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RFQ NO: 16 - 2026/27**REQUEST FOR QUOTATIONS****TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A
METHODOLOGICAL FRAMEWORK FOR THE IDENTIFICATION OF OCCUPATIONS IN HIGH DEMAND (OIHD)
IN THE EDUCATION, TRAINING AND DEVELOPMENT (ETD) SECTOR****1. INTRODUCTION**

The Education, Training and Development Sector Education and Training Authority (ETDP SETA) is mandated to facilitate skills planning, promote skills development, and provide credible labour market intelligence to support the Human Resource Development Strategy and the National Skills Development Plan (NSDP) 2030.

A critical component of sector skills planning is the identification of Occupations in High Demand (OIHD). While national lists of OIHD are produced periodically by the Department of Higher Education and Training (DHET), there is a need for a sector-specific, evidence-based methodological framework that enables the ETDP SETA to systematically identify occupations that are in high demand within the Education, Training and Development (ETD) sector.

The development of such a framework will strengthen sector planning, improve forecasting of occupational demand, support strategic allocation of discretionary grants, inform curriculum development, guide qualification planning, and improve responsiveness to labour market needs.

The ETDP SETA therefore seeks to appoint a suitably qualified and experienced service provider to develop a comprehensive methodological framework for identifying Occupations in High Demand (OIHD) within the ETD sector.

The ETDP SETA will host a **NON- COMPULSORY** virtual briefing session for **RFQ NO: 16 - 2026/27 Appointment of a service provider to develop a methodological framework for the identification of occupations in high demand (OIHD) in the education, training and development (ETD) sector on 16 October 2026 at 10h00 – 12h00.**

Access details will be available on www.etdpseta.org.za as from **12h00** on **13 October 2026**. Kindly note that interested service providers may submit their questions until **17 October 2026**. **No further questions will be accepted after this date.** We thank you for your cooperation.

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2. PURPOSE & OBJECTIVES

2.1. PURPOSE OF THE PROJECT

The ETDP SETA would like to appoint a service provider to develop a scientifically robust, evidence-based, and sustainable methodological framework that will enable the ETDP SETA to:

- Identify current and future Occupations in High Demand within the ETD sector.
- Forecast emerging occupational demand.
- Integrate multiple labour market intelligence sources.
- Institutionalise an annual OIHD identification process.
- Improve evidence-based sector skills planning.

OBJECTIVES

- Conduct a comprehensive review of international and South African methodologies used to identify OIHD.
- Assess existing ETD labour market intelligence systems and data sources.
- Develop a methodological framework tailored to the ETD sector.
- Design an occupational demand forecasting methodology.
- Develop an evidence triangulation model.
- Produce a practical implementation guide for annual OIHD identification.
- Pilot the methodology using current ETD sector data.
- Build internal ETDP SETA capacity to implement and maintain the methodology.

3. PROJECT SCOPE AND REQUIREMENTS

3.1. The service provider will be required to provide the following variables.

Table 1: Scope of work

Scope	Variables
Inception	• Conduct inception meetings with ETDP SETA. • Develop an Inception Report. • Develop a logical framework/theory of Change for the Project • Finalise the project implementation plan. • Develop stakeholder engagement plan.
Desktop Review	Conduct a comprehensive review of: 1. National Frameworks 2. International Best Practice
	<u>The review should identify:</u>

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Scope	Variables
	• Data sources • Indicators • Forecasting techniques • Statistical methods • Governance arrangements • Validation mechanisms • Reporting models
Situational Analysis	Assess existing ETD data systems • Data quality, Availability, Reliability, Timeliness, Accessibility, Suitability
Development of the Methodological Framework	Develop a comprehensive framework covering: • Conceptual Framework • Analytical Framework • Indicators • Statistical Methodologies • Validation Methodology
Pilot Testing	• Consultations with ETD Stakeholders • User manuals • Implementation guidelines • Standard Operating Procedures • Templates • Analytical tools • Data collection instruments
Practical Implementation of the OIHD Methodological Framework	The practical implementation of the Framework should demonstrate the following: • Data collection • Indicator calculations • Occupation ranking • Validation process • Final OIHD list • Lessons learnt • Recommendations

4. PROJECT CONDITIONS AND PROFILE OF THE SERVICE PROVIDER

- 4.1. The appointed partner will work closely with the Research and Skills Planning Unit to collectively plan the methodology, activities, timelines, and deliverables. However, these must form part of the partner's bidding.
- 4.2. The service provider should have expertise in:
 - Labour market intelligence
 - Skills planning
 - Occupational forecasting
 - Labour economics
 - Statistics
 - Econometrics
 - Data science
 - ETD sector research
 - Public sector research
- 4.3. Payment will follow the agreed payment schedule in the Memorandum of Agreement (MoA) and must be denominated in South African Rand. The provider should submit a detailed **ALL-INCLUSIVE** Budget for the project. No additional fees will be considered thereafter.
- 4.4. Milestone meetings will be held regularly for the purpose of monitoring progress.

