
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

According to NSDS 2, success indicator 1.2 the SETAs will use discretionary funds to fund the development of guides and the training of sector specialists or SDFs in the use of this information for their sectors.

It is therefore against this backdrop that the W&RSETA would like to undertake a project on the updating, printing and dissemination of the current guides.

1. OBJECTIVE

The updating, printing and dissemination, including design and printing of all materials related to the updating, of guides for critical and scarce skills for use and dissemination within the Wholesale and Retail economic sector

It serves to update the current guide with all relevant information that has changed since the guide has been developed in order for the information contained in the guide to stay current and relevant.

3. SCOPE OF PROJECT

The Scope and objectives of this project is confined to the below areas:

- **Update current guide**
 - Revisit the sections in the guide, including the development of requirements for the top 10 prioritised skills
 - Update the section on scarce and critical skills

- Update the foreword by the CEO
- Update learning programme and qualification section (including career pathing of scarce occupations in the sector)
- Editing of the guides (both the hard copy guide and the electronic guide)
- Printing of 1000 updates of the relevant sections (25 Pages)
- Printing of 600 new guides (including folders in which it is contained)
- Development of 1600 interactive DVDs of the updated guide.

- **Impact assessment on 2008/2009 training**
 - A survey research on the impact of the training to the 960 people capacitated and who received updates to the guide in March 2009

- **Printing of train the trainer guides (600)**
 - Train the trainer presentations (600)
 - Report and analysis of the post programme evaluation documentation

- **Distribution of updates with 2008/2009 trainees (1000)**
 - Posting of updates to 1000 previously capacitated
 - Posting of 1000 DVD guides

- **Communication and Marketing of the Scarce Occupations in the Sector**

Development and editing of posters and brochures for use by SDF's, ISDF's and career guidance councilors

 - 15 000 Brochures aimed at providing learners with information on the scarce skills in the sector
 - 2 000 Posters on Career Paths in the sector

6. EXPECTED OUTCOMES AND DELIVERABLES

- Updating and editing of manual and electronic guides including the development of requirements for the top ten scarce occupations
- Development of 1600 updated DVD guides and providing W&RSETA with all relevant source codes
- Printing of 1000 x 25 pages of updates to guides
- Posting of 1000 x 25 pages of updates to the guides and 1000 DVD guides
- Distribution of pages of updated guides nationally
- Printing of 600 new hard copy and electronic guides and “train the trainer” packs
- Survey report on the impact assessment on 2008/09 project
- Consolidated report on the Post Programme Evaluation forms by 600 attendees
- Development and printing of 15 000 brochures and 2000 posters
- Development and printing of training aides
- A project plan for the management of this project

7. QUALITY ASSURANCE REVIEWS OF THE WORK

Quality assurance will be maintained through regular meetings with a steering committee.

8. INDEPENDENCE AND OBJECTIVITY OF STAFF

In carrying out the work, the service provider must ensure that its staff and subcontractors maintain their objectivity by remaining independent of the activities they execute.

9. SUBMISSION REQUIREMENTS

- Proof of previous similar interventions, including samples and contactable references
- Project plan included timelines and resources associated to it (preferably in MS Project format)

10. PRICING

- The abovementioned should be used when compiling a budget for this intervention. All other costs are to be listed and included under “other”
- All costing must be shown inclusive of any applicable VAT.
- Costing must be done inclusive of any applicable travel or disbursements of any kind and should therefore be inclusive of all foreseeable costs to achieve the objective.