

TERMS OF REFERENCE TO SOURCE A SERVICE PROVIDER TO UNDERTAKE RESEARCH STUDY TO INVESTIGATE THE FACTORS SHAPING MANAGERIAL PROGRESSION OF THE HISTORICALLY DISADVANTAGED SOUTH AFRICANS IN THE SUBSECTORS WITHIN THE MINING AND MINERAL SECTOR (MMS).

1. INTROUDCTION

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 Mining Qualification Authority (MQA) wishes to appoint a service provider to undertake a research study to investigate the factors that influence the managerial progression of the Historically Disadvantaged employees in the subsectors within the MMS. To address this requirement; the MQA

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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:

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

In the context of this imperative, MQA is mandated to commission research that will provide insights understanding factors shaping managerial progression of HDSA employees in the subsectors within the MMS. The research should be able to provide knowledge that will assist the MQA, the MMS and labour and other stakeholders to develop fit to purpose interventions to address factors that impede HDSAs from climbing up the ladders in the organisational hierarchy within the MMS.

3. SCOPE OF WORK

In order for the study to achieve the above, the scope of work includes the following:

Main Focus:

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Main Focus:

The state of managerial progression of the Historically Disadvantaged South African (African, Indian and Coloured) employees in nine subsectors which include Platinum Metals Group, Coal Mining, Cement, Lime, Aggregates and Sand, Gold Mining, Diamond Mining, Diamond Processing, Jewellery Manufacturing, Other Mining, Services Incidental to Mining within the MMS.

Sub-sections covers the:

- Changes that have occurred in the past 5 years to promote Black employees into managerial positions.
- Factors that contribute towards occupational progression or upward social mobility in the workplace (MMS).
- Factors contributing towards a slow progress in the occupational progression of Black employees.
- Assessment of the sector's readiness towards achieving the Mining Charter, 2018's transformational targets.
- Provide specific recommendations that are necessary to improve entry and career advancement of black people with interventions

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4. EXPECTED OUTCOMES AND DELIVERABLES

The Service Provider shall undertake the research aimed at exploring the factors influencing managerial progression of the Historically Disadvantaged employees in the subsectors within the Mineral and Mining Sector (MMS). The research study's deliverables include the following:

- Project Execution Plan;
- Policy and literature Review Report;
- Research Tools and methodology Plan;
- Fieldwork feedback and Review Report;
- Interview Transcripts and related Audios;
- 8 Subsector Specific Preliminary Findings Reports;
- Draft Report inclusive of all sub-sectors;
- Final Report inclusive of all per the sub-sectors; and
- Close out report.

5. TIME SCHEDULE

The successful service provider will be expected to commence on 1 April 2020.

6. PROJECT MANAGEMENT

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

7. PROJECT PROPOSAL

Service providers wishing to submit proposals are required to include documents of statements on the following:

- 7.1 A short profile of the service provider;
- 7.2 All the documents required as per the evaluation criteria.

8. SUBMISSION

One (1) set of original proposal documents accompanied by four (4) hard copies and/or Electronic submissions to tenders@mqa.org.za.

NB: Electronic submission of the proposal documents is allowed, the electronic submissions may be forwarded to tenders@mqa.org.za. Please ensure that your email

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size is not more than 10MB, otherwise, please split your email to emails of a size that is within the specified size.

9. PROJECT PLAN

Based on the information provided in this document, the successful bidder is to submit a project execution plan with deliverables and timelines which the prospective service provider deems suitable for the delivery of the proposed project. The MQA will consider and approve of the project plan before commencement of the project.

10. PROJECT PRICING

- 10.1. The amount quoted must be denominated in South African Rand, and should include VAT.
- 10.2. The quoted price should be as per the scope work.
- 10.3. 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:
 - Negotiation may not allow any preferred bidder a second or unfair opportunity;
 - Is not detriment of any other bidder; and
 - Does not lead to higher price than the bid as submitted.

11. EVALUATION CRITERIA

Proposals for the appointment of the service providers will be evaluated in three (3) phases. The first phase will be compliance, the second phase will be functionality and the third phase will be BBEE and pricing in accordance with the Supply Chain Management Procurement policies (Preferential Point System) shall be done on when there is a specific instruction and/or assignment that the MQA wants to be undertaken. A bidder will only go to the next phase of evaluation if they have met the requirements of the previous phase of evaluation.

