![International Labour Organization logo]

▶ Terms of Reference: Characteristics and Conditions of the Social and Solidarity Economy in South Africa

Service Provider to write up the research results following a survey of the Social and Solidarity Economy in South Africa

Deadline for applications: 12 April 2021, 23:59 South Africa Time

Contracting will be with registered entities and not individuals

Table of Contents

1   PURPOSE

1.1   The purpose of the consultancy is to write a report from data gathered during the consultation process for the social and solidarity economy (SSE).

1.2   The report will describe the characteristics and conditions of the SSE in South Africa.

1.3   The report will analyse data gathered between August – December 2019 following a national survey of SSE practitioners. Data was captured electronically and is available in an Excel spreadsheet.

1.4   The analysis and conclusions will provide exploratory and explanatory insight into the SSE in South Africa, and include recommendations on how the SSE can be better supported.

2   BACKGROUND

2.1   Globally, there is recognition that the SSE can address social and environmental challenges innovatively, create jobs, bring dynamism and entrepreneurial flair to the social space, and shift economic values from profit seeking towards co-operation and mutual care.

2.2   However, in most contexts, including South Africa, the ability of the SSE to grow strongly is hampered by ecosystem challenges such as weak access to markets, incomplete or contradictory regulatory frameworks, and a shortage of appropriate venture finance.

2.3   The South African Government is committed to growing the potential of the social and solidarity economy in an integrated and systematic manner. The New Growth Path (NGP), adopted in 2010, identified development of the social and solidarity economy as a pillar of the national development strategy.

2.4   The Decent Work Country Programme (DWCP) drawn up by workers' and employers' organisations, community and government, in consultation with the International Labour Organization (ILO) and governed by the National Economic Development and Labour

Administration Council (Nedlac), has identified the development of the SSE as a strategic means leading towards the creation of jobs in sustainable enterprises.

2.5 The Department of Trade, Industry and Competition (dtic), together with partners such as the International Labour Organization (ILO) and the Industrial Development Corporation (IDC) are currently developing a policy framework for the social and solidarity economy.

2.6 This policy development process builds on several years of foundational work to strengthen and stimulate the SSE in South Africa by a number of institutions, including the IDC and ILO, supported by the Government of Flanders.

2.7 A draft green paper was publically launched in February 2019. It was developed from a number of research papers, and followed public engagement and expert workshops.

2.8 The draft green paper was consulted on between July 2019 - December 2019, with n=766 people attending 22 sessions in the nine provinces, as summarised in the table below:

Province	City	Date
KwaZulu Natal (Pilot)	Durban	21-Jul-19
Eastern Cape	Mthata	19-Aug-19
	East London	20-Aug-19
	East London	21-Aug-19
	Queenstown	22-Aug-19
	Port Elizabeth	23-Aug-19
Limpopo	Thohoyandou	11-Sep-19
	Polokwane	12-Sep-19
North West	Mahikeng	17-Sep-19
	Klerksdorp	18-Sep-19
Free State	Bloemfontein	26-Sep-19
	Qwaqwa	27-Sep-19
Northern Cape	Kimberley	01-Oct-19
	Upington	03-Oct-19
KwaZulu-Natal	Richards Bay	09-Oct-19
	Ballito	10-Oct-19
Gauteng	Vaal	16-Oct-19
	Krugersdorp	17-Oct-19
Western Cape	George	29-Oct-19
	Cape Town	30-Oct-19
Mpumalanga	Nelspruit	04-Nov-19
	Ermelo	05-Nov-19
Total Workshops held	**22**	

2.9   At the end of each session, participants completed an English language pen and paper questionnaire. A total of 529 questionnaires were submitted.

