



**TERMS OF REFERENCE FOR THE
SECTOR SKILLS PLAN (SSP)
UPDATE FOR SCHOOL GOVERNING BODIES CONSTITUENCY
APPOINTMENT OF RESEARCH ORGANISATION
RFQ12c-2013/14**

PURPOSE / PROBLEM STATEMENT

The ETDP SETA was established in 2000, in terms of the Skills Development Act, No. 97 of 1998(as amended). It was relicensed from 2005-2011 and from 2011-2016. The ETDP SETA operates in the 9 Provinces of the Republic. The Head Office is located in Johannesburg.

The scope of services is to conduct research for the annual update of the Education, Training and Development (ETD) Sector Skills Plan (SSP) for the 2014/15 period. The main focus of the SSP Update is **analysing and gathering skills demand and supply data from active and participating ETDP SETA constituent levy payers and non-levy payers as well as determining skills development training needs and interventions** for the School Governing Bodies Constituency.

The Skills Development Act, 2008 stipulates that Sector Education and Training Authorities (SETAs) must compile a 5 year sector skills plan (SSP) within the framework of the National Skills Development Strategy (NSDS), which must be updated by 31 August of every year. The NSDS III, Goal 4.1 speaks to the need for SETAs to establish a credible institutional mechanism for skills planning, and professionally researched sector skills plans that provide sound analysis of the sector, skills demand and supply, and articulate sector strategies to address skills development needs. To support this goal, the ETDP SETA wants to become a centre of excellence for providing evidence based intelligence about skills demand and supply and shortages for its stakeholders

and constituencies who fall within its scope and to have a SSP that can be used by its stakeholders and constituencies as a reference for their planning. It aims to achieve this goal through developing partnerships with leading research organisations who are familiar with sector skills planning research and labour market information systems.

The ETDP SETA scope of coverage comprises of following constituencies and, or sub-sectors:

- Early Childhood Development centres
- Schooling including Reception Year (Grade R) including public and private
- School governing bodies as employers
- Further Education and Training (public and private)
- Higher Education and Training Institutions (public and private)
- Adult Basic Education and Training centres
- Non-governmental and community based organisations
- The Department of Basic Education (including Provincial Departments of Education)
- The Department of Higher Education and Training
- Research Organisations
- Libraries and Archives
- Political Parties as employers
- Trade Unions as employers

Based on the above, the ETDP SETA would like to contract a research partner to conduct research that will provide authentic data and labour market related information for updating the Annual SSP for 2014/15. The research partner appointed will be allocated the School Governing Bodies Constituency.

Scope of Work

The research for the School Governing Bodies Constituency has been informed by the limitations of the previous year's SSP Update for the ETD sector.

Whilst the ETDP SETA has twelve constituencies the focus of this research project will only include the updating of SSP information for the School Governing Bodies Constituency:

Area of Research	ETDP SETA Constituency Coverage
School Governing Bodies as Employers	School Governing Bodies from Schools – public and private

The main scope of the 2014/2015 SSP Update for School Governing Bodies as Employers:

- compile information on the sector profile using PESTEL analysis. Include reference to national as well as provincial contexts such as numbers and spread.
- customise research tools to collect qualitative data in terms of labour market related information to supplement WSP/ATR information for the respective constituency – include learning programmes (such as learnership, internship, apprenticeship, workplace experience/learning), 7 developmental and transformation imperatives (age, race, disability, gender, rural, HIV/AIDS, and class) and policy imperatives.
- analyse WSP/ATR data for 2013/2014 for School Governing Bodies as Employers
- confirm and validate information on scarce and critical skills with relevant stakeholders for School Governing Bodies as Employers across provinces
- compile labour market information with respect to supply and demand of skills in terms of scarce and critical skills for the constituency as well as identify any new skill demand areas in terms of future growth projections
- update information in terms of alignment with key national policy imperatives such as the new SETA Grant Regulations (Government Gazette dated 3 December 2012) with respect to identification and confirmation of PIVOTAL programmes for the respective constituency; as well as updating challenges, interventions, and key priority areas for ETDP SETA programme interventions

1. Research Approach

The SSP Update for 2014/2015 will focus on gathering evidence based research through collecting, analyzing and validating data relating to the identification of scarce and critical skills for a specific ETDP SETA constituency. The main purpose of this research is to update the labour market information for the School Governing Bodies Constituency so

that there are credible scarce and critical skills information for planning skills development interventions that meet the needs of the constituency and employers.

