



mictseta

Media, Information and Communication Technologies
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

Request Details

Request Specifications	SCM is hereby requesting your company to provide the MICT SETA with quotations for Provision of Research Services in Conducting an Impact Study as per the requirement list detailed below.
Delivery address	Block 2, Level 3 West Gallagher House, Gallagher Estate 19 Richards Drive Midrand
Billing address	P.O. Box 5585 Halfway House 1685

Closing details

Closing date of quote	26 October 2018
Closing time of quote	11h00
Queries can be e-mail to:	simphiwe.yende@mict.org.za / Peter.masipa@mict.org.za
Hand deliver at physical address:	Block 2, Level 3 West Gallagher House, Gallagher Estate 19 Richards Drive Midrand

RETURN INSTRUCTIONS

1. Please ensure that the quote is addressed to MICT SETA in a PDF format. All Quoted Prices must include all applicable taxes (e.g. Vat, Duties, etc.)
2. Please ensure that the invoice/delivery note is submitted to MICT Seta on the day of delivery of goods or services, for payment thereafter.
3. Please note that the Evaluation of the submitted proposals and quotes will be evaluated in three (3) stages
4. Stage 1 will entail checking compliance with the requirement for compulsory documents.
5. Below is a list of compulsory documents which must be submitted with proposal:

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Board Members: Charlton Philiso (**Acting CEO**), Clyde Mervin, Deliwe Rampa, Donald Liphoko, Gloria Khumalo, Marilyn Radebe, Matsebe Phasha, Ntombi Khumalo, Ntomboxolo Maheneza, Sihle Ngubane (**Chairperson**), Sontaga Mantlhakga, Teboho Morobe, Thabo Mofokeng, Thamsanqa Mzileni, Ulandi Exner, Zamaswazi Phakathi.



- i) **PROOF OF REGISTRATION ON NATIONAL TREASURY CENTRAL SUPPLIER DATABASE ATTACHED WITH COMPLIANCE TAX STATUS VERIFICATION**
- ii) **VALID TAX CLEARANCE CERTIFICATE;**
- iii) **SBD 6.1 - PREFERENTIAL POINTS CLAIM FORM;**
- iv) **VALID B-BBEE CERTIFICATE or SWORN AFFIDAVIT;**
- v) **SIGNED AND INITIALED SBD 4 – DECLARATION OF INTEREST;**
- vi) **SIGNED AND INITIALED SBD 8 – DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES;**
- vii) **SBD 9 SIGNED AND INITIALED – CERTIFICATE OF INDEPENDENT BID DETERMINATION;**
- viii) **VALID COMPANY REGISTRATION DOCUMENTS;**
- ix) **PROPOSALS TO BE SUBMITTED IN OUR BID BOX AT ABOVE MENTIONED ADDRESS**

Note: Potential Service Providers that fail to comply with the abovementioned minimum requirements may be disqualified.

6. For any enquiries please contact Mr Thabang Motsoeneng on 011 207 2619 or Mr Peter Masipa 011 207 2653

7. Stage 2: Technical/Functionality Stage

An assessment of Functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the bidder will be required to score a minimum of 70 points (out of the 100 points), i.e. 70%, for Functionality in order to qualify to proceed to Stage 2.

Functionality Criteria	Weight	Score
2 years' experience in conducting similar provincial and national level research (must include examples in the form of project understanding and project plan, tools, analysis and reporting with recommendations).	40	

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<p>Where;</p> <p>0= no evidence 3=evidence meets expectation 5= Exceeds expectation</p>		
<p>Attach at least 2 samples of previous work completed for similar research projects conducted, specifically for tracer/impact study (i.e. a portfolio of evidence).</p> <p>Where;</p> <p>0= no evidence 3= 2 samples 5= more than 3 samples</p>	<p>30</p>	
<p>Attach curriculum Vitae(s) of the individual project incumbent(s), e.g. Project lead/consultant /manager who will be implementing the project and executing all project related functions for the impact research project.</p> <p>Where;</p> <p>0= no similar project experience. 3= At least 2 key have similar project experience. 5= more than 2 people have similar project experience.</p>	<p>10</p>	
<p>Profile of the submitting service provider/company, indicating similar research done or completed.</p>	<p>10</p>	

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<p>Where;</p> <p>0= Profile does not demonstrate experience in the Impact research.</p> <p>5= The profile of the submitting company demonstrates similar tracer/impact research conducted.</p>		
<p>Attach two reference letters indicating ;</p> <p>(1) Professionalism (2) Meeting tight deadlines (3) Quality of work done</p> <p>This must be primarily from research work done on tracer/impact study as indicated in your company profile.</p> <p>Where;</p> <p>3= 2 Reference letters 5= More than 3 reference letters</p>	10	
Total	100	
Qualifying Threshold	70	

8. Preference will be given to professionals/companies that will be able to demonstrate prior experience of similar projects done.