11.1 PHASE ONE (1): COMPLIANCE

11.1.1 RETURNABLE DOCUMENTS TO BE SUBMITTED

- i. Proof of registration on Central Supplier Database System (CSD)
- ii. Valid Tax Clearance Certificate (Refer to SBD 2: Tax Clearance Certificate Requirements) or Tax PIN;
- iii. B-BBEE Certificate of Measured Entity (if no certificate is received, a score of zero will be allocated for evaluation purposes);

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- iv. SBD 1: Invitation to Bid fully completed and appropriately signed;
- v. SBD 3.3: Pricing Schedule fully completed and appropriately signed;
- vi. SBD 4: Declaration of Interests Form fully completed and appropriately signed;
- vii. SBD 5: The National Industrial Participation Programme (if applicable);
- viii. SBD 6.1: Preference Points Claim Form, fully completed and appropriately signed;
- ix. SBD 8: Abuse of Supply Chain Management System, fully completed and appropriately signed; and
- x. SBD 9: Certificate of Independent Bid Determination, 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 of such outstanding information will not be information that affect the substance of the bid or give a bidder unfair advantage to the other bidders

11.2. PHASE THREE (3) FUNCTIONALITY

The proposal 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 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

KPA	ELEMENT	WEIGHT	Scoring Matrix
KPA	FUNCTIONAL	100	

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<p>Organisational experience in research.</p>	<p>Provide a minimum of 3 reference letters</p> <p>For the reference letter to comply it must have the following:</p> <ul style="list-style-type: none"> ➤ be on the client’s letter head, signed by relevant officials, dated, with contactable details (email/phone numbers), work done within 3 (three) years prior to closing date of request for proposal. ➤ Explaining or narrating the research work that was done. ➤ Was executed successfully within timeframes. <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 non-compliant.</p>	<p>20</p>	<p>0=No compliant reference letters submitted</p> <p>1=1 compliant reference letter provided</p> <p>2=2 compliant reference letters provided</p> <p>3=3 compliant reference letters provided.</p> <p>4=4 compliant reference letters provided.</p> <p>5=5 or more compliant reference letters provided</p>
<p>Capacity by having expertise to undertake</p>	<p>Provide one (1) CV of capable a person at senior level (serving as the Project Manager) who has</p>	<p>20</p>	<p>0= No compliant CV submitted</p> <p>1 = A compliant CV provided of a qualified person with 1 day – 23 months’ relevant experience and with</p>

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<p>research and project management</p>	<p>worked with research and has 3 years' experience in (research) project management and a qualification pitched at NQF level 8.</p> <p>NB: The proposal must indicate the name of the 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>relevant qualification pitched at NQF level 8.</p> <p>2 = A compliant CV provided of a qualified personnel with 24 – 35 months' relevant experience and with relevant qualification pitched at NQF level 8.</p> <p>3= A Compliant CV provided of a qualified personnel with 36 – 47 months' relevant experience and with relevant qualification pitched at NQF level 8.</p> <p>4 = A Compliant CV provided of a qualified personnel with 48 – 59 months' relevant experience and with relevant qualification pitched at NQF level 8.</p> <p>5 = 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>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 in conducting research.</p> <p>NB: The proposal must indicate the name of the person to be evaluated as Senior Researcher for</p>	<p>20</p>	<p>0=No compliant CV submitted.</p> <p>1= A compliant CV provided of a qualified person with 1 day – 12 months' relevant experience and with relevant qualification pitched at NQF level 8.</p> <p>2= A Compliant CV provided of a qualified person with 13 – 23 months' relevant experience and with relevant qualification pitched at NQF level 8.</p> <p>3= A Compliant CV provided of a qualified person with 24-35 months' relevant experience and with relevant</p>

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	<p>experience in conducting research, 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>qualification pitched at NQF level 8.</p> <p>4= A Compliant CV provided of a qualified person with 36 – 59 months’ relevant experience and with relevant qualification pitched at NQF level 8.</p> <p>5= 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 9.</p>
	<p>Provide at least one (1) CV of a prospective project team member with a minimum qualification pitched least at NQF level 8 serving as the Junior Researcher with at least 12 months experience in conducting research</p> <p>NB: The proposal must indicate the name of the person to be evaluated as Junior Researcher for experience in conducting, failure to which will result in a score of zero (0) being awarded.</p>	<p>20</p>	<p>0=No compliant CV submitted.</p> <p>1= A CV provided of a qualified person with 1 - 6 months’ relevant experience and with relevant qualification pitched at NQF level 8.</p> <p>2= A compliant CV provided of a qualified person with 7 months – 11 months’ relevant experience and with relevant qualification pitched at NQF level 8.</p> <p>3= A Compliant CV provided of a qualified person with 12 –23 months’ relevant experience and with relevant qualification pitched at NQF level 8.</p> <p>4= A Compliant CV provided of a qualified person with 24 – 36 months’ relevant experience and with relevant qualification pitched at NQF level 8.</p>

