

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

REQUEST FOR A SERVICE PROVIDER TO FACILITATE A LANGUAGE PROFICIENCY BRIDGING COURSE, DIPLOMA, HONOURS AND MASTERS DEGREE IN INTERPRETING IN STRATEGIC LANGUAGES FOR THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION (DIRCO)



TERMS OF REFERENCE

**REQUEST FOR A SERVICE PROVIDER TO FACILITATE A LANGUAGE PROFICIENCY BRIDGING COURSE, DIPLOMA, HONOURS AND MASTERS DEGREE IN INTERPRETING IN STRATEGIC LANGUAGES<sup>1</sup> FOR THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION (DIRCO)**

**1. PURPOSE**

The Diplomatic Academy of the Department of International Relations and Cooperation (DIRCO) intends to engage the services of a service provider to design, develop and deliver a Language proficiency bridging course and a Diploma as well as Honours and Masters Degrees in Interpreting for DIRCO starting in the 2013 academic year.

**2. PROBLEM STATEMENT**

Foreign language acquisition and proficiency is a challenge in South Africa because of our history of isolation during the apartheid period and an exclusionary education system during the same period. As a result, relatively few South Africans are proficient in foreign languages. As South Africa has joined the international community and actively pursues its foreign policy objectives, the need for relevant foreign language proficiency has become more apparent and urgent. While foreign interpreters can be commissioned to assist South African leaders, there are services which can only be rendered by South Africans. Provision of interpreting services to the President and Cabinet Ministers during high level diplomatic conferences, is one such example. Even though this is a critical skill in diplomacy, there are very few South African nationals who can provide interpreting services.

However, DIRCO has developed some foreign language proficiency through training and exposure to foreign languages by South Africa's diplomats during their posting abroad.

There are currently four categories of groups who will be addressed by these Terms of Reference:

- 2.1 Candidates who have some knowledge of a foreign language and need to improve their language proficiency before enrolling for a Diploma in Interpreting;
- 2.2 Graduates who have done some language training and need to improve their proficiency in order to eventually be able to provide liaison interpreting services in specific contexts;
- 2.3 Diplomats who have knowledge of a foreign language and who would like to capture their knowledge into a qualification which will allow them to eventually provide liaison interpreting services in diplomatic contexts; and
- 2.4 Candidates who have a university qualification up to Honours or Masters Degree level in languages, linguistics and translation and who would like to study towards an advanced qualification in interpreting.

These Terms of Reference (TOR) are therefore aimed at training institutions which can address all of these groups, taking into account that most of the prospective candidates are employed on a full-time basis .

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<sup>1</sup> Arabic, French, Mandarin, Portuguese, Russian and Spanish

### 3. PROJECT DESCRIPTION

A Language proficiency bridging course (one year) and a Diploma (one year), Honours Degree (two years) and Masters Degree (two years) in Interpreting, tailor-made to the needs of DIRCO.

The one-year language proficiency bridging course will consist of intensive language training classes (20 hours per week) to bring candidates up to a level which would enable them to enrol for the Diploma in Interpreting.

For the Diploma, Honours and Masters Degree in Interpreting, bidders are requested to deliver classroom modules at their discretion and according to the level of difficulty of the Diploma, Honours and Masters Degree.

The courses should consist of contact sessions and self-study work. Electronic delivery of course material will include assignments, assessments and feedback.

Universities including previously disadvantaged universities are encouraged to bid as a consortium. Partnerships with a relevant international learning institution which specialises in interpreting will add value to the bid.

DIRCO will provide the venue for contact sessions but the bidder should provide access to the Institution's libraries and terminology databases. The bidder will be responsible for the administration of the officials' information as well as administration of the course material to be delivered.

Detailed project specifications will be discussed during the compulsory briefing session.

The following should form part of the bidder's bid:

- a) names of the bidder/members of the consortium (if applicable)
- b) profiles of the bidder/consortium and signed CVs of course presenters
- c) teaching approach
- d) draft curricula for all four courses
- e) structure of the course (classroom vs distance learning)
- f) assessment and accreditation process
- g) delivery of course material
- h) details of admission criteria for each course
- i) transport costs for lecturers to deliver classroom modules at DIRCO's premises
- j) the minimum number of students to make each course viable

The programme will be run jointly with DIRCO's Diplomatic Academy. The Academy will take responsibility for the internal administration of nominating and approving students for the programme, taking into account the general admission criteria of the selected Institution.

After graduation from the one-year language proficiency bridging course, the graduates should be able to enrol for the Diploma course in Interpreting.

After graduation from the Diploma course, the graduates should be able to provide liaison interpreting in specific contexts.

After graduation from the Honours Degree, the graduates should be able to provide liaison interpreting in diplomatic contexts.

After graduation from the Masters Degree, the graduates should be able to provide bilateral consecutive and simultaneous interpreting during diplomatic, governmental, ministerial and presidential negotiations and interactions.

