

RESEARCH REQUIREMENTS AND EVALUATION CRITERIA FOR NON-PIVOTAL DG FUNDING

1. BACKGROUND TO W&RSETA

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) was established in 2000 in terms of the Skills Development Act (as amended). The public entity aims to facilitate the skills development needs of the Wholesale and Retail (W&R) sector through the implementation of learning programmes, disbursement of grants, and monitoring of education and training as outlined in the National Skills Development Plan (NSDP).

2. PURPOSE OF RESEARCH STUDY GRANT

The research and impact study grant is in support of the research agenda 2022-2023, and forms part of the Annual Performance Plan (APP). The research grant is used in support of APP research targets, in support of the development of a credible and quality Sector Skills Plan (SSP), which is in accordance with the Department of Higher Education and Training (DHET) SSP Framework. Further, the research is conducted to inform the W&RSETA's monitoring and evaluation strategy, by way of measuring the impact of WRSETA funded programmes, as well as to determine prospective industry sector needs and trends.

3. OBJECTIVE OF THE RESEARCH STUDY GRANT

The primary objective is to award a research grant to an experienced and qualified Research Institution, in pursuance of the 2022 – 2023 Research Agenda of the WRSETA, through the following grant funded activities:

Grant Funded Activity 1. Research Studies:

- Topic 1: Improving curriculum review and development to meet the ever-changing industry needs, and
- Topic 2: Unemployed bursary programme.

Grant Funded Activity 2. Impact Studies:

- Topic 1: Youth focus project 2018/20, and
- Topic 2: Rural area learnership 2018/19.

Grant Funded Activity 3:

Comprehensive Economic Review and Evaluation Study: Strategic Plan & Annual Performance Plan Programmes

Grant Funded Activity 4:

Formative Evaluation Study on the W&RSETA Workplace Based Learning Programmes

3. RESEARCH PROJECT PLAN FRAMEWORK

The Research Institution submitting a grant application must submit a research project plan detailing the proposed research project implementation plan. The research project implementation plan must include an appropriate project approach, methodology, project timelines, related milestones, research team structure (including roles and responsibilities), reporting protocols, communication protocols, risk management plan and intended research output. The Research Institution is required to ensure the inclusion of the following phases, within the research project timeline and under each phase, outline key activities:

- Phase 1: Inception Report and Literature review
- Phase 2: Research Design and Methodology
- Phase 3: Data Capturing
- Phase 4: Data Collection
- Phase 5: Data Analysis
- Phase 6: Presentation of Findings (Preliminary and draft report)
- Phase 7: Report Writing
- Phase 8: Final report presentation and engagements

4. DURATION OF WORK

The duration of work will be from the date of appointment until 31 March 2023.

5. QUALITY ASSURANCE REVIEWS OF THE WORK

Quality Assurance of the implementation of the funded entity will be monthly in a form of monthly reporting to the duly appointed W&RSETA official(s) at agreed timeframes.

6. MONITORING PROGRESS OF WORK

The W&RSETA shall monitor and evaluate the progress of the implementation through deliverables as stipulated in the award and by way of a contract with the awardee.

The W&RSETA reserves the right to award or not award a research grant to an applying research institution.


Evaluation: R&I/Research/APP-001_DG										
Evaluation Criteria for Research Grant		Weighting								
1. Research Team Composition		20 points								
2. Research Project Approach and Methodology		55 points								
3. Research Experience and Expertise		25 points								
Total		100 points								
Compulsory Requirements										
Evaluation Criteria	Submission Requirements:	Weighting								
DG Funding Compulsory Documentation	Sole Proprietor Affidavit or Company Registration CIPC Two Hardcopies of the full application per activity must be submitted to the W&RSETA Head Office Completed and signed Discretionary Grant Funding Application form	0 points								
Evaluation Criteria		Weighting								
Team Composition	The Research Institution should ensure that their research team is balanced in terms of skills and competencies. The research team must have appropriate qualifications and research experience to conduct the intended research. 1. Provide a list of team members with: 1.1. Certified Qualification/s of each team member. 1.2. Position of each team member with justification for each team member based on experience.	20 points								
<table><tr><th>Value</th><th>Weighting</th></tr><tr><td>0</td><td>0 points</td></tr><tr><td>1</td><td>10 points</td></tr><tr><td>2</td><td>20 points</td></tr></table>		Value	Weighting	0	0 points	1	10 points	2	20 points	
Value	Weighting									
0	0 points									
1	10 points									
2	20 points									