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	<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>5= A Compliant CV provided of a qualified person with 37 or more months' relevant experience and with relevant qualification pitched at NQF level 9.</p>
<p>Research proposal</p>	<p>Draw a research proposal that includes the following elements:</p> <ul style="list-style-type: none"> • A clear introduction with background information relevant to the topic. • Statement of the problem related to the topic. • The purpose: aims, objectives as well as the main research question/s that need to be addressed through the topic. • Brief review of literature pertinent to the topic. • Research methodologies (both Qualitative and Quantitative) to 	<p>20</p>	<p>0=No compliant CV submitted.</p> <p>1= A compliant proposal submitted without covering the main elements of the proposals.</p> <p>2= A compliant proposal submitted covering some of the elements.</p> <p>3= Compliant proposals submitted covering all the elements of the proposals.</p> <p>4= Compliant proposals submitted going beyond the stated elements to include at least one relevant element of research (Risk Register and risk mitigation plan)</p> <p>5= Compliant proposals submitted going beyond the stated elements to include at least two elements of research(Risk Register and Risk Mitigation Plan as well the budget)</p>

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	<p>be used and the justification of their choice.</p> <ul style="list-style-type: none"> • Target population and sampling design and the rationale thereof. • Specific procedures for data analysis • Limitations and delimitations of the study. 		
Total		100	

The minimum threshold is 60 points

11.3.PHASE THREE (3): BBBEE AND PRICING

During the third phase proposals will be evaluated using the 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

Criteria	Points
Price	80
B-BBEE	20
Total	100

BBBEE 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

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4	12
5	8
6	6
7	4
8	2
NON – Compliant contributor	0

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 the Independent Regulatory Board of Auditors (IRBA), together with their bids, to substantiate their B-BBEE claims. Exempted Micro Enterprise must submit a letter from the Accounting Officer who is appointed in terms of the Close Corporation Act.

Service Providers who do not submit B-BBEE Status Level Verification Certificate or are non-compliant contributors to be B-BBEE do not qualify for preference points for B-BBEE.

The Mining Qualifications Authority (MQA) is an equal opportunity and affirmative action employer. It shows the same commitment to those who wish to provide services to the Mining Qualifications Authority (MQA) via the procurement process. It should be noted that regard will be given to those proposals from persons or companies which were previously disadvantaged, or which show evidence of skills transfer and representativeness. This does not preclude the formation of consortiums or the inclusion of proposals on how this project can be used to further the aims of transformation.

The MQA may undertake a due diligence to qualifying service provider (s) of functionality.

The Mining Qualifications Authority reserves the right not to award the tender.

12. TERMS AND CONDITIONS OF THE BID

- a. Awarding of this contract will be subject to the service provider's acceptance of the Supply Chain Management's general conditions of contract.
- b. The appointed service provider will enter into a service level agreement with the MQA, which will include:
 - i. Period of agreement;
 - ii. Project objectives and scope;
 - iii. Method of communication;
 - iv. Disputes;
 - v. Termination of contract and other specific matters that will be agreed upon to form part of the service level agreement;

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- c. The MQA reserves the right to terminate the contract in the event that there is clear evidence of non-performance;
- d. The MQA reserves a right to appoint one bidder or more than one ;
- e. The basis of engaging bidders will be on an assignment basis.
- f. In the event where there are more than one bidder 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 bids and award the work accordingly.
- g. The MQA reserves the right to interview bidder(s) that are short listed for a specific assignments (meaning that bidders will be requested to do a presentation for a specific project / assignment).
- h. The MQA may at its sole discretion, award an assignment or any part thereof to more than one bidder (s).
- i. Payments will only be made for acceptable work completed and delivered.
- j. Any deviation from the project plan should be put in writing and signed by the project manager.
- K. Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract.

13. BRIEFING SESSION

The MQA will organise a research briefing session for the potential bidders to spell out the specific requirements for the service provider to conduct research. The session is not compulsory and therefore attendance will not determine the outcome of the bid.

Link for non-compulsory virtual briefing session that will be held on 19 January 2022 @ 10:00:
<https://zoom.us/j/93127410905?pwd=NIVjMG9CaUJ4WXdsMXpwZWxkQlJtdz09>

14. CONTACT PERSON FOR ENQUIRIES

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

Supply Chain Management Enquiries

Ms Tsholo Dilape

(011) 547 2628

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@ma.org.