



**International  
Labour  
Organization**

► **REQUEST FOR PROPOSALS – *Coordinating organised business stakeholders and providing technical input to the Creative Industries Sectoral Master Plan***

**Deadline for submitting proposal: Monday 15 march at 10.00 SAST**

### **Introduction**

The department for trade and industry (DTIC) is in the process of developing sectoral master plans as part of the Re-Imagined Industrial Strategy. The masterplans are tripartite in nature, aimed at co-developing a practical, customised, sector growth strategy; building a trust relationship between the key stakeholders in each sector; embedding alignment between key parties and the State; and hardwiring masterplan priorities into Departmental priorities and focal areas for action.

More than fifteen sectoral masterplans are in different stages of development with some close to being finished and others in an early stage of development. For a number of masterplans, facilitators or research partners have been appointed to assist the sectors to co-create an inclusive sector growth plan since some sectors are less organised from an industry perspective. A governance structure for the masterplans usually includes a tripartite Executive Oversight Committee (EOC), and Industry Reference Group and Industry Working Group with a cabinet minister from the relevant department chairing the EOC.

There is general recognition that sector-based approaches that focus on specific enterprises' and workers' needs and challenges are a key element of the economic recovery strategy. The bottom-up, inclusive and evidence-based nature of masterplan development makes them an ideal mechanism to contribute to South Africa's economic recovery approach. The masterplan implementation methodology makes them a key mechanism for advance economic recovery. This includes practical steps with clear accountability, prioritisation of actions and coordination of actions across relevant government departments.

The ILO is supporting its constituents in South Africa to strengthen the masterplans with a focus on employment, skills, sustainable enterprises and just transition as well as to build relationships between social partners and member based organisations in each of the sectors for which masterplans are developed. An important goal is to enhance social dialogue in the development process, enabling greater buy-in and therefore better prospects of implementation. Whereas some sectors have well-resourced constituency structures others are less organised and do not have structures in place that allows them to engage in the process. Once such sector is the Creative Industries wherefore Business Unity South Africa (BUSA) has identified a need for supporting its members in the sector masterplan development process with practical research, co-ordination of their engagement and input to the master plan.

### **Work to be performed**

The ILO and BUSA are therefore looking for a South African national consultant / service provider who can provide secretarial and coordination support to the stakeholders in the creative

industries over a period of 4-6 months. The assignment is estimated to be around 22 full-time working days over the period.

The consultant/service provider is expected to liaise with BUSA and the sector for a first meeting to understand the sector and how it is organised, who the key stakeholders are, organise and facilitate on-line meetings with key stakeholders and coordinate their input into the sectoral master plan through drafting of text and paragraphs to appropriately reflect the views of the business stakeholders in the sector.

Specifically, the consultant / service provider has to undertake the following tasks:

- i. Identify any national or international studies and reports on the sector that can inform the discussion among business stakeholders in the sector;
- ii. Undertake desk research about the sector, draft a survey that can be administered on-line to the sector, review the composition of the sector and current interventions, and liaise and consult closely with DTIC in the process;
- iii. Organise bilateral as well as joint on-line meetings with sector stakeholders to get their opinions and input to the master plans, draft minutes and next steps following each meeting;
- iv. Coordinate input and feedback between sector stakeholders and BUSA and maintain a record of such input which will feed into the sector masterplans
- v. When requested participate in relevant government meetings with stakeholders from the sector and provide briefs and input to business stakeholders' input to e.g. Executive Oversight Committee (EOC), and Industry Reference Groups;
- vi. Assist stakeholders and DTIC in drafting the sectoral masterplan by providing text and paragraphs reflecting the discussion and priorities by business stakeholders in the sector;
- vii. Finally, provide a short report of no more than 10 pages reflecting the work done, with supporting documents.

## **Deliverables**

1. Minutes of all meetings done in a table format with key discussion and actions
2. On-line survey and analysis report of the sector and its composition
3. PowerPoint presentations made at meetings
4. Draft of input and text into the sectoral masterplans
5. Draft report with contact list of organisations and individuals consulted in the process
6. Final report summarising work done (10 pages max)

## **Minimum qualifications and work experience**

1. University degree in business administration, economics, communication, development studies or a related field of study
2. Experience and knowledge of coordinating business stakeholders in a particular sector
3. Preferably experience in writing and drafting texts for economic plans and sector plans and strategies

## **Timeframe and payment schedule**

The assignment is estimated at 22 days, equivalent to one work month, for one individual.

The ILO is requesting proposals from interested service providers and individual consultants to submit proposals. The proposal must outline

- i) your understanding of the assignment and what is required to make this successful
- ii) a description of your experience and qualifications
- iii) CVs
- iv) draft proposed work plan and
- v) budget

An ILO review panel will subsequently assess the submitted proposals against these criteria and overall value for money.

- i. First payment of 20% of total contract sum upon signature of contract and submission of final work plan
- ii. 2<sup>nd</sup> payment of 30% upon submission of draft report with supporting documents (on-line survey and analysis report of the sector)
- iii. Final payment of 50% upon submission of final report with supporting documents (minutes of meetings and actions, draft text and input to sectoral master plan)

### **Reporting and supervisory arrangements**

All deliverables to be submitted via e-mail to the ILO focal persons for the assignment: Maria Machailo-Ellis and Jens Dyring Christensen.

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