The research methodology will include quantitative and qualitative components. There is a need to ensure that sources relating to the databases of each constituency are validated so that baseline information relating to maximum number of employers and learner information for a constituency is updated. For instance, the data relating to WSP/ATR submissions by employers may not be sufficient to understand scarce and critical skills because it is not representative of the total subsector within the ETD sector. Whilst the WSP/ATR focuses on employee data there is also a need to understand the number of learners in the subsector. The research aims to collect and update information relating to both the national skills development picture of a constituency as well as provincial data, where possible, and identify any gap areas in terms of data.

In order to reach stakeholders who currently are not on any of the databases available to the ETDP SETA including the SARS database, the snowballing methodology will be used. The snowballing methodology involves using stakeholder organisations and constituency members as points of referral to other organisations in their areas or communities that offer ETD related services. This methodology is particularly effective for reaching non-levy payers that have not been accessed by the ETDP SETA.

The appointed research partner will work closely with the Research and Skills Planning Unit to collectively plan the methodology, activities, timelines and deliverables for the respective constituency SSP update.

2. Research Activities

1. Gather evidence based research through collecting, analysing and validating data relating to the identification of scarce and critical skills for the School Governing Bodies Constituency across provinces
2. Validate sources relating to the databases of the School Governing Bodies Constituency so that baseline information relating to maximum number of employers, learner information and training providers is updated.
3. Utilise standardized research tools to collect qualitative labour market related information in consultation with the Research and Skills Planning Unit of the ETDP

SETA. A questionnaire will need to be customised to reach employers that have not been submitting WSPs/ATRs as well as non-levy paying organisations.

4. Administer questionnaires for collecting information from employers who have not submitted WSP/ATR applications as well as additional qualitative information required from employers
5. Conduct interviews and validate information on scarce and critical skills, demand drivers, priorities and projections
6. Analyses questionnaires and interview data
7. Analyses WSPs for 2013/2014 and ATRs for 2012/2013 period for respective constituency in order to determine scarce and critical skills, demand drivers, priorities and projections
8. Recommend specific skills development interventions and priorities for the School Governing Bodies Constituency.
9. Draft reports for consultation with ETDP SETA stakeholders and governance structures
10. Consult sub-sector stakeholders, constituencies and ETDP SETA governance structures
11. Liaise with ETDP SETA units through the Research and Skills Development Unit, who will then engage with the relevant provincial ETDP SETA Manager/Constituency Support Manager or ETQA Manager for the purpose of making requests or seeking assistance.
12. Draft a final report for the School Governing Bodies Constituency so that the input can be used for the Annual ETD SSP Update for 2014/2015.

3. Research Outputs

The School Governing Bodies Constituency SSP Update report for 2014/2015 will be developed to cover the following components:

1. Sector Profile Update

- Identify and include Political, Economic, Social, Technological, Environmental and Legal factors (PESTEL)
- Include national and provincial profile information
- Identify and include information on policy framework, institutional profile and economic profile

2. Supply and Demand of Skills

2.1. Demand Update

- Identify and include factors impacting on demand
- Confirm Scarce skills demand – analysis the number of people required in terms of which occupations and the skills required
- Confirm Critical skills needs per occupations – analysis of what top-up skills are needed for which occupations, possible programmes to address the need and reasons why such skills are needed

2.2. Supply Update

- Qualifications levels of the current workforce in the constituency
- Entry requirements and relevant learning pathway routes for occupations within the School Governing Bodies Constituency labour market
- Number of providers and curriculum for scarce and critical skills needs of the School Governing Bodies Constituency; what gaps exist?
- Skills supply analysis – confirm what types of qualifications or skills programmes are offered to address demand and/or gap areas and where providers are located to address the need. In addition, confirm number of learners who have achieved qualifications offered by accredited providers.

