

TERMS OF REFERENCE TO SOURCE A SERVICE PROVIDER TO UNDERTAKE A RESEARCH STUDY TO INVESTIGATE THE NATURE OF DEMAND AND SKILLS SUPPLY REQUIRED WITH THE CHANGING TECHNOLOGY IN THE MMS.

1. INTRODUCTION

The Mining Qualification Authority (MQA) is a public entity regarded as a Sector Education and Training Authority (SETA) in terms of item 4A to the second schedule of the Skills Development Act, Act no. 97 of 1998 (SDA). The MQA is listed as a schedule 3(a) public entity in terms of the Public Finance Management, Act no. 1 of 1999 (PFMA) and has an Accounting Authority (the Board) that is constituted in terms of the MHSA, the SDA and its constitution.

The MQA is expected to inter alia respond to the National Development Plan (NDP) which aims to eliminate the historical and structural poverty, unemployment and reduce inequality by 2030. The NDP seeks to build the capacity of South African citizenry to ensure that South Africa has adequate, appropriate, and high-quality skills for economic growth, employment, and social development. The National Skills Development Plan (NSDP) among others, responds to it by outlining outcomes to be met by various agencies through various interventions to increase access to high quality and relevant education and training and skills development opportunities, including workplace learning and experience, to enable effective participation in the economy and society by all South Africans and reduce inequalities. The government's Economic Recovery and Reconstruction Plan has been developed to contribute towards the recovery and rebuilding of the economy following a period of stagnant economic growth and the outbreak of Covid 19 pandemic. To this end, the skills strategy has been adopted to support the implementation of the ERRP in which core and enabling delivery interventions were identified and organisations including SETAs are required to take action that that seeks to achieve the goal.

2. OBJECTIVE OF THE REQUEST FOR PRPOSALS

The MQA wishes to appoint a service provider to undertake a research study into the nature of demand and skills supply required with the changing technology in the MMS. To address this requirement; the MQA has adopted a strategic approach that seeks to put research at the centre of planning and inform decision making. This being achieved through the following by:

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- Monitoring external trends in education and training, nationally and internationally, and promote a learning and development culture to support continuous learning and improvement in the MMS.
- Developing a robust and reliable sector Labour Market Intelligence (LMI) framework and institutional capacity to make informed planning decisions.
- Identifying and leveraging Research and Skills Planning partnerships.

In the context of this imperative, MQA is mandated to commission research that will provide insights into the nature of skills demand and supply of skills related required with the changing technology in the MMS. The research should be able to provide knowledge that will assist the MQA to develop a fit to purpose strategy and models that addresses skills shortages and gaps in the subsectors across the MMS.

3. SCOPE OF WORK

For the study to achieve the above, the scope of work includes the following:

Focus: Study the skills demand and the nature of supply for the skills required within all subsectors in the MMS.

Key features of the study.

- What is the nature of skills demand in relation to the occupational profiling?
- Outline the extent and nature of the current skills supply (education and training provision).
- Identify the skills mismatches between supply and demand.
- Outline in detail the nature and type of skills development interventions that can be implemented to address the identified skills mismatches.
- Identify and outline various ways of leveraging on cross-sectoral training to address the skills demand in the MMS.
- Identify SMART recommendations for MQA to implement over the short, medium, and long-term period.

4. EXPECTED OUTCOMES AND DELIVERABLES

The Service Provider shall undertake the research aimed at investigating the nature of demand and skills supply required with the changing technology in the MMS. The key deliverables for this project are as follows:

- I. Project Execution Plan (or Inception Report)

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- A detailed work plan outlining the research methodological approach, indicators, resource tools and allocation, costs, timelines (realistic and with key milestones) and deliverables including provincial/institutional consultations.

II. Research Tools and methodology Plan

III. Fieldwork Report as per below requirements

- 60% response rate per subsector (9-subsectors) on electronic and manual questionnaires/surveys
- 1 focus group discussion per province (physical attendance/participation in all 9 Provinces)
- 2 national workshops inclusive of all 9-subsector representation
- In-depth interviews should include but not limited to the following:
 - 5 companies and 1 organised labour representative for all 9 subsectors in the MMS of different sizes (small, medium, large)
 - A mixture of different types of mining companies such as surface and underground mining should be included
 - Employer affiliation bodies within the MMS (minimum of 2)
 - Labour/union reps within the MMS
 - Training providers within the MMS (2 per subsector)
 - DMRE and related agencies
 - DTI
 - Nelson Mandela Mining Precinct
 - CSIR
 - MEMSA and
 - Any other related entities in relation to the project scope/focus

IV. Raw Data Report – Knowledge Tracking

- Documentation of key informants,

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- Statistics
- Journal articles
- Data sources (local and international)
- Conference/forum data
- Transcripts
- Observations
- Policies

V. Drafts and Final Reports of the key findings and conclusions, which include:

- Stakeholder consultations, in-depth interviews, focus groups and workshops with MQA stakeholders for the purpose of finalising the report.
- PowerPoint presentation of research reports and its findings to different forums to the maximum of 5 meetings as the need arises

VI. Closeout report.

5. TIME SCHEDULE

The successful service provider will be expected to commence with the work upon appointment with the project closing on 30 November 2023.

