Terms of Reference

CONTRACTING OF SERVICE PROVIDER(S) FOR THE NEEDS OF INDUSTRY FROM OCCUPATIONAL QUALIFICATIONS AND SKILLS PROGRAMME 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. Accordingly, the present study sets out to explore and understand the needs and expectations of industry and employers from occupational qualifications and skills programmes.

1.2   The data gathered is intended to be both quantitative and qualitative so that the QCTO comes to understand what are the needs of industry and employers from QCTO occupational qualifications and skills programmes.

1.3   This research will consist of a single large-scale survey and focused interviews of a minimum of two key sectors. Currently, there are 21 registered Sector Education and Training Authorities (SETAs) in South Africa, each with its own clearly defined sectors and sub-sectors. Each of the sectors and sub-sectors is made up of a variety of economic activities that are linked to the SETA. The research project cannot cover all the employers and industries in South Africa, therefore, to narrow and focus the scope of the study, a minimum of two sectors will be selected for this project.

1.4   The outcome of this study will be a report with an analysis of collected data highlighting all the needs of industry and employers from Occupational qualifications and skills programmes.

2. Technical specifications

2.1   The service provider must ensure that the lead staff member(s) assigned to this project has at least a Master's Degree in Education/Social Sciences or a related discipline, with a demonstrated track record of working with and publishing in the field of Occupational/Vocational training.

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 of both quantitative and qualitative data.

2.3   The service provider must also be able to demonstrate that they can gather data in the form of large-scale surveys and interviews from a minimum of two sectors, sub-sectors and industries in South Africa.

2.4   The service provider must also be able to demonstrate the capability to conduct interviews and gather data through focused interviews from the selected sectors, sub-sectors, and industries in South Africa.

2.5   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 of both quantitative and qualitative data.

2.6   The service provider must also be able to demonstrate that they can manage datasets collected through large-scale surveys and comprehensive recordings of all data gathered from the interviews.

2.7   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.

2.8   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 quantitative and qualitative data 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 data collection instrument, the interview questions, recordings of interviews conducted, and the format of the final datasets.

2.3   The service provider will consult with the Deputy Director: Statistical Reporting regarding a minimum of two sectors, sub-sectors, industries, and employers to be sampled and targeted for this research project.

2.4   The service provider will also discuss the deliverable dates.

2.5   Finally, the Deputy Provider and the service will discuss the format of the final report.

2.6   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	• Signed contract • Inception report and project plan	10%
Tranche 2	Survey designing and preparation of interview questions	• Finalised questionnaire and interview questions	10%
Tranche 3	Primary data collection	• Complete raw datasets of survey results • Transcripts and comprehensive recordings from interviews	35%
Tranche 4	Data processing including data cleaning, analysis and visualisation	• Collated, clean, and indexed datasets in the correct format with accompanying visualisations	10%
Tranche 5	Project closure	• A complete project report	35%
TOTAL			**100%**

Technical queries via email to:

Director: Research & Analysis Mr Marco MacFarlane on Email: MacFarlane.M@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.