2.3. Priorities and Projections

- Demand and supply analysis - identification of gaps and what needs to change
- Confirmation of Scarce skills priorities according using occupational codes in OFO Version 2013
- Confirmation of Critical skills priorities using occupational codes in OFO Version 2013

3. Sector Strategy

- Identify and include new/merging sector challenges that need skills development support such as the impact of the new SETA Grant Regulations (Government Gazette dated 3 December 2012) with specific reference to PIVOTAL programmes and outline possible strategies to address the challenges including reference to national and provincial contexts

- Include ETDP SETA specific contribution and interventions for Private FET constituency
- Include ETDP SETA strategic, organisational and operational alignment to address needs

4. Standards

The SSP Constituency Update for 2014/2015 must be drafted according to the criteria set by the ETDP SETA. The SSP must undergo consultations with ETDP SETA stakeholders, constituencies, governance structures and management.

The appointed research organization must have in place a capacity building plan to transfer skills to the ETDP SETA staff of the Research and Skills Planning Unit and this must form part of the project plan submitted.

5. Reporting

The researchers will report to the HoD: Research and Skills Planning. The researchers will draft project plans that will indicate timelines, milestones and deliverables. The draft project plan will be an annexure of the service level agreement (SLA) and form the basis for monitoring and reporting.

The Higher Education and Research (HER) Chamber will also act as a reference group and will monitor the implementation of the SSP processes. In addition, a SSP reference group made up of stakeholders nominated by each of the five chambers as well as additional experts will meet to engage with draft Constituency SSP report. The final SSP Constituency Report will be used to update the ETD SSP Update for 2014/2015 which is presented to Exco and the Board prior to submission to the DHET.

6. Payment

A maximum of R200 000.00 has been allocated for the School Governing Bodies Constituency SSP process. Payment will be made in accordance with agreed milestones contained in the SLA

7. Duration

The Terms of Reference is specific to meet critical SETA deadlines to the Department of Higher Education and Training (DHET). Once the SLA is signed the core activities relate to the period June to November 2013. A draft report focusing on the sector profile information is due in early August 2013 so that it enables each constituency report to be consolidated into an updated ETD SSP report which then is approved and submitted to DHET by the 31 August 2013. A preliminary draft report will be due at the end of September 2013. It is hoped that feedback from DHET will be given to the SETA and based on feedback it may require further input to be made to individual reports. The duration of the project is from June until 15 November 2013.

8. Programme of Implementation

Activity	June 2013			July 2013			August 2013			September 2013			October 2013			November 2013		
Researchers briefed and SLAs signed																		
Tools review/development																		
Literature research																		
Data collection – analysis of databases																		
Data collection – interviews																		
Data collection – survey																		
Data collection - WSP/ATR analysis																		
Drafting SSP inputs																		
SSP reference group/ chambers																		

consultation																																															
Exco. and Board approval and submission of SSP																																															
Revisions/Input made to reports based on DHET feedback, as required																																															

9. Project Management

The research partner will be managed within the Research, Skills Planning and Constituency Support Division of the ETDP SETA. The following reporting requirements will set up and managed in order to meet deliverables:

- The project will be regularly monitored at determined intervals according to identified outputs
- The monthly report will be delivered in an agreed format
- The details of identified risks will be included in the monthly report
- Feedback meetings will be arranged
- No changes to the project will be effected unless prior approval
- The research partner managers will report to the HoD: Research and Skills Planning.
- The appointed research partners will draft project plans with clear time lines, milestones and deliverables for approval by the HoD: Research and Skills Planning.

The draft project plans will be an annexure of the service level agreement (SLA) and form the basis for monitoring and reporting.

10. Technical Proposal

The proposal must include a cover letter indicating the relevant research expertise with respect to the School Governing Bodies Constituency outlined above. The proposal must also include

- the name of researchers who will form the research team for the SSP Update of the School Governing Bodies Constituency;
- contact details of the key person, in the case of a research unit.
- areas of expertise in the specified constituency;
- plan outlining research methodology and project outputs
- funding plan in relation to the project plan

11. Evaluation Criteria

Stage 1

The following criteria will be used to evaluate functionality:

NO.	CRITERIA	WEIGHT
1.	Proof of conducting Labour Market Information studies previously or involvement in Sector Skills Planning Update previously	10
2.	Proof of capacity to conduct Labour Market research	10
3.	Research proposal for the SSP Update relating to specific ETD subsector/constituency expertise	30
4.	Profile of key researchers to be attached.	10
TOTAL		60

The minimum qualifying score for functionality is **45 points out of 60 points** and bids that fail to achieve the minimum qualifying score will be disqualified.

