**SCHEDULE 22**

**RESEARCH PROPOSAL (TETA EVALUATION CHECKLIST)**

**CHECKLIST FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO CONDUCT A TRACER STUDY**

**ON**

**THE PROMOTION OF SELF-EMPLOYMENT WITHIN THE TRANSPORT SECTOR: TETA FUNDED SKILLS DEVELOPMENT PROGRAMMES**

***NB: This checklist is expected to assist TETA in ensuring consistency and completeness in assessing the consultant’s ability to carry out a nationwide study on the promotion of self-employment within the transport sector: TETA funded Skills Development Programmes***

| **Research items** | | **Checklist list items to be considered** | **Does not meet requirements** | **Meets requirements partially** | **Meets most of the requirements** | **Recommendation** |
| --- | --- | --- | --- | --- | --- | --- |
| **Decision rating scale for the assessment of the research proposal** | | |
| 0-3 | 4 - 6 | 7 - 10 |
| 1 | Introduction | Did the consultant introduce the research theme properly and put it in the context of the promotion of self-employment within the transport sector: TETA funded skills development programmes in the transport sector? | | | | |
| 1.1 | Introduction of the study theme | Consultants must indicate what they perceive to be the purpose of the study with respect to the promotion for self-employment within the transport sector of TETA funded skills development programmes | | | | |
| 1.2 | General outlook of the promotion of self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 1.3 | In the transport sector particularly the promotion of self-employment within the transport sector for TETA funded skills development programmes (chamber specific) |  |  |  |  |
| 1.4 | Transport sector skills reporting process and chamber specific issues on the promotion of self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 1.5 | Qualification, experiences and accreditation of transport sector skills trainers, aggregated overview of transport sector performance with respect to the promotion of self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 1.6 | Policy and legislative relevance of transport sector skills training in SA including employment, revenue generation and trends with respect to the promotion of self-employment within the transport sector for TETA funded skills development programmes etc. |  |  |  |  |
| 2 | Research background on the promotion of self-employment within the transport sector for TETA funded skills development programmes | Did the consultants packaged and explain clearly the suitability of their approach on the transport sector skills development profiles: - categories, targets, gap etc., in SA particularly on the promotion of self-employment within the transport sector for TETA funded skills development programmes? (all chambers i.e. comprehensive approach) | | | | |
| 2.1 | General background of the value-chain skills in the transport sector and or chambers on the promotion of self-employment within the transport sector for TETA funded skills development programmes | Aerospace |  |  |  |  |
| 2.2 | Forward and clearing |  |  |  |  |
| 2.3 | Freight and handling |  |  |  |  |
| 2.4 | Maritime |  |  |  |  |
| 2.5 | Rail |  |  |  |  |
| 2.6 | Road transport |  |  |  |  |
| 2.7 | Road passengers |  |  |  |  |
| 2.8 | Taxi |  |  |  |  |
| 3 | Statement of the research problems with regard to the promotion of self-employment within the transport sector for TETA funded skills development programmes | How did the consultants link the theme of the study to the problem statement emphasizing the key problems identified in the literature and desktop study as it affects the promotion of self-employment within the transport sector for TETA funded skills development programmes? | | | | |
| 3.1 | Skills sector imbalances with regard to the promotion of self-employment within the transport sector for TETA funded skills development programmes | * The gender imbalance of the transport sector * The race imbalance of the promotion of self-employment within the transport sector for TETA funded skills development programmes * The age imbalance of the promotion of self-employment within the transport sector for TETA funded skills development programmes * Provincial imbalance of the promotion of self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 3.2 | Skills repository status on self-employment within the transport sector for TETA funded skills development programmes | Data on transport sector research and development with respect to repository status of the promotion of self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 3.3 | Skills needs and gaps to factor in the promotion of self-employment within the transport sector for TETA funded skills development programmes | Identify chamber skills needs and gaps with respect to the promotion of self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 3.4 | Employment status of particularly women and girls in the transport sector | * Employed % * Unemployed % * Self-employed % * Others % |  |  |  |  |
| 3.5 | Quality of training in the work place in the transport sector particularly for the promotion of self-employment for TETA funded skills development programmes | Quality of workplace skills training and Sector Skills Plan that includes the specific needs for the promotion of self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 3.6 | Quality of practical trainings for the promotion of self-employment within the transport sector for TETA funded skills development programmes | * Demonstrations on the job * Practicals in class * Application of skills acquired * Workplace learning environment * Assessments of trainees |  |  |  |  |