The evaluation Committee of this project will consist of officials from DIRCO. DIRCO will chair all proceedings relating to the meetings.

#### 4. EVALUATION METHODOLOGY

All bids received will be evaluated according to the following phases: (1) Responsive criteria, (2) Functionality, (3) Price and preferential points.

##### Phase 1: Responsive Criteria

The minimum requirements that must be satisfied / met by prospective bidders in order to pass to the next stage of the evaluation process are:

- 4.1.1 Standard Bid Documents (SBD forms) completed and submitted. Kindly note that a BBBEE certificate has to be attached for the bidder to claim preferential points.
- 4.1.2 Attendance of a compulsory briefing session
- 4.1.3 Signed CVs of the lecturers presenting the modules
- 4.1.4 Proof of accreditation as an Institution of Higher Learning
- 4.1.5 Partial bids will not be accepted, in other words bidders must provide a proposal for all 4 courses.

##### 4.2 Phase 2: Functionality Criteria

A panel will evaluate all tenders received on the functionality criteria as reflected. A bidder that scores less than sixty-five (65%) in respect of "functionality" will be regarded as submitting a non-responsive bid and will be disqualified.

For purposes of comparison and in order to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria.

| Criteria   | Weight    |
|--|-----------|
| <b>Capacity and Experience</b>   |           |
| 4.2.1 Institution's proven track record in presenting accredited courses in Interpreting (years in existence and number of students graduated in the field). | <b>25</b> |
| 4.2.2 Proof of academic collaboration with other institutions.   | <b>10</b> |
| 4.2.3 Proven project management capability of large-scale projects in the area of language (10 or more   | <b>10</b> |

|  |            |
|--|------------|
| students).   |            |
| <b>Methodology and Approach</b>  |            |
| 4.2.4 Details of the assessment process demonstrating that the assessment criteria are aligned with the course outcomes. | <b>15</b>  |
| 4.2.5 Draft curricula for all four courses   | <b>20</b>  |
| 4.2.6 CVs of the course presenters, demonstrating practical experience in the field of interpreting                      | <b>20</b>  |
| <b>TOTAL</b>   | <b>100</b> |

#### 4.3 Phase 3: Preferential points awarded for BBEE status level of contribution

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| <b>B-BBEE Status Level of Contributor</b> | <b>Number of points (90/10 system)</b> |
|---|--|
| 1   | 10                                     |
| 2   | 9                                      |
| 3   | 8                                      |
| 4   | 5                                      |
| 5   | 4                                      |
| 6   | 3                                      |
| 7   | 2                                      |
| 8   | 1                                      |
| Non-compliant contributor                 | 0                                      |

Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

## 5. GENERAL CONDITIONS

- 5.1 The General Conditions of Contract will be applicable to this bid;
- 5.2 DIRCO reserves the right to accept sponsorship for various services from one or more service providers without compromising the standard and quality of service required.
- 5.3 DIRCO reserves the right to sign a service level agreement with the preferred bidder to supplement the General Conditions of Contract.
- 5.4 DIRCO will not be held responsible for any costs incurred by the bidders in the preparation and submission of proposals.
- 5.5 DIRCO is not obliged to select any of the bidders who have submitted proposals.
- 5.6 Evaluation on functionality criteria can only be done on the basis of information, which was asked for. The comprehensiveness of the proposal can therefore be decisive in the awarding thereof.

## 6. FEES

- 6.1 Fees must be quoted in South African currency
- 6.2 All prices quoted must include VAT

## 7. CONTACT PERSONS AND SUBMISSIONS

All enquiries can be directed to Supply Chain Management as per fax, 012 329 1267  
Enquiries pertaining to the completion of tender documents can be directed to the Bid Office, tel. 012 301 8538/ 8537/8594/8674

Prospective bidders should submit their bonded proposals in a sealed envelope with the details of the specific tender on the outside of the envelope to:

**Per hand**

Tender Box, OR Tambo Building  
460 Soutpansberg Street  
Rietondale  
Department of International Relations and Cooperation  
Pretoria  
0001

OR

**Post**

Department of International Relations and Cooperation  
Private Bag X 152  
Pretoria  
0001

Submissions should be posted to be received or hand delivered to the mentioned addresses on or before 11:00 on the \_\_\_\_\_/\_\_\_\_\_/2012.

Prospective service providers/suppliers are encouraged to submit their proposals before the closing time and date, as late submissions will not be accepted.

*E-Mailed or faxed submissions shall not be accepted.*

**A compulsory briefing session will be held at Department of International Relation, 460 Soutpansberg Road, Queenswood, Pretoria on \_\_\_\_\_/\_\_\_\_\_/2012 at 10:00. Interested bidders are invited to attend.**

Non compliance with any of the above conditions will result in the disqualification of the bid.