6. INTEGRITY AND CONFLICT OF INTEREST

The service provider shall, always, exhibit the highest level of integrity in the performance of all professional assignments and will accept only assignments for which there is a reasonable expectation that the assignment will be completed with professional competence.

The successful service provider is required to conduct the assignment and compile the required reports with the utmost integrity and honesty and collect sufficient, appropriate evidence to ensure that the ultimate solution will assist the MQA to achieve its organisational goals and objectives.

7. PROJECT MANAGEMENT

The service provider appointed shall be given instructions by or shall report to the appointed project manager.

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8. PROJECT PROPOSAL

The successful bidder will be required to submit the following:

8.3 The successful bidder will be required to submit the following:

8.4 A short profile of the bidder

8.5 All the documents required as per the evaluation criteria

8.6 Details of the cost/fee breakdown for the services to be rendered

9. SUBMISSION

- One (1) set of original proposal documents accompanied by four (4) hard copies **Or** preferable submit a memory stick with your proposal.
- Electronic submission of the proposal documents is allowed; the electronic submissions may be forwarded to [**tenders@mqa.org.za**](mailto:tenders@mqa.org.za).

10. PROJECT OUTLINE

The service provider must submit a comprehensive project outline with deliverables and milestones for consideration and approval by the MQA. The project should be implemented within section 5 of this ToR.

11. PROJECT PRICING

11.1 The amount quoted must be denominated in South African Rand, and should include VAT.

11.2 The quoted price should be as per the scope of work.

11.3 In line with the Preferential Procurement Regulations 2017; the MQA may subject the award of the tender to price negotiation with the preferred bidder. This will however be exercised subject to the following principles:

11.4 Negotiation may not allow any preferred bidder a second or unfair opportunity

11.5 Is not detriment of any other bidder; and

11.6 Does not lead to higher price than the bid as submitted.

12. EVALUATION CRITERIA

Proposals for the appointment of the service provider will be evaluated in three (3) phases. The first phase will be compliance requirements, the second phase will be functionality, and the third phase will be pricing and BBBEE in accordance with the PPPFA.

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12.1 PHASE ONE (1): COMPLIANCE REQUIREMENTS

12.1.1 RETURNABLE DOCUMENTS TO BE SUBMITTED

- a) Proof of registration on Central Supplier Database System (CSD)
- b) Valid Tax Clearance Certificate (Refer to SBD 2: Tax Clearance Certificate Requirements) or Tax PIN
- c) B-BBEE Certificate of Measured Entity (if no certificate is received, a score of zero will be allocated for evaluation purposes)
- d) SBD 3.3: Pricing Schedule fully completed and appropriately signed;
- e) SBD 4: (Bidder's disclosure) Declaration of Interests Form fully completed and appropriately signed
- f) SBD 5: The National Industrial Participation Programme (if applicable)
- g) SBD 6.1: Preference Points Claim Form, fully completed and appropriately signed

NB: Bidders who fail to submit the above documents will be disqualified and will not be evaluated further, however, to the extent that the applicable laws and regulations permit, bidders will be contacted to address outstanding information within a reasonable timeline as determined by the MQA. The request for such outstanding information will not be information that affects the substance of the bid or that gives a bidder unfair advantage to the other bidders.

12.2 PHASE TWO (2): FUNCTIONALITY

Bids will be evaluated individually on score sheets by a representative evaluation panel according to the evaluation criteria indicated below. These functionality criteria will be broken down into a rating of no submission, poor, fair, satisfactory, very good and excellent.

The proposals will be evaluated on a five-point scale as follows:

0 = Required documents not submitted.

1 = Poor, does not meet criteria.

2 = Fair, less than acceptable. Not sufficient for the performance requirements.

3 = Satisfactory, adequate for the performance requirements.

4 = Very Good, above the average compliance to the requirement.

