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## 1. BACKGROUND TO W&RSETA

W&RSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the wholesale & retail industry. As guided by its mandate the W&RSETA is as such an agent of transformation by promoting employment equity and broad-based BEE through skills development. In this context the W&RSETA is keen to form sustainable partnerships that will further promote its support for transformation.

## 2. BACKGROUND TO PROJECT

The W&RSETA has a statutory mandate to develop and annually update its Sector Skills plan. The NSDS also prescribes in Objective 1 “Prioritizing ***and communicating critical skills for sustainable growth, development and equity***”; and in particular Success Indicator 1.1: “Skills development supports national and sectoral growth, development and equity priorities.”

The Sector Skills Plan (SSP) serves as the blue print through which the W&RSETA is able to accurately identify the needs and trends in the sector. By conducting annual updates to the SSP, the SETA is better equipped to develop projects that serve the current and projected skill developments needs of the sector.

## 3. PROJECT AIM AND OBJECTIVE

The objective of this tender is to appoint a service provider to manage the updating of the SSP to ensure that the W&RSETA has an SSP that is a current and true reflection of the needs and trends in the sector.

## 4. SCOPE OF PROJECT

### 1. Update of Chapter 1: Profile of the Wholesale and Retail Sector

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- Revisit the sections in this chapter and update it with latest research information both quantitatively and qualitatively on the latest growth trends in the sector as well as the current and projected risks the sector might face.
- 2. Update of Chapter 2: The Skills Demand in the Wholesale and Retail Sector**
    - Update the SSP with latest information in this regard as well provides information through a labour demand analysis on the projected vacancies per scarce skills for the next 5 years. This information is required by the DOL. Annually the W&RSETA will have to update the Employment Services of South Africa (ESSA) system with this information. The update to this chapter will also include information around the employment equity breakdowns in this section. This chapter should also take into account information analyzed through the WSP and ATRs
  - 3. Update of Chapter 3: The Supply of Labour to the Wholesale and Retail Sector**
    - Update the SSP with latest information in this regard as well provides information through a labour demand analysis on the projected vacancies per scarce skills for the next 5 years. Updates to this chapter will also include a thoroughly researched and quantified update on the current and projected need of ABET training in the sector. Researched information on the effects of HIV on current I and future labour supply
  - 4. Update of Chapter 4: Scarce and Critical Skills in the Sector**
    - Update the SSP with latest information on the current and projected Scarce and Critical skills needs in the sector. The interventions that were taken since the identification of the scarce skills as well as future plans to address these. This chapter should also take into account information analyzed through the WSP and ATRs
  - 5. Update of Chapter 5: Small Business, Entrepreneurial Priorities and other NDSDS Priorities.**

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- Update the SSP with latest information on the number of Small medium and Micro Enterprises in the sector. It aims provide improved baseline information on the levy paying status of these organizations. To stay informed of the issues that impact these organizations and how these impacts effect the organization, such as load shedding and HIV/AIDS. Identify Programmes that will assist these organizations to stay active and grow. Update the SSP with any other information around the status of the NSDS priorities.
  - Include information on Levy Paying Small Companies
  - Include information on Non Levy Paying Organisations, NGOs, CBOs and Community Based Co-Operatives.
  - Include Information on Small BEE firms
  - Clearly state baseline figures of small firms.

## **5. EXPECTED OUTCOMES AND DELIVERABLES**

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- An Updated and Well researched SSP meeting DOL and W&RSETA requirements
  - The submission of 18 documents, bound in hard copy
  - The submission of an electronic MSWord document SSP on CD
  - The submission of an electronic PDF document SSP on CD
  - A summarised version of the SSP
  - The submission of 18 Hardcopy summarised SSP documents
  - The submission of an electronic MSWord document with the summarised SSP on CD
  - The submission of an electronic PDF document with the summarised SSP on CD

## **6. TECHNICAL PROPOSAL CONTENT**

- a. Project Plan
- b. Budget (including all assumptions and relevant line items and inclusive of VAT)
- c. Project Team role clarification and responsibility.
- d. Detailed CV's of project team members.
- e. Detailed proof of knowledge, experience and expertise in the SETA environment including the relevant legislation (SDA; SDLA; PFMA; PPPFA; SAQA act and the regulations thereto).

## **7. INDEPENDENCE AND OBJECTIVITY OF STAFF**

In carrying out the work, the service provider must ensure that its staff maintains

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their objectivity by remaining independent of the activities they execute.