will be given to projects that have real impact; it is therefore critically important to highlight the impact of the solution submitted;
7.3 TETA reserves the right not to award and/or fund any project submitted through this funding window or through an unsolicited proposal;
7.4 The funding of the projects will be subject to availability of funds and will be subject to Board approval. TETA reserves the right to conduct due diligence process on proposals or solutions and reserves the right to withdraw funding (even after providing an applicant with intention letter to award) where due diligence proves that the project should not be funded.
7.5 TETA reserves the right to disqualify an applicant, where the applicant has provided false information.

8. EVALUATION CRITERIA

Proposals will be evaluated in two (2) stages as follows:

- **Stage 1** - Mandatory Requirements
- **Stage 2** - Quality and Functionality Evaluation

8.1.1 Mandatory Requirements

Business Schools who fail to meet the following mandatory requirements will be disqualified at Pre-Compliance Phase:

Criterion	Requirement
SARS Pin / CSD Supplier Number	<ul style="list-style-type: none"> The Business School must submit a SARS Pin with expiry date to assist with verification of Tax Affairs. If SARS Pin is not submitted - provide CSD Supplier Number
International Footprint	<ul style="list-style-type: none"> The service provider must indicate an official body that recognises its international footprint and programmes (Provide evidence that is verifiable) The service provider's international rating should be verifiable with official international rating bodies for business schools and or institutions of higher learning The service provider must submit proof of international partnerships with international institutions of higher education or other accredited business schools (Provide MOUs or Confirmation Letters from those institutions) Failure to provide this information will disqualify the proposal submission.
Project Manager's Qualifications	<ul style="list-style-type: none"> The Project Manager must have at least a minimum qualification of a Diploma in Project Management at NQF Level 6. Other acceptable qualifications will be any diploma (NQF Level 6) / degree and above with 3 years' experience in coordinating Leadership /Executive Development programmes
Service Provider's experience	<ul style="list-style-type: none"> The service provider must have at least 3 years' practical experience in conducting Leadership Development Programmes with an overseas component. This information must be easily identifiable in the body of the proposal.
Registration/ accreditation by CHE/DHET/SAQA	<ul style="list-style-type: none"> Registration/accreditation by CHE/DHET/SAQA to offer post graduate diploma in management or executive development programmes at NQF level 8.
Business School Track Record	<ul style="list-style-type: none"> Proof of implementing an international leadership development programme with international immersion, relations with envoys/ embassies or international stakeholders at NQF level 7/8.

Criterion	Requirement
Project Manager's Experience	<ul style="list-style-type: none"> • The Project Manager must have a minimum of three (3) years' experience managing Leadership /Executive Development programmes. • Experienced to be linked to the CV.
Audited Annual financial statements	<ul style="list-style-type: none"> • The Service Provider must submit audited Annual Financial Statements for the past two (2) years (2023 and 2024). <p>NB! If the bidders' Annual Financial Statements are not audited, the bidder must indicate in a properly signed letter (in the bidder's company letterhead) in terms of which legislation are they not audited or reviewed and kindly provide sufficient supporting, appropriate evidence of audit or review.</p>

8.2 QUALITY EVALUATION - STAGE 2

All proposals that successfully met the requirements stage 1 evaluation will be further evaluated using the following Quality Evaluation Matrix where a minimum of 70 will be a threshold for consideration of the proposal:

Indicator	Functionality	Evaluation Weight		Comments
• Programme Customization	Coordinate and deliver a customized hybrid (online and on campus) transport programme with case studies and guest lecturers by transport experts. <i>(in consultation with TETA to the specific needs of the transport sector and related services)</i>	20		
• Demonstrated capacity to accommodate the required number of delegates	Admit and register 15 delegates on a SAQA accredited NQF Level 9	20		
• Programme Implementation Plan	Implementation plan with clear timelines that are satisfactory and aligned to TETA's reporting schedule	30		
• Programme Scope	The scope of the project must include the overall delivery of the programme inclusive of delegates recruitment, programme administration, programme delivery with both local and international components and certification within a period of 12 months.	30		
TOTAL SCORES		100		

The following values with their meanings will be applied for evaluation purposes:

Values: 1 = Poor 2 = Average 3 = Good 4 = Very Good 5 = Excellent

9. ENQUIRIES

9.1 For further enquiries please contact **James Motha (Manager: Strategic Projects)** on **011 577 7019**; email jamesm@teta.org.za during office hours.