CONDUCT AN ASSET AUDIT OF "TVET COLLEGE PROGRAMMES OF POTENTIAL FOR DEVELOPING SKILLS FOR THE INFORMAL ECONOMY"

Terms of Reference

Purpose

The Inclusive Economic Development (IED) research division within the Human Sciences Research Council (HSRC) is embarking on a project to explore how young South Africans can best be supported with education and skills development for the informal economy, in order to generate livelihoods, in a context of limited wage employment. This is a highly under-researched area, one with a great deal of potential to address issues of poverty, inequality and youth unemployment in South Africa.

IED requires a suitable organisation to conduct research in the TVET college sector, identifying programmes of potential that could be used to support youth with skills for informal sector livelihoods. The programmes of potential could be located in colleges anywhere in South Africa and could capacitate youth with a wide range of skills. The organisation conducting the research will be required to develop a set of criteria for determining excellent programmes of potential and for justifying the choice of these criteria, which will then be used in the research to describe the programmes.

Requirements:

The successful service provider is required to conduct the following:

1. Audit of 'programmes of potential', to be identified across the TVET college sector, based on a set of criteria constructed by the service provider
2. 15 Interviews and 4 webinars with TVET college personnel in these programmes of potential, exploring core components of these programmes
3. Transcripts or interview notes of 15 qualitative interviews with college personnel.
4. Ten short case studies (3 pages each) on these programmes of potential, their histories and key components
5. A brief 10-page report on how these programmes of potential could be used for youth livelihoods in the informal economy.

Evaluation criteria: Functionality

The following criteria will be applied:

Criterion	Weight

1. **Experience and track record of the firm:**
 	
• Experience in the TVET college sector minimum of 2 years. This must be supported by submission of company profile demonstrating experience, list of clients and their contact details
     o 2-5 years (5 Points)
     o 6-8 years (10 Points)
     o 9 years and above (15 Points)
• Provide 3 reference letters on the companies letterhead where similar work was done. Reference letters must state the quality of work furnished by the service provider (15)
     o 5 points for each reference letter up to 15 points
	30

• **Proposed Methodology:**
 	
• Provide a project execution plan demonstrating the organization's ability to successfully complete the project within 6 months
     o Strong (20)
     o Average (15)
     o Insufficient (0)
• Provide appropriate quality assurance methodology (10)
     o Strong (10)
     o Average (5)
     o Insufficient (2)
• Provide appropriate project management methodology (5)
     o Strong (5)
     o Average (2)
     o Insufficient (0)
	35

2. **Experience of key personnel** • Proof that supplier has the relevant networks to successfully complete the task. (5) • Capacity of project leader (Experience, Research Leadership, Qualifications, Publications) (15).	• 30

More than 15 years experience in research leadership, relevant post-graduate qualification and publications = 15 points 10- 15 years = 10 points 5 to less than 10 years = 5 points Less than years = 0 points • Headcount and expertise of interviewers working on the project- Service Provider to provide a brief bio -sketch of the expertise of each interviewer including language proficiency (10) Good bio-sketch = 10 points Fair bio-sketch = 5 points Poor bio-sketch = 2 points No bio-sketch = 0 points	3
3. Financial Sustainability • Provide a copy of the most recent audited financial statements f (5) • Submit the statements (2) • Unqualified Audit (3)	5
Total	**100**

Minimum score of 75% to move onto the next round of evaluation

Time schedule

The successful service provider is expected to complete the task in no more than 6 months from the date that the Service Level Agreement has been signed by both parties.

Dates

Briefing Session: 22 April 2022 @10:00 am –teams

Click here to join the meeting
Link:https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWQ5ZjNlMmEtNTg3ZC00MDEyLTk2YmQtOTRlM2IyZjRhMDVj%40thread.v2/0?context=%7b%22Tid%22%3a%22161524ab-4f53-4300-a494-dcdbaeb8e86c%22%2c%22Oid%22%3a%2220d2b759-9b2d-4193-a056-6de3a3c48ddc%22%7d

Closing date :29 April 2022

Contact person
 • **Technical** information: Dr Adam Cooper Email: acooper@hsrc.ac.za
 • Supply Chain Management : Zanele Nkosi Email *znkosi @hsrc.ac.za*