2.10   The questionnaire had 44 questions across the following themes: Permission to participate in the study (4 questions), demographic information (10 questions), questions on characteristics (20), and on conditions (10) as summarised below:

Permissions	4
Demographic	10
Characteristics	20
Conditions	10
Total number of questions	44

2.11   This data was electronically captured, and cleaned as summarised in the table below:

	Attendees	Completed surveys	Incomplete surveys	Did not give permission	Outside of scope of study (e.g.: government)
Sample group	766	529	6	6	11
Total			523	517	506
Response rate		69%	68%	67%	66%

The final electronic data-set for analysis is therefore n=506

2.12   In December 2020, questions on the SSE were included in a national household survey (n=2005) conducted by Brand South Africa. The results of this study will be launched at the end of March and will be available on the Brand SA website.

2.13   The purpose of this assignment is to appoint a researcher who will analyse and report on the characteristics and conditions of the SSE in South Africa, and the barriers they experience.

2.14   This will involve:

- Analysis of the 2019 dataset. The questions asked are at the end of this ToR
- Additional analysis against the Brand SA 2020 results;
- Write up of results and recommendations;

- Visual/graphic depictions of key findings and recommendations, to facilitate understanding and discussion; and,

- Recommendations on how the SSE can be strengthened in South Africa based on the results.

3   METHODOLOGY

3.1   The data results are expected to be both exploratory and explanatory.

3.2   Descriptive statistical analysis is required, and the ability to analyse relationships between data groups (for example, between number of registered entities and district where respondent lives/works) will be an advantage.

3.3   An online validation workshop to discuss results is recommended

3.4   Consideration must also be given to graphic representation of results, so that these can be easily communicated and understood.

3.5   The applicant should submit a proposal that responds to the Terms of Reference and which outlines the comprehensive analytical framework that they will apply to this assignment.

3.6   An example of the questionnaire can be found here

4   SCOPE OF WORK

4.1   The purpose of the assignment is to present a report that analyses data gathered on the SSE in South Africa; draws conclusions from the analysis; and, makes recommendations to strengthen the sector.

4.2   Suggested section headings for the report are

Opening Statement	Outlines the objectives of the study, acts as a guide for the reader on what is contained in the report, and motivation to read it
Executive Summary	Summarises the key points of the document, including context, methodology, analysis, conclusions and recommendations.
Introduction	Introduces context, definitional terms, rationale and objective of the study
Methodology	Outlines the research approach taken in the study, what was done to answer the research objectives, summarises the data collection approach, and details the process for, and results of, the analysis.
Analysis	

Presentation of results	Presents the results of the study including the use of graphics to convey results and conclusions drawn from the analysis.
Recommendations	Describes the actions that are recommended to strengthen the SSE in South Africa
Conclusion	Summarises the relevance of the findings and next steps
Referencing (APA 6 referencing is required)	
Annexes	
The final report must be formatted to the ILO House Style Manual, and must be proof read and edited	

5   DELIVERABLES AND OUTPUTS

5.1   The deliverables should be read and understood in conjunction with the scope of work are are summarised as follows:

Phases	Activities	Outputs	Timeframes
Phase 1.	• Briefing	**Submitted Workplan**	Project Week 1
Phase 2.	• Data analysis	**Progress report update meeting**	Project Week 2
Phase 3.	• Data analysis + Visualisation of results	**Progress report + update meeting**	Project Week 3
Phase 4.	• Report Submission for review: 1	**Submission of Draft Report 1 + update meeting**	Project Week 5
Phase 5	• Report Submission for review: 2	**Submission of Draft Report 2**	Project Week 7
Phase 6	• Final Submission and presentation of results	**Submission of Final Report (proofed and edited) + presentation of results**	Project Week 8
Phase 7	• Project Close		Project Week 9

5.2   Minutes of all meetings done in a table format with key discussion and actions together with

copies of all presentations relating to this work will be required from the consultant.

6   QUALIFICATIONS, EXPERIENCE AND EXPERTISE

6.1   Postgraduate qualification (minimum Masters Level) in social sciences, research design, development studies, economics, entrepreneurship, business management or other related field, is required.