- Only bids that achieved the minimum qualifying score / percentage for functionality will be evaluated further in **(stage 2)** accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations 5 and 6.
- Points scored by qualifying bidders in stage one(1) will not be taken into consideration for evaluation in stage two (2)

The following descriptors will apply when scoring for functionality:

1. Proof of hosting similar projects

The institution/expert will be scored in relation to:

- If the organisation has conducted similar research before

- Proof that the organisation has conduct similar type research
- Minimum of one hardcopy report based on similar research attached
- Are there three contactable references on research conducted
- Proof of Endorsement of successful research – not same as reference, answering the brief

2. Proof of capacity to conduct Labour Market Research

The organization will be scored based on the following:

- Research expertise in research area and staff capacity to deliver on SSP Update for the identified ETD sub-sector/constituency
- Related infrastructure to support the research process
- Ability to manage project and provide research support to the ETDP SETA relating to topics on labour market intelligence and skills planning
- Data management and analysis capacity

3. Research project proposal for the SSP Update relating to School Governing Bodies Constituency. This will be scored based on the following:

- Detailed research project plan outlining:
 - project aims, objectives,
 - scope of work
 - allocation of the budget
 - outcomes, outputs and deliverables/milestones for delivery
- Detailed plan of research methodology in relation to the research scope

4. Profile of key researchers and CVs to be attached (Project Management Structure)

This criterion will be scored in line with:

- Project management structure with clearly defined roles and responsibilities
- Details of the experience of key staff, especially those directly responsible for the research
- Project management team's CVs including qualifications of researchers
- Race and gender breakdown of the personnel/team

Stage 2

The 80/20 preference point system shall be applicable :

Price	80
B-BBEE status level of contributor	20

12. Bid Conditions

- Original SARS Tax Clearance Certificate
- Bidders must submit certified or original copy of BBEE Certificates from SANAS accredited Verification Agencies in order to be eligible for empowerment points. In case of Exempted Micro Enterprise (EME) a letter from the Accountant Officer /Auditor confirming turnover of the business is required.
- Non-submission of BBEE certificate will not lead to disqualification but no preferential points will be earned.
- Companies who form joint venture must submit a consolidated B-BBEE Verification Certificate for this bid only
- Bids submitted are to hold good for a period of 90 days.
- In order to facilitate a transparent selection process that allows equal opportunity to all services providers, the ETDP SETA will adhere to its policy on the appointment of services providers.
- Late bids will not be accepted.
- Company Profile

13. MANDATORY DOCUMENTS MUST BE COMPLETED AND SIGNED.

- Covering letter/ Invitation
- The budget must be included as part of the proposal/project plan.
- Organizations are required to submit a Valid SARS Tax Clearance with their proposal.
- Preference Certificate as part of the Preferential Procurement regulations, 2001– SBD 6.1(Must be signed in order to claim points)
- Bidders past history – SBD 8
- Declaration of Interest – SBD 4
- Certificate of Independent Bid Determination – SBD 9

NB: ALL JOINT VENTURES/CONSORTIUMS/PARTNERSHIPS – must submit all the documents for each partner and Consolidated B-BBEE certificate meant for this bid.

QUOTATION DOCUMENTS PACK / BID PACK

All Quotes/Bids (completed submitted in (x2 COPIES) 1 x Original and 1x PDF copy). Documents for participation are available must be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Tenders as from 27th June 2013.

All signed applications must be completed in hard copy addressed and posted to the Education, Training and Development Practices – Sector Education and Training Authority, **Riverwoods Office Park; 24 Johnson Road; Bedfordview; Johannesburg** or can be hand delivered to the ETDP SETA offices on or before the specified closing date.

14. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00 on Friday the 05th of July 2013** and clearly marked **ETDP SETA SECTOR SKILLS PLAN (SSP) UPDATE FOR SGB CONSTITUENCY RFQ 12c-2013/14**

15. CONTACT PERSON

NO telephonic or any other form of communication relating to this proposal will be permitted with any other ETDP SETA member of staff either by Bidders (as collective bidding team or individual team(s) of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below.

Any means of attempting to influence adjudication process or outcomes of adjudication process will result in immediate disqualification.

Please note that the ETDP SETA reserves a right not to accept the lowest tender or any tender in part or in whole. ETDP SETA normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is technically acceptable.

Kindly note: that the ETDP SETA is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of a bid before closing date

All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Manager: Email: tenderers@etdpseta.org.za