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BID NO: SCMU: 01 - 2020/21

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE IMPLEMENTATION OF LABOUR MARKET ANALYSIS STUDY FOR THE LIMPOPO DEPARTMENT OF EDUCATION

1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan, 2030. The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employees and employers in the ETD sector.

Moreover, the ETDP SETA has established provincial offices in all nine provinces in order to ensure that implementation of programmes promptly reach anticipated audiences.

The ETDP SETA reserves the right not to award the BID.

2. PURPOSE AND OBJECTIVES

2.1. PURPOSE OF THE PROJECT

The ETDP SETA intends to appoint a qualified Service Provider or a research partner to conduct Labour Market Analysis Study which will provide empirical data in the Limpopo Department of Education. This labour market related Information will assist the provincial department to establish the profile of teachers in the education system and provide information that will be used to do proper Human Resources planning and on informed skills forecasting for the mid-term (2020 – 2025) within the Limpopo Department of Education.

2.2. GOAL and OBJECTIVES

The goal of the Labour Market Analysis is to gather, analyse and validate short, medium and long-term empirical data relating to the improvement of Human Resources planning and skills needs forecasting in the Limpopo Department of Education.

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Website: www.etdpseta.org.za e-mail: info@etdpseta.org.za Anti Corruption Hotline: 0800 204 937

E-mail: etdpseta@tip-offs.com

The critical elements of the Labour Market Analysis Study are the following:

1. The Labour Market Analysis Study should be able to respond to the following issues:
 - a) How many teachers have left and returned to the system in the recent past (2015- to date). This must be a correlation of various sources and triangulated process and just the tabulation of numbers. It must also be presented according from the level of circuits to the province and occupational categories.
 - b) The study must also provide data around the schooling level/s (Primary or Secondary) which is/are experiencing a high level of turnover i.e. those leaving and re-joining the system?
 - c) What are the prevailing reasons for those who left and those who returned?
 - d) What sort of interventions did those who left the system received before they left? Were such interventions accredited/not accredited? Did such interventions assist these teachers to gain Professional Development Points on SACE system?
 - e) The study should also investigate the same as (as in c above) for the returning teachers.
 - f) The study should compare existing training and development Interventions versus the needs identified for the purpose of closing the gaps.
 - g) What are the common major subjects of teachers leaving (and re-joining) the system, teacher graduates or Trainee Teachers per school type, circuit and education district?

Geographic Locations and contact persons for the Labour Market Analysis Study are as per the attached document.

3. PROJECT SCOPE AND REQUIREMENTS

3.1 SUGGESTED SAMPLING

1. Data collection in two circuits in purposively selected Primary and Secondary Schools (One good performing and one poor performing circuits) in each of the 10 education Districts. This translates into a total of 160 Schools.
2. Population in terms of total Number of Educators employed in five Primary and three Secondary schools (160 schools in total) in the two selected Circuits per district.
3. In the selected Public Primary and Secondary schools, the actual employment profile in each school must be drawn as follows:
 - a) Gender
 - b) Disability
 - c) Race
 - d) Age
 - e) Qualification and Major Teaching Subjects
 - f) Subjects being taught by the teacher
 - g) Number of teaching years

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3.2 CAPACITY BUILDING

The appointed service provider must have in place a capacity building plan to transfer skills both to the Limpopo Department of Education and ETDP SETA staff in the province and this must form part of the project plan to be submitted.

3.3 REPORTING

The appointed service provider will report to the Provincial Manager of the Limpopo provincial office of the ETDP SETA together with the Director – HRD and PMDS of the LP Department of Education through the draft project plans by the partner. These project plans will indicate timelines, milestones and deliverables for the project. The project plans will be an annexure of the Service Level Agreement (SLA) and form the basis for monitoring and reporting. The appointed research partner will work closely with the Research and Skills Planning Unit to collectively finalise the methodology, activities, timelines and deliverables. However, these must form part of the bidding by the research partner.

The service provider should have the expertise in conducting research that will provide authentic data and labour market related information to inform the SSP update for 2021-22.

Payment will be made in accordance with agreed payment schedule contained in the SLA and must be denominated in South African Rand value.

The research partner should submit a detailed **ALL INCLUSIVE BUDGET** for the project. No additional fees will be entertained thereafter.

