TERMS OF REFERENCE

Independent stakeholder engagement and scenario planning services to support the development of a National Digital Ecosystem for Post-School Education and Training

BACKGROUND

JET Education Services (JET), in collaboration with the Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA), has initiated a project that seeks to address the development of an integrated, national digital ecosystem which is interoperable and can be used for effective skills planning and provisioning.

The purpose of the overall project is to establish an integrated digital ecosystem that will strengthen, integrate, coordinate and improve efficiencies in the governance and management of the post-school education and training (PSET) system. The main objective of the project is to ensure that data sets are interoperable, well synchronised and used effectively as sources of information for planning and improving efficiency in the PSET system.

Phase 1 of the project, involving a situational analysis of the PSET sector, a mapping study and a feasibility report has been completed. A condensed and integrated version of the reports will be released in early 2020 and will also be made available to shortlisted service providers. An international review has also been completed – this is available in the public domain and can be accessed at www.jet.org.za/resources/interoperable-data-ecosystems.pdf/view.

The purpose of this Terms of Reference is to invite credible, independent service providers to submit proposals to plan and implement a stakeholder engagement and scenario planning process that will support the overall project objectives. The service provider is expected to use innovative methodologies, specifically scenario planning, in order to steer the stakeholder engagement process.

SCOPE OF WORK

This Terms of Reference calls for a focus on the following deliverables:

1. Design, cost and present the stakeholder engagement and scenario planning approach to be utilised;
2. Implement stakeholder engagement and scenario planning in a manner that results in tangible outcomes, such as MOUs between key stakeholders and/or a declaration signed by key partners;
3. Submit a detailed costing which includes cost of workshops all-inclusive of venue and catering;
4. Submit a 50-page "publication ready" report at the end of the intervention that covers key aspects of the process, including opportunities, threats and recommendations.

The service provider will be expected to work closely with the team that will be developing the business case for the PSET CLOUD.

SERVICE PROVIDER REQUIREMENTS

The service provider must have the following:

- A proven track record of having the necessary knowledge and experience in stakeholder engagement and scenario planning;
- A deep understanding and knowledge of the stakeholders operating within the PSET sector;
- The capacity to deliver on the key milestones identified with a relevant project team;
- Knowledge and experience of user-centred design thinking and lean innovation approach;
- At least three references from working with government and other stakeholders on relevant initiatives;
- Experience in digital initiatives will be an added advantage, but is not a prerequisite.

The service provider must submit the following:

- A project plan with milestone outputs and review dates indicating the approach and methodology to be used in achieving the project deliverables;
- An indication of how the theory of change is integrated into the project using the following integral components:
  o Identification of long-term goals,
  o Backwards mapping and connecting the preconditions or requirements necessary to achieve the goal, explaining why these preconditions are necessary and sufficient,
  o Identification of basic assumptions about the context,
  o Identification of the interventions needed to create the desired change.

Note: The change process over the four-year period is indicated in Annexure A and must be used as reference. It is important to note that this TOR is located in Year 2 of the overall process.

- Detailed CVs of the project team for this project that clearly indicate their key roles or expertise, e.g. project manager, lead researcher with experience in PSET research, etc. A multilevel team approach is preferred to a single consultant;

  Note: Only teams that demonstrate well balanced racial and gender compositions will be considered.

- Proposed steps and time frames involved for successful completion;
- Detailed cost breakdown for the project, including VAT.

EVALUATION CRITERIA

Criteria	Weight
Capacity	10%
Mentoring and use of interns	5%
Previous experience	15%
References	10%
B-BBEE	10%
Price	10%
Proposal and Methodology	40%
Total	**100%**

BUDGET

The budget allocation for this task ranges between R 650 000.00 to a maximum of R 1 million, all-inclusive of requirements such as VAT, venues for the workshops to be conducted, travel, and any other expenses incurred in the roll out of the project until final successful completion.

ESTIMATED TIMEFRAMES

• Deadline for clarification questions:	3 March 2020
• Deadline for submission of proposals:	30 March 2020
• Evaluation of submissions by:	15 April 2020

• All short-listed service providers will be requested to be available to make presentations on:	20 April 2020.
• This project to commence on:	4 May 2020
• Completion date:	30 October 2020
• An additional month will be allowed for final report submission.	

CONTACT DETAILS

All queries should be directed to Dr Rooksana Rajab and must be submitted via email to rooksana@jet.org.za. Responses will be provided via email.

Proposals should be submitted to tenders@jet.org.za. Technical and financial proposals may be combined.

ANNEXURE A

TOR: Stakeholder engagement and scenario planning: National Digital Ecosystem for PSET