Empowered lives.
Resilient nations.

TERMS OF REFERENCE

FOR

RAPID NEEDS ASSESSMENT FOR DIGITAL AND FUTURE SKILLS FOR DECENT JOBS FOR YOUTH IN OR TAMBO DISTRICT MUNICIPALITY, EASTERN CAPE.

Application Deadline: 15th June 2021
Category: Local Consultants
Type of Contract: Company
Languages Required: English
Starting Date: Immediately
Expected Duration of Assignment: 25 days

1. INTRODUCTION

United Nations Development Programme (UNDP) is the United Nations global development network operating in over 170 countries, advocating for change and connecting countries to knowledge, experience, and resources to help people build a better life. As a development agency, it supports these individual countries to develop and accelerate implementation of their own solutions to local and global challenges. As a development partner, UNDP has a role to also be an integrator of Sustainable Development Goals (SDG's) and manage trade-offs thereafter.

Over the years, UNDP support has focused mainly on technical research assistance and knowledge products development; capacity development on policy research and development, nature, climate, environment and energy; international knowledge and information exchanges; promoting and facilitating inclusive community consultations and platforms for multi-stakeholder engagements to discuss and provide innovative solutions to development challenges; humanitarian work in cases of emergency such as Covid-19 pandemic scare and climate change adverse effects as well as project management and operational services. In South Africa this kind of support has been guided by the National Development Plan (NDP) and Medium-Term Strategic Framework of the country. In addition, different sector

masterplans and strategies provide the well-defined sector development plans to guide the support UNDP would provide to different government interventions in the country.

In the beginning of the 6th Administration (2019) the executive introduced the District Development Model (DDM), spearheaded by the Department of Cooperative Governance and Traditional Affairs (COGTA). The DDM is an operational model for improving Cooperative Governance aimed at building a capable and ethical Developmental State. It is an all of Government and Society Approach with a method by which all three spheres of government and state entities work in unison in an impact-oriented way. It is changing the way government use to function in relation to planning, budgeting & service delivery. One of the objectives of the DDM is to solve silo's, duplication and fragmentation.

In one of her speeches, the Minister of COGTA stated that the DDM will enable the country to pursue socio-economic and spatial transformation through a more tangible common vision for development of the country. By purposefully linking local economies with district and national economies government can massify, optimise and transform the structure of the economy. This will require paying particular attention to the participation of women and youth, by amongst others reskilling them and paying attention to them accessing financing and credit. Thus, UNDP under the leadership of UN Resident Coordinator in the country have responded to government call for this kind of integrated development. UN Country Team is committed to supporting SA government to fulfil its development mandate.

2. BACKGROUND

The DDM proposes that national and provincial governments support and strengthen the capacity of municipalities to better design and manage their own affairs and play a developmental role, where local government is committed to working with citizens and groups within the community to find sustainable ways to meet their social, economic and material needs and improve the quality of their lives.

Subsequently, The United Nations in South Africa, in line with its human cantered development approach and the Sustainable Development Goals (SDGs), responded to the Government's call for support through engaging the Department of Cooperative Governance and Traditional Affairs (COGTA) and framing pilot support to three districts: O.R. Tambo District Municipality, Eastern Cape; Waterberg District Municipality, Limpopo and eThekwini Metropolitan Municipality, Kwa Zulu Natal.

In April 2021 the United Nations in collaboration with COGTA launched the DDM support project in O.R Tambo District. The adaption and implementation of the DDM in OR Tambo district is focused on the use of three signature project interventions, interchangeably

referenced as delivery mechanisms: The Business Solutions Centres, the Thuthuzela Care Centres, and the Thusong Centres. O.R. Tambo District is reach in many aspects of resources, however there are skills mismatches in terms of skills distribution and utilisation. This is one aspect that UN Country Team would like to provide support on. For a start, digital skills training pilot project will be rolled out in the O.R.Tambo District. Founded from the framework of the "Digital Skills for Jobs" campaign of Decent Jobs for Youth, the overall objective of this digital skills development initiative is to contribute to improving youth transitions to decent work by developing and implementing a digital skills for decent jobs strategy to ensure that young women and men in South Africa are equipped with a full range of digital skills required to compete in today's digital economy and are connected to job opportunities thereby contributing to the attainment of Sustainable Development Goal (SDG)[1] and Targets.