| 3.7 | Post training employment challenges and retraining to promote self-employment within the transport sector for TETA funded skills development programmes | * Retraining to promote self-employment% * Training for self-employment % * Training to promote self-employment % * Others % |  |  |  |  |
| 4.0 | Research objectives | Service provider must outline in the proposal the key research objectives and number them and they must be relevant to the promotion of self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 5 | Key research questions | Coverage and fundamentals of core areas and the possibilities available for marginalized youth, including those who historically have been difficult to reach and pay attention to particularly women and girls in the transport sector (questions to be answered are outlined and must correspond with the objectives) | | | | |
| 5.1 | Fundamental questions and relevance for promoting self-employment within the transport sector for TETA funded skills development programmes | * Are the questions relevant for investigating the promotion of self-employment within the transport sector for TETA funded skills development programmes? * How clear are the questions in terms of addressing the promotion of self-employment within the transport sector for TETA funded skills development programmes? * Explain how answers to the questions will eventually be confirm, refuted or extend previous findings and provide new findings on the promotion of self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 6 | Significance of the study | The consultants should indicate the main significance of the study on the promotion of self-employment within the transport sector for TETA funded skills development programmes | | | | |
| 6.1 | Significant areas of skills required for the promotion of self-employment within the transport sector for TETA funded skills development programmes | The relevance and trends on the promotion of self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 6.2 | Significance of skills gap between what employers want and skills acquired during training for promoting self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
|  | Significance of funding and training requirements including the promotion of self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 6.3 | How will the consultants explore and explain why the promotion of self-employment within the transport sector for TETA funded skills development programmes are not prioritized? |  |  |  |  |
| 6.5 | How will they investigate the training gaps and future skills needed for the promotion of self-employment within the transport sector for TETA funded skills development programmes? |  |  |  |  |
| 6.6 | Most prominent skills required for the promotion of self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 6.7 | Current stakeholder skills expectations in the transport sector with respect to the promotion of self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 7 | Literature review | Explain how the literature review will set the current concept of skills required to promotion self-employment within the transport sector for TETA funded skills development programmes (Secondary data) | | | | |
| 7.1 | The concept of sector skills processes and reporting on the promotion of self-employment within the transport sector for TETA funded skills development programmes | Explain briefly their understanding on the promotion of self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 7.1.1 | Gaps and reporting to capture chamber specific issues on the promotion of self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 7.1.2 | Ways and meaning of exploring the skills gaps with respect to the promotion of self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 7.2 | Definition of skills gaps with respect to the promotion of self-employment within the transport sector for TETA funded skills development programmes including relevant terminologies within the transport sector | Findings from published materials such as books, policies and legislations, journal articles, official documentations etc. on the promotion of self-employment within the transport sector for TETA funded skills development programmes, |  |  |  |  |
| 7.2.1 | Define subject areas with respect to skills chamber specific issues on promoting self-employment within the transport sector for TETA funded skills development programmes in SA |  |  |  |  |
| 7.2.2 | Define key terms and terminologies with respect to skills and the promotion of self-employment within the transport sector for TETA funded skills development programmes in SA |  |  |  |  |
| 7.2.3 | Identify cases and accuracy of skills needs and gaps capturing with respect to promoting self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 7.2.4 | Identify case studies supporting chamber specific needs and how they can assist in addressing skills needs to address the promotion of self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 7.2.5 | Establish a SWOT if necessary on skills needed for promoting self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 8 | Methodology | The background of the method of approach to conduct the promotion of self-employment within the transport sector for TETA funded skills development programmes | | | | |
| 8.1 |  | Explicit step by step approach to be followed to carry out the study |  |  |  |  |
