



Terms of Reference

CONTRACTING OF SERVICE PROVIDER FOR THE UPTAKE IN OCCUPATIONAL QUALIFICATIONS PROJECT



1. Brief background

- 1.1 The QCTO is the custodian of the Occupational Qualifications Sub-Framework (OQSF), and the qualifications thereon, and in general the Occupational qualifications are intended to provide learners with skills relevant for employment, and by extension to provide the industry with a steady stream of qualified entrants into the labour market. The QCTO is also responsible for accrediting the Skills Development Providers (SDPs), TVETs, private colleges, and other private providers with intentions to offer occupational qualifications, part qualifications and skills programmes registered on the OQSF. All these institutions are responsible for the enrolment and administration of candidates as well as the teaching and learning of the theoretical and practical components of the qualifications they offer. As a result, it is imperative that the QCTO gathers data to determine the uptake of qualifications registered on the OQSF through the accredited SDPs, TVETs, private colleges and other providers. This information is essential to meet outcome 1, indicator 1.3 of the Revised Strategic Plan 2020-2025. The main aim of this project is to determine through uptake if there is a need for occupational qualifications, part qualifications, and skills programmes from the demand perspective (e.g. National list of occupations in high demand).
- 1.2 The information gathered is quantitative in nature and dates back ten years (2013-2022). There are very few national publications on factors related to occupational qualifications, part occupations and skills programmes on uptake and throughput. This publication will assist the organisation to understand its qualifications better in terms of the highest uptake or popularity, qualifications with low uptake, no uptake and so on. The output of the research will assist the QCTO to be strategic in promoting the growth of occupational qualifications that will be responsive to the sector, local, regional, and national skills need and priorities.
- 1.3 The biggest part of the project is gathering quantitative data from the various SETAs submitted by mainly SDPs and other providers of occupational qualifications, part qualifications and skills programmes.
- 1.4 The project is intended to be concluded by the end of the 2023/2024 financial year to meet outcome 1, indicator 1.3 of the Revised Strategic Plan 2020-2025.



2. Technical specifications

- 2.1 The service provider must ensure that the lead staff members assigned to this project has at least a Master's Degree in the following fields of study:
- (i) Education/Social Sciences or a related discipline, with a demonstrated track record of working with and publishing in the field of Occupational/Vocational training.
 - (ii) Computer Sciences/System Design/Data Management or equivalent qualification with specific reference to Information System Design, Management Information Systems including Statistics and Data Analysis.
- 2.2 The service provider must also be able to demonstrate a large and sophisticated data-gathering workflow with sufficient staff to be able to gather a large dataset, especially containing quantitative data.
- 2.3 The service provider must also be able to demonstrate that they understand different information systems and mining data from them.
- 2.4 The service provider must also be able to demonstrate that they can manage large datasets collected through various formats from different information systems managed by the SETAs.
- 2.5 The service provider must also be able to demonstrate the capability to transform datasets from different information systems and collate the data into one uniform database.
- 2.6 The service provider must also be able to demonstrate that they will be able to provide the QCTO with complete datasets in an agreed-upon format.
- 2.7 The service provider must also be able to show through previously conducted research projects that they have sufficient staff with the right skills and competencies to analyse large quantitative in a meaningful report.

3. Work schedule

- 2.1 The service provider will report to the Deputy Director: Statistical Reporting.
- 2.2 The service provider will consult with the Deputy Director: Statistical Reporting regarding the compulsory variables to be collected and the format of the final datasets to be submitted to QCTO.
- 2.3 The service provider will consult with the Deputy Director: Statistical Reporting regarding the types of analysis reports to be produced and the format of the report.
- 2.4 The deliverable dates will also be discussed.



2.5 The final report will be submitted to the QCTO on or before 28 February 2024.

4. Pricing Schedule

- a) Agreement Term: Approximately 6-8 months
- b) Payment Frequency:

Tranche	Study Phase	Deliverables	Percentage
Tranche 1	Project inception	<ul style="list-style-type: none"> Signed contract Inception report and project plan 	5%
Tranche 2	Uniform data collection tool	<ul style="list-style-type: none"> Finalise the data collection instrument with compulsory variables 	5%
Tranche 3	Data collection process	<ul style="list-style-type: none"> Collect data from at least 50% of the SETAs 	30%
		<ul style="list-style-type: none"> Complete data collection 	30%
Tranche 4	Data processing including data cleaning, data standardisation and collating the data into one single system	<ul style="list-style-type: none"> Collated and cleaned datasets in the correct format 	10%
Tranche 5	Data analysis and report writing	<ul style="list-style-type: none"> Data analysis reports and tables and visualisations in different formats 	10%
Tranche 6	Project closure	<ul style="list-style-type: none"> A complete project report 	10%
TOTAL			100%



Technical queries via email to:

Director: Research & Analysis Mr Marco MacFarlane on MacFarlane.M@qcto.org.za

Deputy Director: Statistical Reporting Mx Nthabeleng Lepota on Lepota.N@qcto.org.za

5. Submission

- a) Technical proposal with supporting documents and financial proposal must be sent to Tenders@qcto.org.za.

Please quote the correct RFQ number when sending your proposal.