



The Moses Kotane Institute (MKI) is an entity of the KwaZulu-Natal Provincial Government through the Department of Economic Development, Tourism and Environmental Affairs (EDTEA). Its mandate is to provide internationally recognised quality research driving the economic development and innovation in the province. It does this by providing timely and accurate research to support the attainment of radically transformed, inclusive and sustainable economic growth for the province in partnerships with public and private sector. It is also funded mainly by EDTEA and other stakeholders.

TERMS OF REFERENCE FOR SERVICE PROVIDERS TO DEVELOP A YOUTH SKILLS DEVELOPMENT AND ENTREPRENEURSHIP STRATEGY FRAMEWORK.

1. Purpose

MKI seeks to secure the services of a competent service provider to develop a Youth Skills Development and Entrepreneurship Strategy Framework that identifies skills gaps in the following agro-processing sector value chain: packaging, warehousing/storage, transportation, retail and distribution to match labour market demands and entrepreneurship opportunities (incubation programs).

2. Objectives

- 2.1 To ensure maximum participation of the youth in the economic value chain and expansion of appropriate skill to match the labour market demands.
- 2.2 To meet the labour market skills shortages, identify gaps and ensure appropriate skills supply.
- 2.3 Open opportunities in the private and public sectors through operation VULA, RASET and Operation PHAKISA.
- 2.4 Contribute towards youth skills development and entrepreneurship in the province.
- 2.5 Assist provincial government in the eradication of poverty, unemployment and inequality in the country.

- 2.6 To provide policy framework to guide the provincial government in providing support to youth and its development.
- 2.7 The framework must align with the National Development Plan (NDP), Youth Employment Services (YES), Integrated Youth Development Strategy (IYDS), Provincial Growth and Development Plan (PGDP) and KZN Human Resource Development Strategy.
- 2.8 Ensure the mass mobilization of human and financial resources for the effective implementation of programmes focusing on youth designated groups.

3. Scope of work/Focus areas

- 3.1 Develop a framework on skills development and a funding model on youth for the agro-processing sector with specification in packaging, warehousing/storage, transportation, retail and distribution.
- 3.2 Framework seeks to address socio-economic challenges as a result of unemployment and lack of skills for the youth (aged 18-35) in KwaZulu Natal (KZN).
- 3.3 Identify areas of entrepreneurial opportunities within the agro-processing (packaging, warehousing/storage, transportation, retail and distribution) for the beneficiation of the youth.
- 3.4 To position KZN youth to meet the impact and challenges as a result of the Fourth Industrial Revolution (4IR) in the respective sectors.
- 3.5 To build adequate capacity in the automation processes in order to meet the complex challenges of the era of artificial intelligence.
- 3.6 Match individual skills and qualifications according to the skills development and incubation
- 3.7 To identify and provide accurate information on opportunities between government services and private sector through operation VULA, RASET and Operation PHAKISA.
- 3.8 To enhance the economy of KZN through skills development and entrepreneurship for the youth.

4. Responsibilities

- 4.1 Inception meeting with MKI stakeholders to outline workplan
- 4.2 Present the first draft strategy to the relevant standing committees for inputs and approval
- 4.3 Produce the Youth Skills Development and Entrepreneurship Strategy Framework

5. Terms of committee membership

Appointment will be for a period of 3 months can be extended for a period not exceeding 1 month based on performance.

6. Project costs

The service for the project will be funded by MKI. Service providers are requested to attach a brief profile that details, in years, their previous experience in strategic planning. The profile must also include project timeframe and total costs. The costs will be an all-inclusive (including disbursements). Service providers will not receive remuneration for participating in teleconferences.

7. Required competencies

7.1 Expertise in strategic planning

7.2 Proven work experience in providing advisory services to private and public sectors

7.3 The project manager should hold a Postgraduate Doctoral Degree (PHD) in any of the following: Social Sciences, Economics and Business Science or equivalent.

8. Key qualifying requirement of registered service providers

8.1 Must be prepared to travel to KZN

8.2 The project manager or service provider or Institution of Higher Learning must operate within a tertiary institution or be linked to a tertiary institution or a research institute.

8.3 The project manager or service provider or Institution of Higher Learning must submit a valid tax number or tax certificate.

8.4 A letter from the responsible Head of Dean or Head of the Institution confirming the association with the institute should accompany the submission of the bid.

8.5 The project manager or service provider or Institution of Higher Learning must have published a minimum of 3 peer reviewed papers in the last 3 years.

NB: Please refer to annexure A, attached hereto, for technical scoring grid.

9. Mandatory compliance requirements for companies

9.1 Proof of company registration, where applicable i.e. unless you a sole proprietor

9.2 Shareholder's certificate, where there is more than one director

9.3 Original valid tax clearance certificate

9.4 Valid BBBEE certificate by a SANAS accredited agency/company or affidavit

- 9.5 Bank account confirmation letter
- 9.6 Certified ID copies of the director (s) of the company (certification not older than 3 months)
- 9.7 Certified ID copies of person (s) to carry out project (certification not older than 3 months)
- 9.8 Proof of registration on the Treasury Central Supplier Database
- 9.9 Bidders should attach a CV of the Project Manager.
- 9.10 CV must have three recent contactable references where the bidder has conducted similar services.

