

TERMS OF REFERENCE



**FOR THE DEVELOPMENT, COMPILATION, DESIGN, LAYOUT, AND PRINTING OF CAREER GUIDES
WRSCM-2021/2022-0002**

Terms of Reference: The Development, Compilation, Design, Layout and Printing of Career Guides

1. BACKGROUND

W&RSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the wholesale & retail industry. As guided by its mandate the W&RSETA is as such an agent of transformation by promoting employment equity and broad-based BEE through skills development. In this context the W&RSETA is keen to form sustainable partnerships that will further promote its support for transformation.

2. OBJECTIVE OF THE TERMS OF REFERENCE

The objective of this request for quotation is to appoint a service provider to research, develop, design, compile, layout, produce and print 4 sets of Career Guides for the following Categories:

1. Grade 9 to Grade 12 Learners
2. Tertiary Level learners (Post School Based Learner Guides)
3. Workplace Based People
4. Life Orientation Educators

3. SCOPE OF SERVICE

The scope of service will be to do research, develop, design, compile, layout, produce and print 4 sets of Career Guides as per the four sets of Career Guides listed above:

Design and Layout.

- **Size:**
 - A5 x 100 pages
- **Quantities:**
 - Grade 9-12 Career Guides x 10 000 copies
 - Tertiary level learners' guides x 10 000 copies
 - Workplace based Career Guides x 5 000 copies
 - Life Orientation Educators Guide x 2 000 copies
- **Layout:**
 - Portrait (text and Images)
- **Paper and finish:**
 - Litho printing on smooth 300gsm covers, inside 135gsm matt finish
- **Colour**
 - Full colour throughout
- **Images:**
 - The W&RSETA will provide images from career guidance events and of the Wholesale and Retail Sector.
 - The provider will be required to source relevant pictures where necessary
- **Delivery:**
 - W&RSETA Head Office, Centurion
 - The design, layout, and printing must be in line with the W&RSETA's Corporate Identity Manual (CIM).

Note: Electronic copy of the Career Guide in PDF format.

4. EXPECTED OUTCOMES AND DELIVERABLES

4.1. GRADE 9 – GRADE 12 LEARNER GUIDE

- Research, develop, compile, design and print the W&RSETA Grade 9-Grade 12 learners career guide
- The provider must conduct desktop research on all the careers and jobs in the Wholesale and Retail Sector focussing on career pathing.
- Research and identify possible entrepreneurship opportunities to be pursued by the learners in the Wholesale and Retail Sector and related sectors.
- Consult the Wholesale and Retail Seta levy paying stakeholders on skills demands. The Wholesale and Retail Seta may be referenced for this purpose.
- Benchmark the quality of the career guides against similar organizations
- Profile identified career including minimum requirements.
- Provide an explanation on the minimum requirements for entry to the career.
- Provide a list of possible public and private institutions qualifications for identified careers are offered.
- List possible professional bodies that are linked to some careers in the retail sector
- Give a detailed explanation on what the incumbent will be expected to do should they choose a career
- Give information about the possible sectors where learners can be employed per career
- Provide learners with financial aid information on how to access W&RSETA bursaries and other relevant funding opportunities outside of the W&RSETA.
- Advise learners on career guidance including the key personalities, traits and subject choices required to carve a successful career in the Wholesale and Retail Sector based on sound research.
- Advise learners on subject choices and their impact on future career pathing
- Incorporate relevant pictures for relevant careers profiled in the design
- Professional copywriting, editing and proofreading of the guide in a language suitable for the audience

4.2 POST SCHOOL BASED LEARNERS'S GUIDE

- Research, develop, compile, design and print the W&RSETA Post School learner career guide
- Incorporate financial literacy in preparation for the workplace entrance
- Include a holistic work readiness programme for the learners
- Provide learners with all possible multiple exit pathways from a tertiary institution
- Advise learners on articulation of their qualifications
- Provide learners with all the necessary job search information, tools and skills.
- Provide the learners with CV preparation, interview preparation and workplace expectation
- Advise the learners on entrepreneurship opportunities available within the Wholesale and Retail Sector and related industries in line with their chosen fields of study
- Advise learners on impact of social media behaviours on future employment prospects
- Incorporate relevant pictures in the guide
- Professional copywriting, editing and proof reading of the guide in a language suitable for the audience.

4.3 WOKRPLACE BASED CAREER GUIDE

- Research, develop, compile, design and print the W&RSETA workplace-based career guide
- Provide advice on pre-retirement planning including financial literacy

- Provide employees with career growth tools and planning
- Provide employees with advice on outplacement should they be retrenched
- Advise employees on tools required to maintain employability and the relevance of their skills sets in the fast-paced world
- Provide employees with advice on entrepreneurship and side passive income to supplement current salaries
- Incorporate relevant pictures in the guide
- Professional copywriting, editing and proof reading of the guide in a language suitable for the audience.

4.4 LIFE ORIENTATION EDUCATORS'S GUIDE

- Research, develop, compile, design and print the W&RSETA LO Guide
- Review and update the existing Life Orientation material
- Incorporate the CAPS curriculum on Careers Development in the booklet
- Provide information about Career Guidance Theories and practical implementation in the school context
- Provide detailed information about the various economic clusters and careers linked to them as well as the subjects required to study for such careers.
- Provide detailed information on the Post School Education and Training opportunities
- Assist educators in career counselling for learners on the basis of their personalities, values, strengths, weaknesses etc.
- Benchmark the quality of the LO Educator's Booklet against similar organisations
- Incorporate relevant pictures in the guide
- Professional copywriting, editing and proof reading of the guide in a language suitable for the audience.

