



CALL FOR APPLICATIONS

Appointment of a Panel of pre-qualified researchers and related professionals to provide consultancy services to the Inclusive Growth Programme (**IGP**) for a period not exceeding three years.

1	INTRODUCTION AND BACKGROUND	1
2	FOCUS AREAS AND DELIVERABLES.....	1
3	QUALIFICATIONS AND EXPERIENCE REQUIREMENTS	2
4	TIME FRAME.....	3
5	CONDITIONS	3
6	SUBMISSION AND EVALUATION OF APPLICATIONS	4
7	ENQUIRIES AND CONTACT DETAILS	4
	APPLICATION FORM.....	5

1 INTRODUCTION AND BACKGROUND

1.1 The Inclusive Growth Programme (IGP) is an initiative of the Department of Trade and Industry established with the aim of identifying, investigating and implementing innovative and practical interventions to the key challenges facing the South African economy. The initiative has been established in collaboration with Business and Labour. The IGP's key strategic objectives are to:

1.1.1 Establish a high-level policy forum where Government, Business and Organised Labour can regularly engage constructively with a view to improving economic policy design, policy co-ordination and coherence, joint development of mitigation measures where necessary, and enforcement and compliance of key economic policies;

1.1.2 Facilitate transformation of the economy to promote industrial development, investment, competitiveness and employment creation;

1.1.3 Facilitate broad-based black economic participation through targeted interventions to achieve more inclusive growth.

1.2 In achieving the above objectives, the IGP requires reliable access to highly skilled and experienced expertise in a number of areas including socio-economic and economic sectors and industry research and analysis; programme design, development of M&E frameworks, policy advocacy, capacity building, development of guidelines and others.

1.3 It is against this background that the Development Policy Research Unit (DPRU), the IGP's Implementing Partner, is inviting qualifying service providers to submit applicants to be considered for appointment to a Panel of pre-qualified researchers and related professionals who will provide consultancy services to the IGP. The Panel will be appointed for a period not exceeding three years.

2 FOCUS AREAS AND DELIVERABLES

2.1 The IGP will commission work in the following focus areas:

2.1.1 **Socio-economic research and analysis:** undertaking multi-sectoral and multi-disciplinary research in value-chains, economic sectors, township and informal settlement areas; spatial development practices, economic opportunities in local economic development areas, regions, and provinces.

- 2.1.2 **Development and field-testing/piloting of innovative and practical solutions to socio-economic challenges:** conceptualisation, design, development and piloting of evidence-based projects; stakeholder mobilisation.
- 2.1.3 **Institutionalisation of field-tested tools, processes and methodologies:** Development of tools, M&E frameworks, manuals and guidelines to support roll-out and implementation of pilot-tested innovations.
- 2.1.4 **Policy advocacy and research dissemination:** Partnering with relevant stakeholders to disseminate the work of the IGP in relevant discussion fora, public and specialised platforms.
- 2.1.5 **Partnerships and capacity development:** Building policy formulation and implementation capacity and skills of policy-makers, project practitioners and researchers.
- 2.1.6 **Development of comprehensive sector actions plans (master plans):** Master plans are tools which outline coordinated activities and interventions for achieving a common set of goals for industries; as determined by relevant key stakeholders.

3 QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- 3.1 Applicants will be appointed to the Panel on the basis of their professional ability and eligibility to do the work indicated in paragraph 2 above, and fulfilling supply chain compliance procedures. Panel members must be willing to work independently or do collaborative work (where multidisciplinary research is required).
- 3.2 To be considered, Applicants must meet the following qualifications and experience requirements:
 - 3.2.1 Have post graduate academic qualifications in Economics, Development Studies, Social Sciences, Business Management, Policy Studies or any other field that is relevant to the focus areas outlined in 2.2 above.
 - 3.2.2 Minimum 5 years' relevant professional/work experience.
 - 3.2.3 Minimum 5 years' experience working with and advising government.
 - 3.2.4 Practical international, national or local government experience on issues related to Inclusive Growth.

3.2.5 In-depth knowledge of South Africa's industrial policy environment, key government socio-economic policies and priorities, industry dynamics, and industrial trends.

3.3 All relevant information pertaining to experience and qualifications should be included and curricular vitae of key experts that will be proposed to work on commissioned projects must be submitted. CVs should not be more than 5 pages.

3.4 The DPRU reserves the right to vet all documentation and information provided by Applicants to prove their relevant experience and ability to perform the service.

4 TIME FRAME

4.1 The IGP Panel of Researchers and Related Professionals will serve for a period of three (3) years from the date of appointment.

5 CONDITIONS

5.1 Appointment to the Panel does not guarantee that service providers will automatically receive consultancy assignments from the IGP. Projects will be commissioned as and when there is a need and in accordance with the public procurement principles of fairness, equity, competition, transparency and cost-effectiveness.