5. PROJECT REQUIREMENTS

The key deliverables for this project are as follows:

- A Final List of Occupations in High Demand (OIHD) per ETD Subsector
- A validated methodological framework
- OIHD analytical model
- Forecasting model
- Indicator framework
- Evidence triangulation model
- Annual implementation guide
- Standard Operating Procedures
- Framework Consultations Report

6. COSTING MODEL (PRICING SCHEDULE)

THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL AND IF RETYPED ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED.

ITEM DESCRIPTION	Total Fee for each Item (Inc VAT)
A Final List of Occupations in High Demand (OIHD) per ETD Subsector	
A validated Methodological Framework	
OIHD analytical model & Forecasting model	
Framework Pilot Report	
SUB-TOTAL	
VAT @ 15%	
TOTAL COSTS VAT INCL	

NAME OF BIDDER: _____

POSITION/ ROLE: _____

SIGNATURE: _____

All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.

NB: THE COSTING MODEL MUST DETAIL ALL POSSIBLE ACTIVITIES THAT CAN BE APPLICABLE, INCLUDING THE TOTAL COST PER ITEM.

7. DURATION OF THE PROJECT

The ETDP SETA is expected to enter a Memorandum of Agreement (MoA) with the successful bidder. The project's duration will start from the last signature of the MoA. The duration of the entire project is **twelve (12) months**.

8. METHOD OF SUBMISSION

All Documents for Stage 1 (Administrative requirements), Stage 2 (Functionality Evaluation), and Stage 3 (Pricing & Specific Goals) must be submitted in electronic format via email to etdpsetarfq@etdpseta.org.za

There must be three folders covering the following stages:

Folder A: Stage 1: Administrative Requirements

Folder B: Stage 2: Functionality Evaluation Requirements

Folder C: Stage 3: Price and Specific Goal

It is the responsibility of the bidder to ensure that all relevant documents are included in the folders to ensure efficient evaluation of its proposal. ETDP SETA will not take any responsibility for any missing information in the submissions

9. EVALUATION CRITERIA

The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. Service Providers will be evaluated on functionality. The bidders that score points which equal to or exceed the minimum threshold provided on functionality will further be evaluated on price and specific goals.

The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.

THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.

9.1. STAGE 1: Administrative Compliance [Folder A]

Bidders will be evaluated on the submission of the requested administrative documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

Description	Comply/Submitted
Completion of all SBD Forms: • SBD 1 - Invitation to Bid • SBD 4 - Declaration of Interest • SBD 6.1 – Specific Goals	
Completion in full of the General Conditions of Contract (GCC)	
Submit a <i>"Unique security personal identification number (PIN) issued by SARS" which the SETA will use to verify the bidder's tax matters prior to the award</i>	

9.2. STAGE 2: Functionality Requirements [Folder B]

The evaluation of this bid shall include functionality whereby the bids will be evaluated using the evaluation criteria embodied in the bid documents.

1. The minimum qualifying score for functionality will be **70 points**, and bids that fail to achieve the minimum qualifying score will be disqualified.
2. Only bids that achieved the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations **5 and 6**.

The evaluation criteria for functionality will be as follows:

NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
1.	Company experience in labour market intelligence and skills planning. (15 Points) The bidder must demonstrate organisational experience in conducting labour market intelligence, sector skills planning, occupational demand studies, forecasting, or related research. Sample of work done and reference letters: The Sample of work done should demonstrate any of the following: • Labour market intelligence studies • Skills forecasting • Occupational demand analysis • Labour market modelling • Skills planning research • Human capital forecasting • Workforce planning • Labour economics research. NB: Each Sample of work submitted must be accompanied by a reference letter. Reference letters must confirm that the bidder authored the report(s) provided (quoting the title of the report). The reference letters need to have the client's contact details (phone number and email address) and must be signed and dated by the client. Any letter with missing information on the listed items above will not be considered, and any report not accompanied by a reference letter will not be considered. Reference letter(s) must be for completed projects.	○ Four (4) or more samples of work done, each with a reference letter ○ Three (3) samples of work done, each with a reference letter ○ Two (2) samples of work done, each with a reference letter ○ Less than two (2) sample of work done, with a reference letter	15 10 5 0
2.	Capacity to deliver and Methodology: 2.1. Project Team Structure (20 points) The project team structure should comprise but not be limited to a Project Manager (4 points), Labour Market Specialist (3 points), Data Scientist/Statistician (3 points), Econometrist, (2 Points) Skills Planning Specialist (2 points), minimum of two (2) Researchers (2 points), minimum of two (2) Data Collectors (2 points), Administrator	○ Project team structure with all positions above	20