It is also known that SA entrepreneurship and digital economy programmes have many challenges they need to overcome. Those include a) Handholding for establishment and successful running of enterprises & b) Linkages with banks for financial assistance hence sustainability is a challenge, access to market and balancing supply and demand, technology advancement and use in the times of fourth Industrial Revolution (4IR). Upskilling and reskilling, [job] market cooperation and many other watertight interventions can assist to minimize these challenges.

Outlining examples of current challenges does not ignore government attempts to provide skills development. There are several programmes which seek to address youth and rural unemployment and entrepreneurship development championed under different Ministries and government agencies. Some examples are 1) National Rural Youth Service Corps (Narysec) which provides training in almost everything and placement for rural youth under Agriculture, Land Reform and Rural Development Ministry; 2) Community Works Programme (CWP) under COGTA; 3) Expanded Public Works Programme (EPWP) under the Department of Public Works & Infrastructure; 4) TVET system and SETA system with its focus on Learnerships for employed and unemployed, Skills-Programmes (short courses) for employed and unemployed, graduates & artisan placements, artisan development, internships and bursaries. In addition, there are also 5) innovation hubs and artisan development centres. Most of these programmes are targeting rural and township development. They also focus on entrepreneurship development. Each responsible state agency or department has mechanisms to identify, train, incubate, fund and advise new venture creators/entrepreneurs and wage employees.

3. OBJECTIVES

The objectives of this assignment are:
a) To conduct needs assessment for digital skills for economy of the O.R. Tambo District Municipality so as to inform the nature or type of intervention required in the district.
b) To conduct the need for digital skills for decent jobs for youth for future in O.R. Tambo, targeting youth not in education, employment or training.

---

[1] This includes SDG targets 4.3, 4.4, 4.5, 4.c, 5.5, 5.b, 8.5 and 8.6.

c) To thoroughly map out the short term and long term needed digital skills in the district, mode of delivery (online or face-to-face) and their potential for scaling up or expansion.

d) To establish the linkages between the identified skills and the adopted approach and delivery mechanism of Business Solution, Thusong and Thuthuzela Centrers.

e) To map out and analyse digital skills stakeholder ecosystem within the district.

4. DURATION

The assignment should be concluded within 25 days after signing of the contract and briefing meeting.

5. PROJECT SCOPE

Need assessment of digital skills will be conducted in O.R. Tambo District in the Eastern Cape. There might be a need for site visit or online consultation with the stakeholders. The scope of work will include:

a) Assessing the needs for digital skills, types of digital skills, linkages to economy, linkages to UN System and government delivery mechanisms and feasibility to enable the delivery or rolling out of the proposed skills.

b) Establish and analyse the enablers and limitations. Identify the linkages of the digital skills needs to district development plan, local economic development, integrated development plan and other relevant planning mechanisms at national and provincial level.

c) Develop a tool to measure functionality of those who are considered for in-take to undergo the training. In other words, a contractor should be able to develop a mechanism or instrument to be used to identify qualifying candidates for proposed interventions. Advise on the risks associated with running this kind of intervention in the district.

d) Identify key actors who are already on the ground doing digital skills and advise on how UNDP could integrate its work to already existing relevant initiatives.

e) Map out and analyse other key role players or stakeholders and their relevancy. For example, relevant SETAs- what role could they play based on their sector skills plans and NSDS IV? National and Provincial custodian departments; Private Sector; etc.

f) Identify the opportunities for success and sustainability. Establish the demonstrable impact left by other interventions (e.g. Narysec, EPWP, CWP, SETA Skills Programmes, Learnerships and Artisan Development) and advise on how UNDP can build up from those.

g) Establish the level of training fatigue from the targeted recipients who never used their previously acquired skills and propose the solutions to that.

h) Map out the potential of job placement in the district and province. Where can the beneficiaries of the training be placed in the market to utilize their skills. Quick scan of potential employers or entrepreneurship opportunities.

i) Identify relevant accredited or internationally recognised digital skills programmes which can be suitable for the target group.

j) Advise on entry points and low hanging fruits.

