



Terms of Reference

CONTRACTING OF SERVICE PROVIDER FOR QUALITY ASSURANCE RESEARCH PROJECT



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 QCTO's Revised Strategic Plan 2020/21 – 2024/25 requires that quality assurance functions performed by the QCTO for qualifications and part qualifications on the OQSF are evaluated and reported on. In order to achieve this, it is necessary to conduct a research project aimed at evaluating the effectiveness of the QCTO's Quality Assurance functions – specified for this research as accreditation, quality assurance of provisioning, quality assurance of assessment, and certification – over the last 5 years by conducting an analysis of how these functions operate and their effectiveness, as indicated by their ability to meet their stated objectives.
- 1.2 Conducting a comprehensive evaluation of the QCTO's quality assurance functions requires a combination of qualitative data analysis based on the current reporting by the functions on their ability to meet the targets set in the Annual Performance Plans for the years in question, together with a quantitative analysis of their effectiveness using evaluative criteria.
- 1.3 This research will consist of an analysis of available quantitative data to provide a baseline measure, followed up with a more detailed qualitative study using a set of evaluative criteria linked to the QCTO's policies for quality assurance. These criteria will need to be developed through a consultative process with the quality assurance functions to ensure that they accurately reflect what should be measured.
- 1.4 Data analysis will be conducted using a mixed methods approach, with the quantitative data analysis used to provide the baseline for the development of the qualitative criteria. A thematic analysis of the qualitative data will be used to determine key themes for each quality assurance function in order to get a more holistic picture for reporting. A final evaluative report must be produced.

2. Technical specifications

- 2.1 The service provider must ensure that the lead staff member assigned to this project is in possession of at least a Masters Degree in Education/Social Sciences or



a related discipline, with a demonstrated track record of working in the field of Occupational/Vocational training, as well as expertise in monitoring and evaluation. It is also necessary to have a demonstrated understanding of quality assurance in the occupational education sector.

- 2.2 The service provider must also have the capacity to conduct workshops with QCTO employees at the QCTO's offices.

2.3 The project involves:

- 2.3.1 An analysis of available quantitative data.
- 2.3.2 The development of evaluative criteria in consultation with the QCTO quality assurance domains.
- 2.3.3 Interviews with key stakeholders and analysis of the data using the developed evaluative criteria.
- 2.3.4 A final evaluation report.
- 2.3.5 A close-out workshop with internal QCTO staff

3. Work schedule

- 3.1 The service provider will report to the Deputy Director: Research & Analysis, and will consult with them regarding the analysis and format of the final report.
- 3.2 Delivery of the final report will take place on or before 28 February 2024.
- 3.3 The close-out workshop will take place within a month of the approval of the final report.

4. Pricing Schedule

- a) Agreement Term: up to 6 Months
- b) Payment Frequency: Three tranches – 30% upon receipt of evaluative criteria, 60% upon approval of the final report, and 10% upon completion of the close-out workshop.



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.

Technical enquiries via email to:

Deputy Director: Research & Analysis Ms. Colette Tennison on email: tennison.c@qcto.org.za