| 8.3 | Key Informants (KI) interviews | How will the consultants organize key stakeholder interviews on the promotion of self-employment within the transport sector for TETA funded skills development programmes?   * Aerospace * Forwarding and clearing * Freight handling * Maritime * Project office * Rails * Road freight * DoT * Road passenger * SD and LP * Institutions, accredited trainers and qualifications * Taxi * Others |  |  |  |  |
| 8.4 | Transport sector skills beneficiaries survey on trainings for the promotion of self-employment within the transport sector for TETA funded skills development programmes | How will the consultants address and unpack the possibilities to include the promotion of self-employment within the transport sector for TETA funded skills development programmes as key beneficiaries of skills training such as in: -   * Aerospace * Forwarding and clearing * Freight handling * Maritime * Project office * Rails * Road freight * DoT * Road passenger * SD and LP * Training institutions and accredited trainers * Taxi * Others |  |  |  |  |
| 8.5 | Survey on skills training environment for the promotion of self-employment within the transport sector for TETA funded skills development programmes | Did the consultants explain clearly how they will explore and survey the organization of trainings such as training chamber with respect to the promotion of self-employment within the transport sector for TETA funded skills development programmes? -   * Workshops * Classrooms teaching * Demonstrations schemes * Practicals exercises for leaners * Equipment used for trainings * Selection of learners * Assessment of leaners * Others |  |  |  |  |
| 8.6 | Survey to assess the promotion of self-employment within the transport sector for TETA funded skills development programmes (leaners skills and benefits) | How will the consultants undertake the survey on the relevance of skills required for the promotion of self-employment within the transport sector for TETA funded skills development programmes such as?   * Job requirements * Relevance of practicals * Adaptation to job requirements * Gaps in training for the promotion of self-employment within the transport sector for TETA funded skills development programmes * Ability to find job or be self-employed after training * Possibilities of training for the promotion of self-employment within the transport sector for TETA funded skills development programmes * Others |  |  |  |  |
| 8.7 | Data collection processes: - on the promotion of self-employment within the transport sector for TETA funded skills development programmes | Primary and secondary data collection methods on the promotion of self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 8.8 | Secondary data collection on the promotion of self-employment within the transport sector for TETA funded skills development programmes | ***Refer to 8.1 and 8.2 of this table for secondary data collection guide*** |  |  |  |  |
| 8.9 | Primary data collection on the promotion of self-employment within the transport sector on skills development programmes | What will be the method for data collection e.g. observations or data collection directly from first-hand interviews with respect to the promotion of self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 8.10 | Primary data sourcing on self-employment within the transport sector for TETA funded skills development programmes | Primary sources that will be used for the collection of data on the promotion of self-employment within the transport sector for TETA funded skills development programmes: -   * Questionnaires * Interviews, pilot and testing of questionnaires * Focus group interviews * Observation (direct) * Case studies * Diaries * Critical incidents * Portfolios * Others |  |  |  |  |
| 8.11 | Administration of questionnaires | Sampling procedure |  |  |  |  |
| 8.11.1 | Definitions of sampling frames (the promotion of self-employment within the transport sector for TETA funded skills development programmes) in the transport sector) | Definition of target population for the survey (the promotion of self-employment within the transport sector for TETA funded skills development programmes)   * Sampling frame * Criteria for sampling * Sampling technique for KI and target respondents) |  |  |  |  |
| 8.11.2 | Key informants sampling | Description of the sampling frames (KIs) |  |  |  |  |
|  | Types of sampling | From the **(list in 8.4)** which sampling techniques will be useful for the research for the promotion of self-employment within the transport sector for TETA funded skills development programmes?   * Random sampling * Stratifies sampling * Stratified random * Double sampling * Systematic * Cluster sampling * Others |  |  |  |  |
| 8.11.3 | Administration of questionnaires to respondents | From the (list in 8.4) which sampling technique will be most suitable for the research on the promotion of self-employment within the transport sector for TETA funded skills development programmes?   * Random sampling * Stratifies sampling * Stratified random * Double sampling * Systematic * Cluster sampling * Unit/s of observation * Others |  |  |  |  |
| 8.11.4 | Sample size | Definition of population size and statistical technique to be used |  |  |  |  |
| 8.11.5 | Data analysis and interpretation | Primary and secondary data analysis on the promotion of self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 8.11.5.1 | Qualitative and qualitative analysis methods | Qualitative data interpretation (types to be used for the study) |  |  |  |  |