6. METHODOLOGY

The contractor will propose the suitable methodology to use in undertaking this assignment. This should be well-captured in the proposal. The detailed and final methodology shall be discussed with UNDP team after the contractor has been appointed. The needs assessment methodology should include well-thought-out sampling methods for selecting key informants, desktop material/documents.

The methodology should seek to answer some of these questions: What has already been done so far? what are the gaps? what is in the pipeline? who are stakeholders and key role players? what is the most suitable approach to use to see immediate results with impact?

Understanding of Theory of change as a planning and programming methodology would be useful in this assignment.

UNDP will work closely with the contractor to facilitate this process, including:
- Providing relevant documents, key stakeholders or links for desk review and consultations.
- The contractor will be fully independent and will retain enough flexibility to determine the best approach to fulfill the requirements of the assignment.

7. DELIVERABLES

The expected deliverables are:
a) Inception report outlining the understanding of the Terms of Reference, methodology and the reasons for the chosen methodology. Inception report must include implementation plan, activity schedule, milestones, resource breakdown and timelines.

b) Draft needs assessment report which will be presented to all stakeholders for inputs and comments. All comments, questions and inputs shall be responded to and incorporated to the final report for approval by Management.

c) The final report must have concrete recommendations on pilot project of this nature and its link to DDM and future considerations for programming and any other useful information that may assist improve delivery and management of partnerships of this nature and magnitude.

d) Selection (functionality assessment) Tool.

e) During the course of the assignment, the contractor may be required to prepare and do presentations on progress to Management.

f) Payments will be processed based on the quality of deliverable received and is structured according to the table below.

Payment Schedule

Deliverable	Payment	Timeframe
1. Inception Report with detailed methodology and Project Implementation Plan (PIP) with clear timelines.	25%	Within 5 days of contract signing.
2. Draft Needs Assessment Report	40%	Within 10-15 days after commencement.
3. Final Needs Assessment Report & Selection Tool.	35%	Within 20-25 days after commencement and upon approval.

8. REQUIRED COMPETENCES

The Contractor must fulfil the following selection criteria:
- ICT sector experience and expertise
- Proven experience in doing needs assessments and implementation plans, especially in the ICT and/or skills development sector
- Strong understanding of government and governance, and the policy imperatives of government, academic, labour and business ecosystems
- Comprehensive understanding and experience of digital skilling in the context of digital transformation and digital economy.
- Excellent capability to facilitate and consolidate in written form workshop/ webinar outputs
- Excellent research and report writing skills.
- Understanding of Digital Society development within the international, regional and national context
- Project management skills and ability to work under pressure and deliver on time.

In addition to the above, the contractor must possess the following:
1. **Education**:
   Team leader: Post Graduate Degree (Masters or equivalent) in ICT or any other relevant prost-graduate qualification with specialized knowledge of development management, public management, planning, digital skills development and economics.
   Other team members: Not more than 2 team members with University Degree in ICT, Planning, Local Government Management, Public Management or Public Administration.

2. **Knowledge and Skills:** Knowledge of conducting needs assessments, development interventions development, functionality assessment tools, knowledge of post school education and training, Official Report Writing, Socio-Economic impact assessment

system, understanding of development and job creation landscape in South Africa, functioning of government and international development organisations, knowledge of District Development Model.

3. **Experience**: Team Leader must have more than 7 years of experience in development management and planning environment, Strong record of conducting needs assessments of development projects, preferably ICT sector projects.

9. IMPLEMENTATION ARRANGEMENTS

a) The Contractor shall submit draft and final reports which clearly present work undertaken outlining activities and deliverables thereof. Any proposed deviations from the original project implementation plan shall be explained to the UNDP in writing and be approved by the UNDP Senior Management.

b) The report (s) must be submitted in electronic formats. All such materials shall become the property of the UNDP and its development partner and no document may be reproduced, copied or distributed without prior written consent from UNDP.

10. INSTITUTIONAL ARRANGEMENTS

The appointed Contractor will be:
- Working with UNDP team including Project Manager.
- Briefed by Project Manager at the start of the assignment and will henceforth report regularly to the Project Manager throughout the assignment.
- The Contractor (team) will be expected to observe the highest professional and ethical standards throughout project implementation.
- Project monitoring, control and evaluation will be done by UNDP Management.
- Project Manager will administer progress, contractual obligations, and provide required information or data for analysis.
- Project Manager will do quality assurance and approve the final report.

