

INSETA hereby notifies all research institution or organisation to apply for an Expression of Interest (EOI) for the Appointment of a Sector Skills Plan (SSP) Research Partner (2027–2030) the application window **will open on 16 September 2026 and close on 25 September 2026**

1. ALL STAKEHOLDERS MUST NOTE THE FOLLOWING:

- Produce the INSETA SSP, Continuous Improvement Plan (CIP) and Research Agenda for each financial year of the contract, complying fully with the DHET Framework.
- The SSP must comply with the DHET Sector Skills Plan Framework and Guidelines in all respects. Non-compliance will result in non-payment for the SSP deliverable.
- Submissions containing misrepresented information will be disqualified.
- Late Submissions will not be considered after **25 September 2026 at 17:00**.
- INSETA may request additional information.
- The contract active period is three years.

2. Lead Researcher Requirements (Mandatory)

- Minimum Master's degree in Social Sciences, Education, Economics, Statistics, or related field;
- Minimum 5 years' experience writing for the education, financial, or insurance industry;
- Previous research in the Insurance and Financial Related Services sector with published papers or reports;
- Knowledge and experience of skills development programmes (learnerships, apprenticeships, bursaries, skills programmes);
- Excellent communication and report writing skills;
- Must have completed at least two (2) SSPs or equivalent large-scale research reports;
- Must submit a minimum of three (3) reference letters from contactable clients serviced in the past five years;
- Experience must indicate: Name of institution, title of study, year conducted, year completed, purpose of study, contactable reference name, telephone number, and email address.

3. INSTITUTIONAL AND LEAD RESEARCHER REQUIREMENTS

3.1 Institutional Requirements

- Proven track record in SSP development or equivalent large-scale national skills planning documents;
- Expertise in statistical analysis, econometric modelling, WSP/ATR interpretation, and skills forecasting;
- Familiarity with the DHET Sector Skills Plan Framework and Guidelines;
- Capacity to facilitate national stakeholder consultations across all nine provinces.

4. SUBMISSION REQUIREMENTS

Submit a single PDF comprising:

- **Cover Page:** Institution/organisation name, legal registration number, physical address, contact details;
- **Cover Letter:** Maximum 2 pages, signed by an authorised representative (power of attorney required if not CEO/Director);
- **Formatting:** File name: INSETA-SSP-[OrganisationName].pdf
- **Executive Summary:** Institutional profile and motivation (maximum 5 pages);
- **Institutional Experience:** Evidence of SSP or equivalent large-scale skills planning document development. Provide a table with: Name of institution, title of study, year conducted, year completed, purpose of study, contactable reference name, telephone number, and email address. Submit minimum three (3) reference letters;
- **Lead Researcher Documentation:** Evidence of Master's Degree; 5+ years experience; completion of at least two SSPs. Full CVs of PI and key personnel;
 - **SSP Proposal:** Detailed proposal (maximum 25 pages), including: SSP development methodology; Proposed annual SSP work plan; Data management strategy; Stakeholder engagement plan; Quality assurance protocols; Project implementation plan and Budget breakdown;

*All Applications and enquiries must be sent to **Mr Zakariyya Desai** on zakariyyad@inseta.org.za or contact 011 381 8900*