10. Mandatory compliance requirements for individuals

- 10.1 A minimum of 5 years' experience in strategic planning
- 10.2 Valid tax certificate
- 10.3 A letter from the responsible Head of Dean or Head of the institution confirming the association with the institute should accompany the submission of the bid.
- 10.4 Submit 3 published peer reviewed research papers in the last 3 years.
- 10.5 CVs of the person (s) proposed to handle the project.
- 10.6 CV must have three recent contactable references where the bidder has conducted similar services.
- 10.7 Certified copies of IDs (certificate must not be older than 3 months).

NB: Failure to comply with the above mandatory requirements will lead to disqualification

11. Disclaimer

- a. The Terms of Reference (TORs) are subject to amendments or extension as the need arises during the course of work.
- b. MKI reserves its right not to appoint,
- c. MKI reserves its rights to appoint more than one service provider (i.e. one service provider for each case)
- d. MKI reserves its rights to negotiate the price with the relevant panel member in due course
- e. MKI reserves the right to terminate the mandate should a pre-existing conflict of interest on the part the firm and or assigned person (s) be found at any stage of the panel period
- f. Originals of the documents will be requested from the qualifying applicant panel members.

**ANNEXURE A
EVALUATION GRID**

1. (a) Company Evaluation
This is a three-stage evaluation bid. The first stage is the administrative compliance, the second is the technical evaluation, Price and BBBEE calculations
- (b) Individual Evaluation
This is a two-stage evaluation bid. The first stage is the administrative compliance, the second is the technical evaluation
2. Bidders who meet the administrative requirements compliance shall be evaluated for technical requirements
3. Bidders need to score the minimum required technical points of 60% of 100 or 60 points.
4. Prospective bidders will be invited to an inception meeting.

COMPANY NAME	
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STAGE 1 (A)

ADMINISTRATIVE COMPLIANCE GRID (Y=Yes / N=No)					
#	Document	Submitted	Compliant	Non-Compliant	Not Submitted
1	Proof of registration on the Treasury Central Supplier Database.				
2	Valid Tax Clearance Certificate				
3	Proof of Company Registration. <i>Where applicable</i> i.e. unless you are a sole proprietor				
4	Shareholders Certificate <i>where applicable</i>				
5	Certified ID copies of Directors (certification not older than 3 months)				
6	Certified ID copies of persons to carry out project (certification not older than 3 months)				
7	Valid certified copy of BBBEE Verification Certificate by SANAS or an Affidavit				
8	Letter from the Bank confirming the Company Banking details				
9	Proof of registration with the relevant professional body				
10	CV of the project manager with 3 recent contactable references				

STAGE 2 (A)

**Stage 2 (EVALUATION OF THE COMPANY PROPOSAL)
Technical Evaluation Grid**

	Score	Evaluator's score
1. Showing understanding of the scope of work?	10	
Yes	10	
No	0	
2. Traceable experience in conducting strategic planning	20	
Less than 5 years	10	
5-7 years	15	
8 years and above	20	
3. Qualifications of the project leader (Mandatory)	10	
Postgraduate Doctoral Degree (PHD) focusing on identified fields of study.	10	
Master's Degree/Honours/Undergrad qualification (Disqualify)	0	
4. Has the Bidder confirmed their willingness to travel to KZN (Mandatory)?	10	
Yes	10	
No	0	
5. Has the project manager submitted a letter confirming their association with reputable and accredited institute	20	
Yes	20	
No	0	
6. Number of peer reviewed papers published by the project manager	30	
3 peer reviewed papers and above	30	
2 peer reviewed papers	20	
1 peer reviewed paper	10	
Total	100	

STAGE 3

Price	BEE points	Total Score

STAGE 1 (B)

INDIVIDUAL NAME/INSTITUTE OF HIGHER LEARNING	
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ADMINISTRATIVE COMPLIANCE GRID (Y=Yes / N=No)					
#	Document	Submitted	Compliant	Non-Compliant	Not Submitted
1	Valid tax certificate				
2	A letter from the responsible Head of Dean or Head of the institution confirming the association with the institute should accompany the submission of the bid				
3	Submit 3 published peer reviewed research papers in the last 3 years				
4	CVs of the person (s) proposed to handle the project.				
5	CV must have three recent contactable references where the bidder has conducted similar services				
6	Certified copies of IDs (certificate must not be older than 3 months).				

STAGE 2 (B)

**Stage 2 (EVALUATION OF THE PROFILE)
Technical Evaluation Grid**

	Score	Evaluator's score
1. Showing understanding of the scope of work?	10	
Yes	10	
No	0	
2. Traceable experience in conducting research	20	
Less than 5 years	10	
5-7 years	15	
8 years and above	20	
3. Qualifications of the project leader (Mandatory)	10	
Postgraduate Doctoral Degree (PHD) focusing on identified fields of study.	10	
Master's Degree/Honours/Undergrad qualification (Disqualify)	0	

4. Has the Bidder confirmed their willingness to travel to KZN (Mandatory)?	10	
Yes	10	
No	0	
5. Has the Bidder submitted a letter confirming their association with reputable and accredited institute	20	
Yes	20	
No	0	
6. Number of peer reviewed papers published by the bidder	30	
3 peer reviewed papers and above	30	
2 peer reviewed papers	20	
1 peer reviewed paper	10	
Total	100	

Evaluator’s comments on strength and Weaknesses