4. PROJECT DELIVERABLES

The key deliverables for this project are as follows:

- I. **Project Execution Plan (or Inception Report)**
 - A detailed work plan outlining the research methodological approach, resource tools and allocation, costs, timelines (realistic and with key milestones) and deliverables including provincial/institutional consultations.
- II. **Proposed Approach**
 - The service provider is required to propose an approach to address the above requirements as well as the following:
 - (a) Project management proposed methodology
 - (b) Project schedule
 - (c) The proposed Labour Market Analysis Methodology
- III. **Documentary and Literature Review Report**
 - Collection of documentation and desktop study

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- Thorough literature and document review of relevant policies, the ETDP SETA SSPs, National Development Plan, 2030, Human Development Strategy 2010 – 2030, latest Industrial Policy Action Plan, National Development Plan, 2030, White Paper for Post-School Education and Training (2013), Integrated Strategic Planning Framework for Teacher Education and Development in South Africa (2011 – 2025), Policy on Qualifications in Higher Education for Adult Education and Training Educators and Community Education and Training College Lecturers (DHET, 2014) other source both nationally and internationally.
- IV. **Draft Report of the key findings and conclusions**
 - Stakeholder Consultations, In-depth interviews and workshops with ETDP SETA stakeholders for the purpose of finalising the report must be conducted.
 - A sample of 160 Schools in both the Poor Performing a good performing Circuits
 - Streams of Subjects offered in those schools;
 - Comprehensive profiles of educators employed in the selected Schools including their genders, race, disability status, qualifications and field of specialisation, subject offered by those teachers, Areas needed for Professional Development, teaching experience and specific specialized areas
 - Vacant positions in those schools
 - Future teacher development and deployment prospects (given the need for 21st century skills to manage the fourth industrial revolution)
 - Recommendations for the Limpopo Department of Education
- V. **Final Report**
 - After inputs by the SETA and the Department

5. PROPOSAL REQUIREMENTS

The service provider is expected to submit a proposal containing information required in the subsections below:

5.1 Experience of Organisation

The service provider should provide evidence that it has completed more than 3 Labour Market Analysis reports within the last 5 years. A list of projects detailing clients, consulting projects completed, date completed, and contact details must be provided.

5.2 Compliance with standards.

The service provider must provide information detailing its Labour Market Analysis consulting capabilities, accreditations and certification were possible. The service provider shall provide certified documents as evidence that their organisation complies with applicable standards and frameworks.

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5.3 Qualification of Staff.

The service provider shall provide evidence that their staff are appropriately qualified to manage and deliver the project. A list of proposed key project resources detailing role, name, qualifications, and years of experience should be provided. The list should be accompanied by copies of qualifications for each resource. For the Project Manager, the provider should attach a CV.

6. DURATION OF THE PROJECT

It is expected that the ETDP SETA will enter into a Service Level Agreement (SLA) with the successful bidder for a period of eight (8) months. The SLA will commence on the date of the last signatory.

7. PERFORMANCE MEASURES FOR SUCCESSFUL BIDDER

The Service provider will be measured against the following:

- 7.1. Timing and quality of the inception report and project charter
- 7.2. Ability to meet deadlines
- 7.3. Accuracy and integrity of the Labour Market Analysis report
- 7.4. Ability to engage appropriately with relevant Limpopo Department of Education officials in Districts, Circuit and Schools
- 7.5. Quality of documentation produced

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8. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the **PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000** and **Preferential Procurement Regulations, 2017**. The evaluation will be guided by ETDP SETA procurement policy.

Note: Envelop A must have documents from Stage 1 and Stage 2

8.1. STAGE 1

Bidders will be evaluated on the submission of the requested mandatory documents.

8.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR STAGE 1 EVALUATION

1. Profile of the organization
2. Invitation to Bid - SBD 1
3. Declaration of Interest – SBD 4
4. Declaration of Bidder's Past Supply Chain Practices – SBD 8
5. Certificate of Independent Bid Determination – SBD 9

NB: Failure to submit any of the above-requested mandatory documents will lead to disqualification.

8.2. STAGE 2

- The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.
- The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be disqualified.
- Only bids that achieved the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 (as stated in Evaluation Criteria on page 8 a) and d) preference point systems prescribed in Preferential Procurement Regulations 5 and 6.



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The evaluation criteria for functionality will be as below:

NO.	CRITERIA	POINTS
1.	Experience: Proof of conducting similar or related Sector Skills Planning research projects. Reference letters showing history of successful implementation of similar research projects must be submitted in support of this. The following must be indicated by the letter: ➤ Name of the project ➤ Nature of work conducted ➤ Date of when project was undertaken ➤ Duration of the project Contactable reference: ○ Four (4) or more letters submitted = 25 points ○ Three (3) reference letters submitted = 15 points ○ Two (2) references letters submitted = 10 points ○ One (1) reference letters submitted = 5 points NB: Reference letters must be on company letter head, signed and dated. Any letter that does not have all the 4 items above cannot be considered.	25
2.	Proof of capacity to conduct Labour Market Research Project Manager's experience in successfully conducting/managing similar projects (provide a C.V with three contactable references and certified copies of relevant academic qualification(s)): a. CV with 5 or more years' experience with a PhD/Masters plus registration with a professional body = 25 points b. CV with 5 or more years' experience with a Master's Degree = 15 points c. CV with 5 or more years' experience with an Honours Degree = 10 points d. CV with 5 or more years' experience with a Bachelor's Degree or lower = 5 points NB: Experience of the project manager must be relevant to the project. Registration with research professional bodies will be an added advantage.	25
3.	Research Project Plan: The following should be indicated: I. Research methodology indicating the approach for the project (including: literature and documentation review, data collection approaches, data collection tools, sample and sampling approach, examples of questions suggested under each of the six chapters). II. Detailed project plan to include all deliverables indicated (including roles for different researchers and provincial consultations). III. Resource tools and allocation IV. Clear implementation plan with a Gantt chart and timelines (within the prescribed	50