11. APPLICATION REQUIREMENTS

The qualifying Contractor/Company is invited to submit a proposal to provide the above-mentioned services. The proposal should focus on addressing the contractor's ability to provide the services outlined above. Please include the following:
- Cover letter stating the knowledge, skills and abilities of the Contractor to undertake this assignment.

- A technical proposal indicating a description of the proposed approach to the scope of work, preliminary work plan with timelines, deliverables and detailed budget or financial proposal (All inclusive).
- Applicant must also take into consideration the current state of the world, with Covid-19 pandemic regulations, the contractor may need to devise conducive and feasible strategies to fulfill the requirements of this assignment. Those strategies should be incorporated to the proposal.
- Detailed Curriculum Vitae indicating qualifications and relevant experience. Also attach copies of qualifications
- 2 relevant examples of previously produced needs assessment reports.
- Reference letter supporting your abilities to produce needs assessment report in digital skills.

12. CRITERIA FOR SELECTION

Selection criteria will be based on functionality, knowledge and experience. Technical proposal will be weighted at a maximum of 100 points with 70% pass rate. Financial Proposal weight is 30% to make the total of 100%. The selection of the successful candidate will be aimed at maximising the overall qualities in required areas of competence. This will be broken down in the following manner:

Criteria for Selection			Points Allocated
(As per RFQ or RFP)			Per Criterion
1		**Technical Proposal (overall presentation)**	**40**
	a	Expertise and reputation of a Contractor submitting Proposal demonstrating relevance of: - Specialized Knowledge in digital skills/ICT - Experience on producing needs assessments	20
	b	Proposed Work Plan and Approach: - Is the scope of task well defined and does it respond to the TORs? - Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?	20
2		**Education, Knowledge, Skills and Experience**	**60**
	a.	**Team leader**: Post Graduate Degree (Masters or equivalent) in ICT or any other relevant prost-graduate qualification with specialized knowledge of development management, public	20

		management, planning, digital skills development and economics.	
	b.	**Other team members**: Not more than 2 team members with University Degree in ICT, Planning, Local Government Management, Public Management or Public Administration.	10
	c.	**Knowledge and Skills**: Knowledge of conducting needs assessments, development interventions development, functionality assessment tools, knowledge of post school education and training, Official Report Writing, Socio-Economic impact assessment system, understanding of development and job creation landscape in South Africa, functioning of government and international development organisations, knowledge of District Development Model.	15
	d.	**Experience:** Team Leader must have more than 7 years of experience in development management and planning environment, Strong record of conducting needs assessments of development projects, preferably ICT sector projects.	15
TOTAL TECHNICAL SCORE (Passing Rate = 70%)			**100**

13. TERMS AND CONDITIONS

- Awarding of the contract will be subject to the company's acceptance of UNDP Terms and Conditions.
- UNDP reserves the right to terminate the contract in the event that there is clear evidence of non-performance.
- The information contained in these TORs has been prepared to guide interested parties in making their own evaluation and does not purport to contain all the information that a contractor may require. A contractor must make every effort to adequately responds to the terms.
- Delivery of reports- if delivery of the reports is delayed, or in the event that the quality of the reports delivered is lower than of the quality desired by UNDP, payments may be withheld until such time that the delivery is done, or quality of the report has been improved.
- Intellectual property- in handling information sources, the Contractor shall respect the intellectual property rights of the institutions that are under review.

14. CONTACT PERSON AND DETAILS

For any queries regarding the contents of these TORs and all other inquiries, please send them to procurement e-mail provided.

Annexures to be shared:

1. Reports from EC Digital Skills Council
2. DCDT/NEMISA Digital Literacy Information pack
3. Contact People:
   - OR Tambo Municipality.
   - DCDT.
   - NEMISA.
   - Walter Sisulu University.
   - MICT Seta
   - DDM responsible officials in O R Tambo.
4. Digital Skills Development Strategy
5. Concept Document on Digital Skills for Decent Jobs for Youth (DCDT-UNDP-ITU-ILO Partnership Project).