5.2 In commissioning work, the DPRU will issue request for proposals with accompanying Terms to relevant Panel members, based on the topic of research/project technical focus area and the areas of expertise of Panel members.

5.3 Received proposals will then be evaluated according to the criteria outlined in the individual Terms of Reference (ToR).

5.4 A proposed project team must participate actively and be available to perform services in accordance with the proposal submitted in response to the ToR, and the specific project implementation plan. In instances where a proposed key team member is not available to perform services at a specific period in time, the relevant Panel member will be responsible to provide a replacement with similar qualifications and experience in order to guarantee the same standard of work.

5.5 The DPRU reserves the right to vet all qualifications and other documentation provided by prospective Panel members to prove relevant qualifications, experience and expertise prior to appointment.

- 5.6 Copyright and intellectual property rights to all documentation, reports etc. that emanate from assignments commissioned to Panel Members will vest with the Department of Trade and Industry and its relevant strategic partners.
- 5.7 Applications received after the closing date and time, will not be accepted for consideration.
- 5.8 Applicants' attention is drawn to the fact that amendments to any of the Conditions or setting of counter conditions may result in the invalidation of their applications.
- 5.9 The DPRU reserves the right to conduct supplier due diligence prior to inclusion of organisations or independent researchers/professionals in the Panel or at any time during the contract period. This may include site visits.
- 5.10 The DPRU may communicate with applicants where clarity is sought after the closing date of the call for applications and prior to the inclusion in the Panel, if necessary.
- 5.11 All communication between the applicant and the DPRU must be done in writing.
- 5.12 Any Applicant blacklisted by National Treasury will not be considered

6 SUBMISSION AND EVALUATION OF APPLICATIONS

- 6.1 Applicants must complete the attached application form and attach supporting documents.
- 6.2 Received applications will be evaluated and those scoring 60% and above will be considered for inclusion in the Panel, with a minimum threshold of 70 points required. Service Providers that do not meet the technical threshold score will be disqualified.
- 6.3 Applications must be submitted by email to kezia.lilenstein@uct.ac.za.
- 6.4 **The closing date for applications is 21 October 2019.**

7 ENQUIRIES AND CONTACT DETAILS

- 7.1 All questions should be directed in writing to:

Ms. Kezia Lilenstein
Project Manager: Inclusive Growth Programme
Development Policy Research Unit (DPRU)
University of Cape Town
Email: kezia.lilenstein@uct.ac.za Tel: 021 650 4123

APPLICATION FORM

Please type in the required information, do not complete by hand. Independent consultants must fill N/A to questions that are not applicable to them.

SECTION 1: PARTICULARS OF APPLICANT

a)	Type of applicant:		Organisation		Independent professional
b)	Registered name of the organisation or name of independent consultant:				
c)	Trading name:				
d)	Type of organisation:		Close corporation		PTY LTD
			Other, specify:		
e)	Company registration number:				
f)	Income Tax number:				
g)	VAT registration number:				
h)	Names and ID numbers of directors:				
	Name	ID Number		Employer	
i)	Business address:				
j)	Postal address:				
k)	Contact person:				
l)	Telephone number:				
m)	Email address:				

SECTION 2: APPLICANT'S RELEVANT EXPERIENCE

a)	Organisation's brief profile (<i>Main business activity, sector/s of focus, specialisations</i>):	
b)	Independent consultant's profile (<i>areas of specialisation, sectors of focus etc.</i>)	
c)	From the list below, tick the IGP focus areas in which you have proven experience and want your application to be considered for:	
i	Industrial sectors research and analysis	
li	Localisation and public procurement	

iii	Exports deepening and growth	
iv	Industrial Financing	
v	Gas-based industrialisation	
vi	Business process services	
vii	Inclusive growth and economic transformation	
viii	Development and field-testing/piloting of innovative and practical solutions to socio-economic challenges	
ix	Institutionalisation of field-tested tools, processes and methodologies	
x	Partnerships and capacity development	
xi	Development of sector master plans	
d)	Please list a maximum of ten relevant projects which you have completed in the past.	
	Name of project	Name of client
		Period (from – to)
		Value (R)
e)	Total number of years of relevant experience:	
f)	Years of experience in working with and advising government	

SECTION 3: QUALIFICATIONS AND EXPERIENCE OF APPLICANT’S PROPOSED TEAM

Provide relevant qualifications and experience of key team members who will undertake assignments that are commissioned.			
	Name of team member	Academic qualification	Areas of expertise
			Years of relevant experience

SECTION 5: MANDATORY SUPPORTING DOCUMENTS

a)	Company profile	
b)	Company registration documents	
c)	Valid tax clearance certificate	
d)	BEE certificate (for companies)	
e)	Proof of business address (e.g. water and lights bill)	
f)	Comprehensive CVs of proposed key team members	