5 = Excellent, exceptional mastery of the requirement

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KPA	ELEMENT	WEIGHT	Scoring Matrix
KPA	FUNCTIONAL	100	
1. Research Proposal	<p>Provide Research Proposal made up of the following (clearly marked as headings in the proposal) elements:</p> <p>1.1. Introduction and background: highlight topics that are to be covered to address the topic.</p> <p>1.2. Problem statement: identifying and describing main gaps in literature, theory and or practice with respect to the topic</p> <p>1.3. The purpose: aims, objectives as well as the main research question/s that need to be addressed through the topic.</p> <p>1.4. Literature review: Briefly provide an overview of literature pertinent to the topic.</p> <p>1.5. Methodology: Briefly discuss methodologies</p>	30	<p>0 = No submission/submission of irrelevant documents</p> <p>1 (Poor) = Proposal without including the eleven (11) elements of the proposal.</p> <p>2 (Fair) = Proposal including less than eleven (11) elements of the proposal.</p> <p>3 (Satisfactory) = Proposal including all the eleven (11) elements of the proposal.</p> <p>4 (Very Good) = Proposal including all the elements of the proposal and risk register or mitigation plan.</p> <p>5 (Excellent) = Proposal including all the elements of the proposal, risk register and mitigation plan.</p>

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	<p>(preferably both Qualitative and Quantitative methodology) to be used and the justification of their choice.</p> <p>1.6. Target population and sampling approach: briefly discuss the target population and sample approach to be employed in the research and justify their suitability thereof.</p> <p>1.7. Data collection methods: briefly discuss at least two methods that will be used to gather primary data and justify their suitability.</p> <p>1.8. Data analysis: briefly discuss procedures for data analysis to be used to make sense of the required information, primary data</p> <p>1.9. Ensuring</p>		
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	<p>trustworthiness (reliability and validity): Briefly discuss how you will ensure rigour and quality of research findings</p> <p>1.10. Ethical considerations: briefly discuss how you ensure adherence to ethical norms and standards in research</p> <p>1.11. Limitations of study: briefly discuss the matters that are beyond your control that can hamper achievements of outcomes of research project</p>		
<p>2. Reference letters from different clients as evidence of related services successfully completed.</p>	<p>Proven company experience and expertise in providing research services. Submit a minimum of three (3) reference letters from different clients.</p> <p>For the reference letter to comply it must meet the following:</p> <ul style="list-style-type: none"> ➤ Be on the client's letter head, signed by relevant officials, dated, with 	<p>30</p>	<p>0 = No submission/submission of irrelevant documents</p> <p>1 (Poor) = 1 signed reference letter satisfying the minimum requirements set out in the element.</p> <p>2 (Fair) = 2 signed reference letters satisfying the minimum requirements set out in the element.</p> <p>3 (Satisfactory) = 3 or more signed reference letters satisfying the minimum requirements set out in the element.</p> <p>4 (Very Good) = 3 or more signed letters satisfying the minimum</p>

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	<p>contactable details (email/phone numbers), relating to work done within a period of 5 years prior to closing date of this request for proposal.</p> <ul style="list-style-type: none"> ➤ Narrating the title of the related research work conducted ➤ The reference letter must indicate that the work was executed successfully, or client is happy to recommend the service provider <p>NB: The MQA reserves the right to contact the provided reference clients via their provided contact details and should such reference clients not confirm the work and services as in the reference letter. The MQA shall consider such provided letter to not be compliant.</p>		<p>requirements set out in the element, with 1 letter indicating previous research experience in the MMS.</p> <p>5 (Excellent) = 3 or more signed letters satisfying the minimum requirements set out in the element, with 2 letters from 2 different organisations indicating previous research experience in the MMS.</p>
<p>3. Capacity to deliver (Experience and Qualifications of the key personnel). Submission of CVs and Qualification.</p>	<p>(a) Provide one (1) CV of capable a person at senior level (serving as the Project Manager) who has worked with research and has 3 years' experience in project management in research and a qualification pitched at NQF level 9.</p> <p>NB: The proposal must indicate the name of the</p>	<p>20</p>	<p>0 = No submission</p> <p>1 (Poor) = A CV provided of a qualified person with 1 day – less than 24 months' relevant experience and with relevant qualification pitched at NQF level 9.</p> <p>2 (Fair) = A CV provided of qualified personnel with 24 – less than 36 months' relevant experience and with relevant qualification pitched at NQF level 9.</p> <p>3 (Satisfactory) = A Compliant CV provided of qualified personnel with 36 – less than 48 months' relevant experience and with relevant</p>