| 8.11.5.2 | Quantitative data interpretation (types to be used for the study)   * Rating scales * Aggregation of results * Feature of results on skills requirements for the promotion of self-employment within the transport sector for TETA funded skills development programmes * Graphics * Frequency distributions * Statistical techniques package to calculate (mean, average etc. * Conclusion tables * Others |  |  |  |  |
| 8.11.6 | Key survey areas on the promotion of self-employment within the transport sector for TETA funded skills development programmes | How transport sector background analysis will be undertaken with respect to the promotion of self-employment within the transport sector for TETA funded skills development programmes |  |  |  |  |
| 8.11.7 | Transport sector skills requirement profiles on the promotion of self-employment within the transport sector for TETA funded skills development programmes | * How will the consultants carry out the investigations within the chambers with respect to skills on self-employment within the transport sector for TETA funded skills development programmes (past trends and current situation for example): - * Aim and objectives to be achieved * Skills gaps analysis per sector on the promotion of self-employment within the transport sector for TETA funded skills development programmes (refer to 8.4) * Skills types and profiles for promoting self-employment within the transport sector for TETA funded skills development programmes * Current skills need and gaps on promoting self-employment within the transport sector for TETA funded skills development programmes * Future skills need * Status of skills audit on self-employment within the transport sector for TETA funded skills development programmes * Training needs for the promotion of self-employment within the transport sector for TETA funded skills development programmes * New and emerging skills needs of self-employment * Workplace skills in each chamber with respect to self-employment * Mitigation strategies to include the promotion of self-employment within the transport sector for TETA funded skills development programmes * Modalities for self-employment within the transport sector for TETA funded skills development programmes * Expectations from accredited skills trainers in the transport for promoting self-employment within the transport sector for TETA funded skills development programmes * Transport sector options and (quality of training to meet the basic requirements for promoting self-employment within the transport sector for TETA funded skills development programmes) * Issues of remuneration of trainees (for the promotion of self-employment within the transport sector for TETA funded skills development programmes * Others |  |  |  |  |
| 9 | Report outline | Is the project report outline provided in the proposal? | | | | |
| 9.1 | Report outline | Skills issues on the promotion of self-employment within the transport sector for TETA funded skills development programmes (report outline detailing the main deliverables of the study covering all the sections) |  |  |  |  |
| 9.2 | Progress reports | Consultants should explain how they will provide monthly progress report with respect to: -   * Status quo or situational analysis * Questionnaires administration * Field survey processes * Results and interpretations * Recommendations * Soft copies * Hard copies * Final report and summary for TETA board members * Publication of the research * Others * Others |  |  |  |  |
| 10 | Quality of the project execution plan proposed | Does the Project Execution Plan (PEP) report corresponds to the (excel spread sheet and time frames in the appendix? | | | | |
| 10.1 | Introduction | How will the consultants outline the promotion of self-employment within the transport sector for TETA funded skills development programmes in the PEP? |  |  |  |  |
| 10.2 | Main stages of the PEP | Main agreed stages with TETA in the PEP with respect to: -   * Inception * Status-quo * The surveys desktop and field * Recommendations * Results in report form * Publication of the results * Dissemination of the results * Others |  |  |  |  |
| 10.3 | Approach to the content of the study in the report part of the PEP | * Previous work undertaken by the consultants on the promotion of self-employment within the transport sector for TETA funded skills development programmes by the consultants * Work undertaken if any in past * How the study will be achieved on the promotion of self-employment within the transport sector for TETA funded skills development programmes vis a vis the objectives of the study * The key study areas ***(refer to 8.11.7)*** |  |  |  |  |
| 10.4 | Details of the PEP | Outline of the details and time frames of all deliverables in the PEP with cost schedules |  |  |  |  |
| 10.5 | How will the consultants deliver? | Why the consultants think they are the most qualified to undertake the study   * Introduction * Definition of deliverables * Resources persons in the team (responsibility of team members) * How they will work together and deliver the goods |  |  |  |  |
| 10.6 | Project and programme management | How will the study be managed until successful completion and close out? |  |  |  |  |
| 10.7 | Cost schedules | How will detail cost for each deliverable and disbursements be addressed (in the appendix) |  |  |  |  |
| 10.8 | Risk register | How will the consultants indicate and address the potential risks of the project in the proposal? (in the appendix) |  |  |  |  |
| 10.9 | Gnat chart | How does the project gnat chart correspond to the project time frames provided in the proposal? |  |  |  |  |