9. The bidder must provide a detailed proposal, articulating, amongst other things, the following:

- Methodology/ approach to be used to carry out similar the assignment as per TOR. The bidder’s proposal must clearly and separately deal with the immediate scope and ad hoc services.
Proposed timelines of delivering on the immediate scope; and indicative response times for attending and delivering on ad hoc services

10. Stage 3: Pricing Stage

- If the bidder attained 70 points/percent or more in Stage 2 the bidder will now be evaluated for Price in terms of the 80/20 preference point system, where 80 points will be for Price and 20 points will be for the organization’s B-BBEE status.

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DESCRIPTION OF GOODS/SERVICES REQUIRED

1. Description	<p>The Media, Information and Communication Technology Sector Education and Training Authority (“MICT SETA”) is a statutory body established through the Skills Development Act, No. 97 of 1998 section 10 (1) (a). The SETA was established to offer support to its stakeholders through skills development imperatives within the Advertising, Electronic Media and Film, Electronics, Information Technology and Telecommunications sub-sectors.</p> <p>Guided by the National Skills Development Strategy (NSDS III), the SETA has a mandate to facilitate skills development within its sector. The aim is to create an education and training environment, where everyone has the opportunity to reach their full potential, ensuring that the challenge of skills mismatch and critical skills is addressed in the country.</p> <p>The NSDS III, as a subcomponent of Human Resource Development Strategy (HRDS), seeks to facilitate alignment between skills supply and demand by enhancing the linkages between institutional and workplace learning. The SETA recognising the vision and mission of both these strategic documents, it has implemented skills development interventions in various provinces around the country. Programmes implemented by the SETA include: Learnerships, Internships, Skills and Short programmes.</p> <p>The SETA understands that impact of the education and training system on the lives of the general population is an important barometer to national development. It is against this background that the MICT SETA aims to evaluate its funded education and training interventions as for the period 2013/14 to 2017/18.</p>
2. Scope of work	<p>2.1 Rationale and Purpose</p> <p>The MICT SETA seeks to appoint a professional and competent research service provider to support it in conducting an impact study in the following SETA-funded learning programmes:</p> <ul style="list-style-type: none"> • Learnerships • Internships • Skills Programmes

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- Short Programmes

The study will explore and document key features, trends, challenges, outcomes and impact of skills interventions in the MICT SETA sub-sectors. Fundamentally, it will assist in further developing a sustainable skills development strategy for the MICT SETA. This will contribute positively to the MICT SETA sub-sectors and promote inclusive economic growth in the country.

The primary focus of the study will be to understand the impact of workplace-based learning (WBL) programmes on the lives of the general population within the MICT sector, focusing on evaluating:

- Enrolment vs Completion rates
- The match between qualifications attained and occupations, wherein learners are placed.
- The nature of employment, in terms of employment sector or types of employment (e.g. formal or informal);
- Tenure (Part time or full time, contract or permanent)
- The employment status (employed, self-employed and unemployed)
- Employment rates (NSDS III seven key developmental and transformation imperatives).
- Remuneration levels and benefits (UIF, pension, medical aid, allowances)

2.2 Objectives

The study aims to:

- Provide a record of all learners who entered and completed MICT SETA funded programmes, namely: Learnerships, Internships, Skills and Short programmes.
- Determine the factors associated with employment/unemployment.
- Understand the intricacies of the articulation of qualifications into occupations.
- Determine the nature of employment of learners who received employment.
- Make recommendations where there are gaps.



2.3 Specific Research Questions

The research study seeks to answer the following specific questions:

- What is the status of students who completed WBL?
- Are they employed?
- Are they not working?
- Are they studying further?
- If employed:
- Where are they employed (name of the company/ or organization)?
- What is their occupation?
- Has there been a change in jobs since completing the learning programmes?
- After WBL has there been a difference in rank/ post level?
- Are they employed full-time or part time and temporary or contract?
- What are their wages?
- What benefits and allowances are they getting?
- If not in employment, why?
- Are they studying full-time?
- Are they looking for employment?
- Are they looking after parents, siblings?

2.4 Terms of Reference

The service providers expected to develop effective tracer and survey instruments to produce key impact indicators around Learnerships, Internships, Skills Programmes and Short programmes.