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NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
	(2 points) Points will be awarded according to the scores indicated in brackets above. NB: Project Team structure with no names and roles of personnel will not be considered. NB: One person cannot hold more than 2 roles within the project. NB: The initial project team need not change during the project without prior approval of the ETDP SETA Research Unit. 2.2 Relevant Qualifications & Experience of Project Manager (15 points) (attach certified copies and CV of the project manager, in case of foreign qualifications please attach a confirmation letter from SAQA) 2.3.1. Master's degree Qualification is a minimum requirement for the Project Manager. 2.3.2. Relevant experience of Project Manager in managing similar projects (5 points) 2.4. Project Plan (40 points) A realistic and detailed project plan needs to be provided. The project plan needs to indicate the following sections: 2.4.1. Methodological Approach The bidder shall submit a detailed methodological approach demonstrating how the OIHD Methodological Framework will be developed.	○ Master's degree Qualification or above ○ Qualification below Master's degree ○ 4 Years and above Experience ○ Experience below 4 years	10 0 5 0

NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
		The methodology provides a coherent, logical and detailed research design. It clearly explains each project phase, analytical methods, forecasting techniques, evidence triangulation, validation processes, quality assurance measures, stakeholder engagement, and implementation roadmap. Innovative approaches and practical application within the ETD sector are clearly demonstrated. There are no significant weaknesses or omissions.	8
		The methodology demonstrates only a basic understanding of the assignment. Important components such as research design, analytical techniques, forecasting methodology, validation processes, implementation sequencing, or quality assurance are insufficiently explained or missing. The methodology lacks detail and raises concerns regarding successful delivery.	4
		No methodology is provided, or the information submitted is irrelevant, substantially incomplete, or fails to address the Terms of Reference.	0

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NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
	2.4.2. Data Collection and Data Sources Plan The bidder shall submit a comprehensive data collection plan outlining proposed data sources, collection methods, validation processes, and data management. The Data collection and data sources should provide a plan that considers all the 14 ETDP SETA subsectors.	The plan identifies all relevant primary and secondary data sources and clearly explains how data will be collected, verified, integrated, stored, analysed, and protected. It demonstrates an understanding of labour market information systems within the ETD sector and proposes appropriate mechanisms for ensuring data quality, reliability, confidentiality, and compliance with applicable legislation (e.g. POPIA). Potential data limitations are identified together with mitigation measures. The plan identifies only a limited range of data sources or provides insufficient explanation of how data will be collected, validated, managed, or analysed. Significant gaps exist in the proposed approach, reducing confidence in the quality of evidence that will be generated. No meaningful data collection plan is provided, or the information is irrelevant to the project requirements.	8 4 0

NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
	2.4.3. Skills Transfer Plan The bidder shall submit a plan describing how knowledge and technical capacity will be transferred to ETDP SETA officials.	The plan provides a structured and practical approach to capacity building throughout the project. It includes formal training sessions, workshops, mentoring, user manuals, implementation guidelines, standard operating procedures, templates, practical demonstrations. The plan clearly demonstrates how ETDP SETA officials will be able to independently apply and maintain the methodology after project completion.	8
		The plan provides only general statements regarding training or skills transfer. Limited detail is provided regarding the content, delivery methods, timelines, training materials, or expected outcomes. The sustainability of knowledge transfer is not adequately addressed.	4
		No skills transfer plan is provided, or the information is inadequate to demonstrate any meaningful transfer of knowledge.	0
	2.4.4. Consultation Plan The bidder shall submit a stakeholder consultation plan describing how relevant stakeholders will be engaged during the project. The bidder must take into consideration logistics and travel arrangements to engage with relevant skills development	The consultation plan identifies all relevant stakeholders, clearly	8

NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
	structures/forums/stakeholders in all nine (9) Provinces.	defines their roles, and provides a detailed engagement strategy, consultation schedule, communication methods, validation workshops, reporting arrangements, and mechanisms for incorporating stakeholder feedback into the final framework. The plan demonstrates an understanding of the ETD sector landscape and promotes broad stakeholder participation.	
		The consultation plan identifies only a limited number of stakeholders or provides insufficient detail regarding engagement methods, consultation activities, or validation processes. The proposed approach raises concerns about meaningful stakeholder participation.	4
		No consultation plan is submitted or the information provided is irrelevant to the assignment.	0
	2.4.5. Risk & Mitigation Plan The bidder shall submit a project risk management plan identifying potential risks and corresponding mitigation measures.	The plan identifies all significant technical, operational, stakeholder, governance, scheduling, data, and resource risks relevant to the assignment. Appropriate mitigation measures, contingency plans, monitoring mechanisms,	8

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NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
		reporting arrangements, and quality assurance processes are clearly described. Responsibilities for managing risks are defined, and the plan demonstrates proactive project management. The plan identifies only a few project risks or provides generic mitigation measures with limited practical application. The monitoring and contingency arrangements are insufficiently developed, raising concerns regarding project management. No risk management plan is submitted, or the information is inadequate to assess the bidder's ability to manage project risks.	4 0
3.	Timelines and Budget (10 Points) A realistic and detailed project plan needs to be provided. The project plan needs to indicate the following sections:	- Timelines (within the prescribed period of 12 months) and the frequency of data provision to the ETDP SETA. (5) - All-inclusive (VAT) detailed budget showing items (5)	5 5
TOTAL			100

Bidders must provide documents to justify awarding the above points, and such proof should include details of contactable references to validate the information submitted. Points will be awarded on a sliding scale only where indicated.

Please take note of the value and scoring point system of your bid.

9.3. STAGE 3 - PRICING & SPECIFIC GOALS [Folder C]

PRICING SCHEDULE DOCUMENTS

- a. Costing Model (*Price must be final, include VAT and signed*)
- b. **SBD 6.1** - Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022
- (If claiming preferential points) - this will be used to verify points to be allocated for specific goals

80/20 preference point system shall be applicable as follows:

✓	Price	80
✓	Allocation of specific goals	20

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

10. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserves the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, or unsigned **will NOT** be accepted.
5. ETDPSETA reserves the right to include a penalty fee should the training programme not be completed as per the service level agreement.
6. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (**CIPC**) or a signed Sworn Affidavit for allocation of points for specific goals.
7. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
8. Bids submitted are to hold good for a period of **90 days**.
9. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** provide an accreditation certificate with relevant authority as stated in Mandatory documents.
10. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.
11. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
12. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
13. Companies that are in the process of de-registration in the CIPC will not be considered.
14. The ETDP SETA remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the ETDP SETA may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the ETDP SETA. Should a service provider wish to have the ETDP SETA as a referral, permission for this must be sought.

11. DISCLAIMER

Protection of Personal Information Act 4 of 2013 (POPIA) and Promotion of Access to Information Act 2 of 2000 (PAIA) Disclaimer

1. *By submitting your proposal, you grant the necessary consent as you acknowledge that:*
 - *ETDP SETA treats data it gathers and personal information it collects, holds and/or processes as private.*
2. *Therefore:*
Your right to privacy and security is very important to us. The ETDP SETA as a responsible party treats personal information of data subjects as private and confidential. To that end, we collect personal

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information for the purposes set out in this document or otherwise the specific purpose(s) communicated to you.

3. We may also use your information for a number of different purposes, for example to fulfil our legal and regulatory obligations of the SETA.
4. For more detailed information on how and why we may use your information, including the rights in relation to your personal data, and our legal grounds for collection, processing and using it, please view the ETDP SETA Protection of Personal Information Policy and Promotion of Access to Information Manual on our website: www.etdpseta.org.za "ETDP SETA PAIA Manual and POPIA Manual".

12. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation will be available on national treasury e-portal and our website. Documents **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za , Main Menu > Supply Chain Management > Open RFQs as from **12h00** on **09 October 2026**.

All Proposals **must be Sent via email to** etdpsetarfq@etdpseta.org.za

Submissions must be sent **BEFORE** the closing date and time of **11h00** on **28 October 2026**.

No late submission will be accepted!

13. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00** on **28 October 2026**.

14. CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. **ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID.** All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Management: Email: Tenderers@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities will be disqualified.