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period of 6 months)	
V. Detailed activity-based budget (in South African Rand, including VAT). The proposed project costs must be all inclusive (i.e. including incidental costs, travel costs, disbursements, etc.).	
VI. Skills Transfer Plan	
a) 6 of the above-mentioned areas are thoroughly addressed	= 50 points
b. Only 5 of the above-mentioned areas are thoroughly addressed	= 40 points
c. Only 4 of the above-mentioned are thoroughly addressed	= 30 points
d. Only 3 of the above-mentioned are thoroughly addressed	= 25 points
e. 2 or less of the above-mentioned areas are thoroughly addressed	= 10 points
NB: Research should be guided by Goal and Objectives under 2.2 above.	
TOTAL	100

Bidders must provide documents to justify awarding the above points, and such proof should include details of contactable references to validate the information submitted. Points will be awarded on a sliding scale.

Please take note of the value and scoring point system of your bid.

PRESENTATION

Shortlisted providers will be required to prepare and deliver a presentation of their proposal addressing section 2 of the evaluation criteria. The presentation will be evaluated.



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8.3. STAGE 3

PRICING SCHEDULE DOCUMENTS

- a. Price Proposal - (*Price must be final, include VAT and signed*)
- b. Valid Tax Clearance Certificate or Unique security personal identification number (PIN) issued by SARS
- c. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2017 - SBD 6.1 (*If claiming preferential points*)
- d. B-BBEE certificate or sworn affidavit (*If claiming preferential points*)

80/20 preference point system shall be applicable as follows:

- | | |
|---|----|
| ✓ Price | 80 |
| ✓ B-BBEE status level of contributor | 20 |
| ✓ In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers. | |



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9. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
3. Bids which are late, incomplete and unsigned will not be accepted.
4. Bidders with a turnover above R 10 million must submit a valid certified B-BBEE Verification Certificate from SANAS Accredited Verification Agency in order to be eligible for empowerment points.
5. An Exempted Micro Enterprise (EME) is only required to submit a sworn affidavit or a Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover of R 10 million or less and level of black ownership to claim points.
6. A Qualifying Small Enterprise (QSE), is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership or a B-BBEE level verification certificate to claim points as prescribed.
7. B-BBEE Certificates obtained from Accountants/ Auditors after 31 December 2016 will no longer be accepted.
8. Companies who bid as a joint venture must submit a consolidated B-BBEE Verification certificate prepared for this bid only, from SANAS Accredited Verification Agency in order to be eligible for empowerment points. Companies who form part of this joint venture MUST have an accreditation certificate with relevant authority as stated in Mandatory documents.
9. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
10. Bids submitted are to hold good for a period of 90 days.
11. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
12. All suppliers must be registered on the Central Supplier Database. No bid will be awarded to any supplier by ETDP SETA that is not registered on the Central Supplier.
13. Companies that are in the process of de-registration in the CIPC will not be considered.
14. Service Provider must provide proof of Public Liability Insurance.
15. The successful service provider must sign the penalty and termination clause as part of the agreement with ETDP SETA.

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10. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation must be downloaded from the ETDP SETA website: www.etdpseta.org.za ,
Main Menu > Supply Chain Management > Procurement > Tenders as from **12h00 on 31 August 2020**.

Bidders must submit technical and financial proposals in two separate envelopes clearly marked "Envelope A-Technical Proposal" and "Envelope B- Financial Proposal".

Envelope B must include the complete and Price Proposal and Valid Tax Clearance Certificate or *Unique security personal identification number (PIN) issued by SARS and must be in SARS letterhead* (Mandatory) & fully completed SBD 6.1 form and/ or B-BBE Certificate or a signed Sworn Affidavit (if claiming preferential points).

All Bids/Proposals must be SUBMITTED via an email to tenderers@etdpseta.org.za

Submissions can be sent between 08h00 and 16h30 Monday to Friday **BEFORE** the closing date and time of 11h00 on **22 September 2020**.

No late submission will be accepted.

11. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before 11h00 on **22 September 2020**.

12. CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual 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 THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

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

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.