



Terms of Reference

CONTRACTING OF SERVICE PROVIDER FOR PROVIDING REFERENCE MANAGEMENT SOFTWARE LICENSES



1. Brief background

- 1.1 The QCTO is the custodian of the Occupational Qualifications Sub-Framework (OQSF), and is responsible for the quality assurance of qualifications, part qualifications, and skills programmes registered on the OQSF. The Research & Analysis Unit contributes to the mandate of the QCTO by providing research support to the rest of the organisation.
- 1.2 The use of Reference Management Software to store and share documents and references is standard practice in research units and institutions. The implementation of standard Reference Management Software programme in a Research Unit enables everyone to add references for other team members to view, allowing for cross-pollination and collaboration on research projects. It also ensures that adding references to research reports can be done easily and that all team members on a project can interact and add references without formatting difficulties as the software uses a MS Word plug-in that can add a pre-formatted reference list in the required referencing style to any document, based on the in-text citations.

2. Technical specifications

- 2.1 Must be able to provide four (4) one-year **individual licenses** for Reference Manager Software including at least **6GB of storage** per user.
- 2.2 Software must allow for collaboration between users as well as an MS Word plug-in for inserting document references.

3. Work schedule

- 3.1 The service provider will report to the Deputy Director: Research & Analysis but will also be required to liaise with IT in order to install software components if necessary.
- 3.2 Individual software licenses with a minimum of 6GB storage per user to be provided for 4 users.

4. Pricing Schedule

- a) Agreement Term: Licenses are for 12 months
- b) Payment Frequency: Payment upon agreed delivery date of software license.

Technical queries via email to:

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