5. DURATION OF SERVICE

The duration of services will be for six (6) months from contracting.

6. QUALITY ASSURANCE REVIEW OF THE SERVICES

Quality Assurance of the services provided in a form of weekly reporting to the duly appointed W&RSETA Official(s) at agreed timeframes.

The service provider shall ensure that all work conforms to the highest professional standards.

Quality assurance is required in terms of prescribed branding, accuracy, consistency, spelling, grammar and overall appearance.

7. MONITORING PROGRESS OF WORK

The W&RSETA shall monitor and evaluate the progress of the delivery of services through deliverables stipulated in the Service Level Agreement.

8. INDEPENDENCE AND OBJECTIVITY OF STAFF

In carrying out the service, the service provider must ensure that its staff maintains their objectivity by remaining independent of the activities they execute.

9. PRICING SCHEDULE

All pricing is inclusive of VAT where applicable. Only fixed prices will be accepted.

10. TECHNICAL PROPOSAL CONTENT

Technical Evaluation:				
Evaluation Criteria				Weighting
1. Capacity to deliver				20 points
2. Methodology and Approach				30 points
3. Expertise				30 points
4. Experience				20 points
Total				100 points
Mandatory Requirements				
Evaluation Criteria		Submission Requirements:		
Compliance Documentation		Mandatory Submission Requirements	Yes	No
		Completion of the SBD documentation		
		Registration on the Central Supplier Database (CSD)		
		Two (2) hard copies of bid proposals i.e., one original and a copy of the original Compliance and Technical Proposal		
Note: Failure to complete the SBD Documents and adherence to the Mandatory Requirements will render your bid as non-responsive				
Evaluation Criteria		Submission Requirements: Technical Threshold 80% overall technical threshold outcome		
1. Capacity to deliver.				
		The bidder must provide proof of detailed portfolio for the Lead and Career Guides Material Developer as well as the team members indicating proven capacity developing Career Guides		
		0= 0 points No evidence submitted.		
		1= 10 points Bidder provided proof of detailed portfolio for the lead and/or career guides material developer as well as the team members indicating proven capacity developing Career Guides for the past 3 years.		
		2= 15 points Bidder provided proof of detailed portfolio for the lead and Career Guides Developer as well as the team members indicating proven capacity the development of Career Guides for the past 5 years.		
		3= 20 points Bidder provided proof of detailed portfolio for the lead researcher and Career Guides Material Developer as well as the team members indicating proven capacity in the development of the Career Guides for the past 7 of more years.		
				20 points
2. Project Methodology and Approach				
		The bidder must outline a detailed project methodology and approach that will be used for the services within the six months period from contracting in the development of the 4 sets of the Career Guides		
		0=0 points No evidence submitted		
		1= 10 points		
				30 points

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1	10 points	Bidder provided proof of a detailed project methodology and approach that will be used in the development of the 2 sets of Career Guides 2= 20 points Bidder provided proof of a detailed project methodology and approach that will be used in the development of the 3 sets of Career Guides 3= 30 points Bidder provided proof of a detailed project methodology and approach that will be used in the development of the 4 sets of Career Guides																					
2	20 points																						
3	30 points																						
3. Expertise		The bidder must provide proof of the overall expertise with three contactable references on the development of the career guides 0= 0 points No evidence submitted 1= 10 points Bidder provided proof of the overall expertise of similar work concluded successfully with one reference letter with contactable details 2= 20 points Bidder provided proof of the overall expertise of similar work concluded successfully with two reference letters with contactable details 3= 30 points Bidder provided proof of the overall expertise of similar work concluded successfully with three reference letters with contactable details	30 points																				
Value	Weighting																						
0	0 points																						
1	10 points																						
2	20 points																						
3	30 points																						
4. Experience		Bidder must indicate experience in the following listed fields by ticking either Yes or No. Experience must be highlighted in submission as per CVs and references. (Sample of Career Guides developed)	20 points																				
		<table><tr><th>Submission Requirements (Tick the area of experience)</th><th>Yes</th><th>No</th><th>Points</th></tr><tr><td>Learner Guides grade 9-12</td><td></td><td></td><td>5</td></tr><tr><td>Learner Guides Post School (Tertiary)</td><td></td><td></td><td>5</td></tr><tr><td>Workplace based Career Guides</td><td></td><td></td><td>5</td></tr><tr><td>Life Orientation Educator's Guides</td><td></td><td></td><td>5</td></tr></table>	Submission Requirements (Tick the area of experience)	Yes	No	Points	Learner Guides grade 9-12			5	Learner Guides Post School (Tertiary)			5	Workplace based Career Guides			5	Life Orientation Educator's Guides			5	
Submission Requirements (Tick the area of experience)	Yes	No	Points																				
Learner Guides grade 9-12			5																				
Learner Guides Post School (Tertiary)			5																				
Workplace based Career Guides			5																				
Life Orientation Educator's Guides			5																				

11. APPROVALS

Reviewed for Recommendation By:			
Name	Ms. Martha Shingange		
Position	BSC Chairperson		
Signature		Date	5 July 2021
Recommendation for Approval By:			
Recommended:	☐	Not Recommended:	☐
Manager's Full Name	Ms. Lindiwe Nhlapo		
Position	Chief Financial Officer		
Notes			
CFO's Signature		Date	05/07/2021
Approval By:			
Approved:	☒	Not Approved:	☐
Manager's Full Name	Mr. Tom Mkhwanazi		
Position (Executive)	Chief Executive Officer		
Notes			
CEO's Signature		Date	07/07/2021