Activities include:

- Delivering a questionnaire signed off by the SETA on CATI software. This software should have a capability of capturing data as it is collected. On average, across all learning/work experience programmes.
- Conducting telephonic interviews based on an online questionnaire with a specified sample of learners who have completed Learnerships, Internships, Skills and Short programmes.



- Reporting on the profile of Learnerships, Internships, skills and short programmes completers incentivised by the MICT SETA. This will include *inter alia*:
 - ✓ Details with respect to the characteristics of the learners including
 - ✓ Demographics, qualifications, occupational profiles;
 - ✓ Learner absorption rates into the labour market;
 - ✓ Employment status (employed or unemployed);
 - ✓ Self-employed vs. employees
 - ✓ Employment sector (formal or informal sector);
 - ✓ Tenure (part time or full time, contract or permanent);
- Producing a technical report based on the study.

2.5 Time lines of the project

The research should be initiated by the 1st of November 2018 and be completed by no later than April 2019.

2.6 Competency and Expertise Required

The service provider must have at least 2 years' experience in conducting similar provincial and national level research, not limited to, but preferably for Stats SA, SETAs, TVET or higher education training institutions. The service provider should also have the capacity to mobilize a team of relevant experts and enumerators meeting the below stated qualifications and professional requirements and evidence of high level analytical, qualitative and quantitative research ability. The expert team to be involved in the study should be composed as follows:

2.6.1 Team Leader

Minimum of a master's degree in the disciplines of Development Studies, Statistics, Research, monitoring and evaluation, and Social Sciences. A doctoral degree in any one of the above disciplines will be an added advantage for the team leader, as well as a proven track record in leading research projects for educational institutions, and/or lecturing in disciplines involving



	<p>research, development, monitoring and evaluation. Experience in project cycle management is also preferred.</p> <p>2.6.2 Enumerators</p> <p>Grade 12 or relevant school leaving certificate, a first level college, and technikon or university diploma in any discipline related to education and training, statistics, commerce, research. Previous experience as enumerator for social science, demographic, or similar surveys, as well as user level skills in Microsoft office suites.</p> <p>2.6.3 Time lines of the project</p> <p>The research should be initiated on the 1st of November 2018 and be completed by no later than April 2019.</p> <p>2.6.4 Quality and reporting requirements</p> <p>The service provider will report directly to the Sector Skills Planning Researcher. Qualitative management of the service and performance must be overseen by the service provider.</p>
<p>3. Submission of proposals</p>	<p>3.1 Submissions are to be addressed to the contact Supply Chain Office for Attention of Mr Yandisa Dinga.</p> <p>3.2 Soft copies (either by email, cd, usb or any other form) of the proposal and pricing schedule (quote) must also be submitted.</p> <p>3.3 Service providers may provide either hard copies or soft copies, or both.</p>
<p>4. Proposed Methodology</p>	<p>4.1 Methodology and Approach</p> <p>The required composition of the sample size should represent not less than 35% of the overall cohorts (Learnerships, Internships, Skills and Short programmes), proportionately randomly selected to represent all the geographical and development regions where MICT SETA implements its learning programmes. Mixed methods of both quantitative and qualitative approaches will have to be employed:</p> <ul style="list-style-type: none"> i) Make use of (telephonic interviews and an online survey) ii) The service provider is expected to follow the sampling guidelines provided by the SETA in order to ensure a stratified random sample of completers.



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	iii) Deliver interview data in excel format using the template provided by the SETA. iv) Deliver a report on key impact indicators based on a template provided by the SETA.
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Conditions

MICT SETA does not bind itself into accepting the lowest quote nor making an appointment from presentations, proposals/quotations received.

MICT SETA reserves the right, at its sole discretion, to cancel this request for proposals, presentations and quotations or not to make any appointment at all and also reserves the right to appoint more than 1 service provider.

Should this transaction and/or contract period exceed R30k including all applicable taxes, the 80/20-point system will be applied as follows (80 price; 20 BBBEE points). Preferential procurement principles will be applied according to the stated policies of the department.

Upon award of the bid, the successful bidder shall enter into an agreement with MICT SETA. The said agreement shall be in a format prescribed by MICT SETA.

The successful bidder shall provide the service required based on the set timelines and as per the schedule to be provided by MICT SETA.

Compiled by

Date 16 October 2018.....

Mr Peter Masipa: SCM Official

Approved by

Date 16 October 2018.....

Thabiso Mokoena: Supply Chain Manager

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