	<p>Note: 1.1. To be supported by certified qualifications. Certification of qualifications should not be older than 3 months, this is applicable to each of individuals in the research team.</p> <p>Note: 1.2. Uncertified qualification and/or certified qualifications older than 3 months at the time of the closing date will not be accepted and will therefore not score any points.</p> <p>Evaluation points:</p> <p>0= 0 points</p> <p>Poor No evidence/team does not have suitable skills, qualifications, or experience and/or team composition is not appropriate</p> <p>1= 10 points</p> <p>Fair Team composition comprised of partially skilled, qualified and experienced team members</p> <p>2= 20 points</p> <p>Good Team composition comprised of skilled, appropriately and related qualified experienced team members and a highly skilled thought-through team composition related to the activity</p>											
<p>Research Project Approach and Methodology</p> <table><tr><td>Value</td><td>Weighting</td></tr><tr><td>0</td><td>0 points</td></tr><tr><td>1</td><td>05 points</td></tr><tr><td>2</td><td>10 points</td></tr><tr><td>3</td><td>20 points</td></tr></table>	Value	Weighting	0	0 points	1	05 points	2	10 points	3	20 points	<p>The Research Institution submitting a grant application must submit a research project plan detailing the proposed research project implementation plan.</p> <p>The research project implementation plan must include an appropriate project approach, methodology, project timelines, related milestones, research team structure (including roles and responsibilities), reporting protocols, communication protocols, risk management plan and intended research output.</p> <p>The Research Institution is required to ensure the inclusion of the following phases, within the research project timeline and under each phase, outline key activities:</p> <ul style="list-style-type: none">Phase 1: Inception Report and Literature review	
Value	Weighting											
0	0 points											
1	05 points											
2	10 points											
3	20 points											

	<ul style="list-style-type: none"> • Phase 2: Research Design and Methodology • Phase 3: Data Capturing • Phase 4: Data Collection • Phase 5: Data Analysis • Phase 6: Presentation of Findings (Preliminary and draft report) • Phase 7: Report Writing • Phase 8: Final report presentation and engagements <p>The Research Institution should describe the research approach and research methodology appropriate to the research application.</p> <p>To include a rationale for the research methodology and application of specific procedures and/or techniques to be used, including description/examples of tools and instruments to be employed for data collection and analysis.</p> <p>Methodology alignment to requirements and criteria:</p> <p>0 = 0 points Poor</p> <p>The suggested method of delivery of the research give rise to major concerns.</p> <p>The response does not demonstrate that the proposer has the expertise to deliver all or a substantial part of the research output.</p> <p>2 = 10 points Good</p> <p>The proposed way of providing each component of the research is acceptable, and the proposal shows that the team has the necessary expertise and knowledge to provide the research. However, some parts of the methodology are ambiguous and might not completely meet the scope of the research. There is some risk not being met entirely, this risk will need to be managed.</p>	<p>20 Points</p>
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	<div>3 = 20 points Excellent</div> <div>The proposal provides extremely strong proof that the Proposer / Team has the necessary expertise and knowledge to deliver each component of the scope of research, and the suggested method of research delivery is exceptional.</div> <div>Approach alignment to research requirements and criteria:</div> <div>0 = 0 points - Poor / No alignment</div> <div>1 = 10 points - Average (At least 50% of the elements in the research methodology are explained in detail)</div> <div>2 = 25 points - Good (All elements in the research methodology are explained in detail (in a practical way and not just an academic, copy and paste from different resources proposal)</div> <div>3 = 35 points - Excellent (More than all research approach elements are explained in detail including inclusive of the techniques to be used to collect, clean, process and analyse data (in a practical way and not just an academic, copy and paste from different resources).</div>	<div>35 Points</div>										
<div>Research Experience and Expertise</div> <table><tr><th>Value</th><th>Weighting</th></tr><tr><td>0</td><td>0 points</td></tr><tr><td>1</td><td>10 points</td></tr><tr><td>2</td><td>15 points</td></tr><tr><td>3</td><td>25 points</td></tr></table>	Value	Weighting	0	0 points	1	10 points	2	15 points	3	25 points	<div>Research Experience and Expertise</div> <div>Reference letters from different organisations as evidence of related research work previously conducted.</div> <div>NB: The Reference Letter(s) must relate to Research is not older than 3 years, must be on an organisational letterhead for the previously conducted research, include the title of the related research work conducted, year(s) in which conducted and completed, contactable reference name and contact details and signed by the appropriate authorised delegate. The Reference Letter should indicate the quality of the research rendered.</div>	<div>25 Points</div>
Value	Weighting											
0	0 points											
1	10 points											
2	15 points											
3	25 points											

	<p>0= 0 points</p> <p>No reference Letters or Irrelevant/outdated.</p> <p>1= 10 points</p> <p>One (1) reference Letters from two organisations as evidence of work provided more than 3 years – Fair</p> <p>2= 15 points</p> <p>Two (2) reference Letters from two organisations as evidence of work provided more than 3 years – Fair</p> <p>3= 25 points</p> <p>Three (3) reference Letters from three or more organisations as evidence of work provided within the specified time and excellently related and aligned, in less than 3 years</p>	25 Points
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Recommended by (Line Manager/Regional Manager/Senior Manager/ /Chief)			
Name:	Mxolisi	Date:	01 July 2022
Surname:	Maphakela	Email Address:	mmaphakela@wrseta.org.za
Position:	Specialist: Research and Innovation		
Signature:			

Budget Approved by (Line Manager/Regional Manager/Senior Manager/Chief)			
Name:	Deborah	Date:	1 July 2022
Surname:	Machard	Email Address:	Dmachard@wrseta.org.za
Position:	Executive: Strategic Planning, Performance & Reporting		
Signature:	<i>D C Machard</i>		