

**EXTENDED CALL:  
EXPRESSION OF INTEREST (EOI) TO APPOINT A SERVICE  
PROVIDER TO DEVELOP INSETA'S SECTOR SKILLS PLAN  
(SSP)**

**INSETA hereby notifies all PUBLIC INSTITUTIONS & OTHER INTERESTED PARTIES that have an existing MoU or are a Strategic Partner to INSETA to submit quotations for the services of developing INSETA's SSP.**

The window to submit Eols will be open from **30<sup>th</sup> January 2023 and will close on 17<sup>th</sup> February 2023. NO late submissions will be considered after 17<sup>th</sup> February 2023 at 16H00.**

**Please Note:**

1. Applicants that have signed an MoU with INSETA may apply.
2. Applicants that participate in INSETA strategic projects may apply – including Professional Bodies.
3. No other applications for advertised SSP services will be considered for funding outside this process.

Complete the attached Eol form and submit to INSETA

(only an authorised person must sign off before the form is submitted)

Enquiries and / or submission of required documents must be directed to INSETA to Mr E Kaplan at [ernestk@inseta.org.za](mailto:ernestk@inseta.org.za) or Mr Z Desai at [zakariyyad@inseta.org.za](mailto:zakariyyad@inseta.org.za)

## SUMMARY OF APPLICATION

DETAILS	DEVELOPMENT OF INSETA SECTOR SKILLS PLAN
<b>Definition</b>	The Insurance Sector Education and Training Authority (INSETA), is seeking the services of a Research Institution to assist in reviewing current research data within the insurance sector, conducting new research (short surveys/interviews/workshops), desktop studies, and provide this information to the INSETA Content Writers and assist in the write-up of the INSETA Sector Skills Research plan (SSP). The Researchers and Content Writers (INSETA's own Content Writers), will be required to work hand in hand to ensure that INSETA receive a credible research document which is in-line with the SSP Framework set out by the Department of Higher Education and Training (DHET).
<b>Funding Window Opened</b>	<i>30<sup>th</sup> January 2023 and will close on 17<sup>th</sup> February 2023.</i>
<b>Contract Duration</b>	The contract for the new service provider shall be committed over a period of two (2) years, subject to a renewal each year which will be dependent on performance.
<b>Eligibility Criteria for Service Provider</b>	<p>The service provider must provide the INSETA with a Lead Researcher with the following qualifications and experience:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum of a Master's Degree in any of the related fields of Social Sciences, Education, Economics or Statistics.</li> <li><input type="checkbox"/> Have experience in writing for either the education / financial / insurance industry. (5+ years)</li> <li><input type="checkbox"/> The Lead Researcher must have done previous research in the Insurance and Financial Related Services sector and understand the sectoral needs / published papers or reports for the sector.</li> <li><input type="checkbox"/> Knowledge and experience of skills development programmes.</li> <li><input type="checkbox"/> Excellent communication and report writing skills.</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Lead Researcher must have completed two (2) SSP or Research reports in any of the related fields of Social Sciences, Education, Economics, Statistics or related field.</li> <li><input type="checkbox"/> NB: Experience should be in a table format with contactable references, for example: Name of institution, title of the study, year conducted, year completed, and purpose of the study, contactable reference name, and contact details. Contact details must include telephone number and e-mail address.</li> <li><input type="checkbox"/> Must submit minimum of (3) Reference Letters relevant to the project and contactable client that was serviced in the past years.</li> </ul> <p>The proposal must include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The CVs of researchers who will form part of the research team for the Sector Skills Plan;</li> <li><input type="checkbox"/> Areas of expertise in the specified fields;</li> <li><input type="checkbox"/> Plan outlining research methodology and project outputs</li> <li><input type="checkbox"/> Funding plan in relation to a project plan</li> </ul>
<b>Contract Amount</b>	Per appointed quotation
<b>Contract Scope/Funding Covers</b>	The INSETA will draw up a Service Level Agreement (SLA), with the service provider and a proposed model/plan will be negotiated and approved on the project. The service provider will deliver the full Sector Skills Plan (SSP) for financial year 2023/24. (SSP Draft – 14/05/2023   Final SSP – 30/07/2023). The SLA will then be renewed for the following year with an addendum to extend the contract dependent on performance.
<b>In Scope</b>	The overall responsibility of the deliverables will lie with the Research Institution (Service Provider). The Service Provider will be expected to write up the Sector Skills Plan according to

	<p>the criteria and guidelines as set out by the Department of Higher Education and Training (DHET).</p> <p>The Service Provider will be responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring the DHET Sector Skills Plan Framework and Guidelines are followed accurately and make certain that all research deliverables are met.</li> <li>• Drafting a Research plan with deadline dates in accordance with the DHET Framework and guidelines.</li> <li>• Ensuring that all areas of research being conducted will address the Six Chapters of the Sector Skills Plan which includes: <ol style="list-style-type: none"> <li>1. Chapter 1: Sector Profile</li> <li>2. Chapter 2: Key Skills Change Drivers</li> <li>3. Chapter 3: Occupational Shortages and Skills Gaps</li> <li>4. Chapter 4: Sector Partnerships</li> <li>5. Chapter 5: SETA Monitoring and Evaluation</li> <li>6. Chapter 6: Strategic Skills Priority Actions</li> </ol> </li> </ul> <p>In addition, other critical tasks include:</p> <ol style="list-style-type: none"> <li>1. Collating all primary and secondary data for all the Sector Skills Plan chapters.</li> <li>2. Assisting with a statistical trends analysis.</li> <li>3. Analysing the INSETA workplace skills plan/annual training report (WSP/ATR) data to feed into the research report.</li> </ol>
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	<ol style="list-style-type: none"> <li>4. Interviewing all INSETA divisions to identify, the INSETA goals and mandates within each division and projects/partnerships underway and progress made in these areas for the purpose of reporting into the Sector Skills plan.</li> <li>5. Facilitating a maximum of six (6) focus group sessions to identify sectoral needs and requirements to incorporate into the research report.</li> <li>6. Looking at the INSETA Strategic Plan and Annual Performance plan and the alignment of these into the SSP.</li> <li>7. Consulting with professional bodies and industry associations for the purpose of the research.</li> <li>8. Assisting INSETA in identifying the Top scarce and critical skills identified by the sector and provide sound research to support these scarce skills needs. Provide research around the extent of skills mismatches in the sector.</li> <li>9. Referring to the Government priorities as linked to the SETA and it's mandate and determine the fit through supporting research and contribute to the Research Agenda of INSETA.</li> <li>10. Referring to other key Government documents, i.e.. Skills Development Act, NDP, NSDP, NGP, HRD Strategy and White Paper on Post Schooling.</li> <li>11. Providing a summary on INSETA's main Skills Priorities and Actions required, stemming from the research outcomes.</li> <li>12. Writing up the INSETA Continuous Improvement Plan (CIP) according to the specifications provided by the DHET.</li> </ol>
<b>Enquiries or Application submission to:</b>	Mr E Kaplan at <a href="mailto:ernestk@inseta.org.za">ernestk@inseta.org.za</a> or Mr Z Desai at <a href="mailto:zakariyyad@inseta.org.za">zakariyyad@inseta.org.za</a>