Green Economy Skills Audit

Service Provider Terms of Reference
March 2019

Background

GreenCape, supported by the City of Cape Town, has initiated a project that seeks to identify and understand the skills development needs in Atlantis and to prioritise solutions for any gaps. This Terms of Reference outlines the role for a service provider to carry out a skills audit, including a supply and demand analysis, and to propose solutions to the identified gaps.

The skills audit forms part of a larger project to support the development of the newly designated Atlantis Green Tech Special Economic Zone. The purpose of the overall project is to grow the Atlantis labour force with adequate and suitable skills. In order to do this it is necessary to have a clear understanding of the skills development landscape in Atlantis, in other words the current status of skills development provision in Atlantis, together with the expected priorities required for green economy jobs. To understand the systemic gaps that exist together with suitable solutions – recommend interventions to address these gaps to enable the Atlantis Special Economic Zone (SEZ) for Green Technologies to succeed and ensuring the local community benefit from increased job opportunities.

GreenCape

GreenCape is a sector development agency tasked with growing the green economy in Africa. Part of GreenCape’s work in recent years is targeted towards enabling Atlantis to become the greentech manufacturing hub of Sub-Saharan Africa – the regional headquarters and manufacturing centre for leading companies in this space. In order to achieve this GreenCape has worked with the City of Cape Town and the Western Cape Provincial Government to increase investment and job creation in the green economy.

Atlantis Special Economic Zone (SEZ) for Green Technologies

Special Economic Zones (SEZs) are key tools used by the South African government for driving industrial and economic development. Within SEZs, industries from a particular sector locate in or cluster in geographically designated areas to get the benefits of scale and co-location. SEZs are governed by the SEZ Act (No.16 of 2014) and are supported by a range of incentives aimed at attracting foreign and local investment.

The City of Cape Town established a greentech\(^1\) manufacturing hub in Atlantis in 2011, in response to the Department of Energy’s Renewable Energy Independent Power Producer Programme (REIPPPP). Localisation of manufacturing and the resultant job creation is one of the key priorities of government through the REIPPPP programme. The hub has already attracted

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\(^1\) Greentech refers to green technologies that reduce or reverse the impact of people on the planet. This includes renewable energy technologies (such as wind turbines and solar panels) as well as technologies such as insulation, biofuels, electric vehicles, materials recycling and green building materials.
five greentech investors and created in excess of 300 jobs. An application was submitted by the Western Cape Provincial Government for the entire Atlantis Industrial area to be declared a Greentech Special Economic Zone. In June and October 2018 respectively, the Department of Trade and Industry published the intention and final designation of the Atlantis SEZ in the Government Gazette, and the Atlantis Special Economic Zone (SEZ) for Green Technologies was officially launched by President Ramaphosa on 6 December 2018.

Scope of work

The project requires an in-depth understanding and analysis of the Atlantis skills development landscape. These findings will inform the direction of future skills development initiatives to enable the local community to gain access to job opportunities in the Atlantis Special Economic Zone (SEZ) for Green Technologies and further afield.

Objective

The objective of the project is to conduct a skills audit (i.e. supply and demand analysis) for the Atlantis Special Economic Zone (SEZ)

The specific tasks are to:
- Map the current and future labour demand with a specific focus on the green economy
- Conduct an assessment of the local availability of suitably skilled labour to fulfil the current and future demand
- Conduct an assessment of the quality outputs of the Education sector in Atlantis, including Early Childhood Development, Primary and Secondary Schooling, and Tertiary Education, in order to understand the skills development pipeline
- Identify systemic gaps
- Identify and recommend potential solutions to address the gaps
- The service provider commits to fortnightly project meetings to provide updates on the progress of the project

Outputs

The service provider must produce the following outputs:
- Skills audit report, including gap analysis
- Summary of the key skills development findings and recommendations of interventions to address the identified skills gaps

Important dates

<table>
<thead>
<tr>
<th>Timelines</th>
<th>12 April 2019, 17h00</th>
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<tbody>
<tr>
<td>Deadline for clarification</td>
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<td>questions</td>
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### Green Economy Skills Audit

**Deadline for submission of proposals**: 15 April 2019, 17h00

**Appointment of service provider**: 18 April 2019, 17h00

**Inception meeting**: 23 April 2019, 10h00

**Mid-project progress meeting**: 23 May 2019, 10h00

**Final completion date**: 28 June 2019, 17h00

**Close out meeting**: 8 July 2019, 11h00

### Response requirements

- The applicant must have the following:
  - At least 5 years’ experience in training and/or strategic skills development together with experience conducting skills audits
  - A deep understanding and knowledge of the South African skills development ecosystem
  - The capacity, relevant labour with suitable capabilities, to deliver on the overall project with a project team. A project team is preferred, to an independent consultant
- The applicant must submit the following:
  - A project plan with milestone outputs and review dates indicating the approach and methodology to be used in achieving the project deliverables
  - Detailed CVs of professional experience of the project team that will be delivering in the project, and their planned roles
  - Overview of any similar work conducted before
  - Three references of experience for similar projects undertaken
  - Total cost broken into its component parts, including VAT, i.e. total estimated time and hourly personnel costs

**Maximum budget**: R 350 000

Only complete proposals, adhering to the minimum requirements as stated above will be considered. GreenCape reserves the right to not appoint a service provider, if no suitable proposals are received.
## Evaluation criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Proposal and methodology</td>
<td>35%</td>
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<tr>
<td>Use of Atlantis interns/Atlantis labour</td>
<td>10%</td>
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<tr>
<td>Previous experience</td>
<td>15%</td>
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<tr>
<td>Capacity</td>
<td>10%</td>
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<tr>
<td>References</td>
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<tr>
<td>Cost</td>
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<tr>
<td>BBBEE</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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## Contact details

Electronic proposal submission to tendersubmission@green-cape.co.za and any queries on the project or proposal requirements to Ursula Wellmann (ursula@green-cape.co.za). All proposals to be received by 17h00 on 15 April 2019.