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<p>person to be evaluated for research project management experience, failure to which will result in a score of zero (0) being awarded.</p> <p>CV must also indicate where the experience was acquired, and certified copies of qualifications must be attached.</p> <p>The qualifications certifying date stamp must be valid for 6 months prior to the closing date of this request for proposal.</p> <p>(b) Provide at least one (1) CV of prospective project team member with a qualification pitched least at NQF level 8 serving as the senior researcher and with 2 years' experience serving as a senior researcher in conducting research.</p> <p>NB: The proposal must indicate the name of the person to be evaluated as Senior Researcher for experience in conducting research, failure to which</p>	<p>20</p>	<p>qualification pitched at NQF level 9.</p> <p>4 (Very Good) = A Compliant CV provided of qualified personnel with 48 – less than 60 months' relevant experience and with relevant qualification pitched at NQF level 9.</p> <p>5 (Excellent) = A Compliant CV provided of a qualified person with 60 or more months' relevant experience and with relevant qualification pitched at NQF level 9.</p> <p>0 = No submission.</p> <p>1 (Poor) = A CV provided of a qualified person with 1 day – less than 13 months' relevant experience and with relevant qualification pitched at NQF level 8.</p> <p>2 (Fair) = A CV provided of a qualified person with 13 – less than 24 months' relevant experience and with relevant qualification pitched at NQF level 8.</p> <p>3 (Satisfactory) = A Compliant CV provided of a qualified person with 24 - less than 36 months' qualification</p>
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	<p>will result in a score of zero (0) being awarded. CV must also indicate where the experience was acquired and certified copies of qualifications must be attached.</p> <p>The qualifications certifying date stamp must be valid for 6 months prior to the closing date of this request for proposal.</p>		<p>pitched at NQF level 8.</p> <p>4 (Very Good) = A Compliant CV provided of a qualified person with 36 – less than 60 months’ relevant experience and with relevant qualification pitched at NQF level 8.</p> <p>5 (Excellent) = A Compliant CV provided of a qualified person with 60 or more months’ relevant more months’ relevant experience and with relevant qualification pitched at NQF level 8.</p>
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All service providers who will score less than 60 out of 100 points for functionality will not be considered further and will be regarded as having submitted a non-responsive proposal.

12.3 PHASE THREE (3): BBBEE AND PRICE

The proposals will be evaluated on B-BBEE and Price using the 80/20 preference points system in accordance with the PPPFA guidelines.

Criteria	Points
Price	80
B-BBEE	20
Total	100

12.3.1 Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE status Level of contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
NON – Compliant contributor	0

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- 12.3.2 Service Providers must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or Registered Auditor approved by Independent Regulatory Board of Auditors (IRBA) or Sworn Affidavit, together with their bids, to substantiate their B-BBEE claims. The Exempted Micro Enterprise must submit a letter from the Accounting Officer who is appointed in terms of Close Corporation Act.
- 12.3.3 Service Providers who do not submit B-BBEE Status Level Verification Certificate or Sworn Affidavit are non-compliant contributors to be B-BBEE and do not qualify for preference points for B-BBEE.
- 12.3.4 The MQA may undertake a due diligence to qualifying service provider(s) on functionality.
- 12.3.5 The Mining Qualifications Authority reserves the right not to award the project to service providers.

13. TERMS AND CONDITIONS OF THE PROPOSAL

- 13.1 Awarding of this contract will be subject to the service provider's acceptance of the Supply Chain Management's general conditions of contract.
- 13.2 The appointed service provider will enter into a service level agreement with the MQA, which will include amongst others:
- 13.2.1 Period of agreement
 - 13.2.2 Project objectives and scope
 - 13.2.3 Method of communication
 - 13.2.4 Disputes; and
 - 13.2.5 Termination of contract and other specific matters will be agreed upon to form part of the service level agreement.
- 13.3 The MQA reserves the right to terminate the contract if there is clear evidence of non-performance or poor performance.
- 13.4 The basis of engaging service providers will be on an assignment basis.
- 13.5 In the event where there is more than one service provider accredited on the bid, and they have the necessary skills that are required to render a specific service, the MQA will issue out the Terms of Reference/Specifications to call for proposals and award the work accordingly.
- 13.6 The MQA reserves the right to interview service provider(s) that are short listed for a specific assignment (meaning that service providers may be requested to do a presentation for a specific project / assignment).
- 13.7. The MQA may at its sole discretion award an assignment or any part thereof to more than one service provider(s).
- 13.8. Payments will only be made for acceptable work completed and delivered.

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13.9. Any deviation from the project plan should be put in writing and signed by the project manager.

13.10. Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract.

14. CONTACT PERSONS FOR ENQUIRIES

All enquiries related to this bid call must be forwarded to:

Supply Chain Management Enquiries

Ms Tsholo Dilape

(011) 547 2600

E-mail Address: TsholoD@mqa.org.za

AND

Technical enquiries related to this bid must be forwarded to:

Mr Joseph Komane

Tel: (011) 547 2639

Email Address: JosephK@mqa.org.za