6.1.1 If a team is proposed, it is recommended that the other team members have as a minimum: a degree in social sciences, economics, business management or related fields; with practical experience in applied social science (e.g. policy analysis), research design, implementation and analysis; strategic and business planning, project management, strategic planning and business planning.

6.2   A demonstrated track record in data analysis and report writing.

6.3   Experience in visualising data in reports.

6.4   The applicants should have the ability to

- Bring together multiple sources of information, and present them in a comprehensive way, without losing meaning.
- Experience working with data analysis programmes
- Able to work remotely (with necessary technology tools and data access), under pressure and to tight deadlines.
- Be detail oriented, able to problem solve and resolve issues.
- Experience facilitating feedback sessions
- Excellent English, with strong analytical and writing ability.

7   APPLICATION PROCESS

7.1   All applications are to be submitted by **e-mail 12 April 2021. 23:59**

7.2   E-mails are to be sent to the following addresses, with delivery receipts enabled. All e-mails must have the ToR you are responding to as the subject heading. E-mails will received will be acknowledged:

krige@ilo.org / tabane@ilo.org / segreenpaper@thedtic.gov.za

7.3   The proposal must respond to the Bid Evaluation matrix and outline

7.3.1 Understanding of the assignment and what is required to make it successful based on the information provided in the Terms of Reference

7.3.2 Comprehensive CV's with relevant information on all proposed key staff in the following format:
1st Column: Name and position / role if applying as part of a team

2nd column: Relevant qualification(s) and courses completed relating to this application

3rd column: number of years' relevant experience indicated in numerical format;

4th column: case studies / examples of work to prove relevant experience and knowledge in field of expertise.

Name and ID number of key staff member	Relevant qualification(s) and courses successfully completed	Number of years' relevant experience in numerical format (Only indicate the number of years performing this specific work / services).	Relevant case studies / evidence together with references / examples that support your application

7.3.3 Draft proposed work plan with detailed line items

7.3.4 Budget in ZAR with USD conversion. The exchange rate that will be used is ZAR1=USD14.93

7.4   Applicants must be registered entities (and not individuals).

7.5   A review panel convened by the ILO will assess the submitted proposals against these criteria and overall value for money.

8   BID EVALUATION

8.1   Each of the bids will be assessed against the following framework:

No.	Criteria	Weighting	Rate (0-5)	Total Score
1.	**Qualifications and experience of proposed key staff**			

No.	Criteria	Weighting	Rate (0-5)	Total Score
	Qualifications & Relevant Experience (e.g.: What is the applicable research experience of the team? What data analysis skills do they have? Is there evidence of similar work successfully completed?)	30		
2.	**Methodology and analysis**			
	Analysis and approach (for example: does the method proposed align with the outcomes of Terms of Reference? Is the approach feasible? Is it likely to reveal interesting and useful results?)	20		
3	**Implementation Plan and Capacity to Deliver**			
	Project implementation plan (for example: What action items are identified? Is the capacity to deliver within the proposed team? Are deadlines and outputs/ outcomes feasible?)	20		
	Budget	30		
	MAXIMUM POINTS	100		

9   PAYMENT ARRANGEMENTS

9.1   Only registered entities will be contracted

9.2   First payment of 30% of total contract sum upon signature of contract and submission of final (approved) work plan

9.3   Second payment of 30% upon submission of draft report with supporting documents (Phase 4: Report 1)

9.4   Final payment of 40% upon submission of final report with supporting documents (minutes of

meetings and actions, draft text and input to sectoral master plan) (Phase 7: Project Close)

10 REPORTING AND SUPERVISORY ARRANGEMENTS

10.1 ILO is leading the delivery of this assignment, and all reporting will be into the ILO. The focal point is Kerryn Krige. All deliverables must be submitted by e-mail.

10.2 All data is to be kept confidential. All information relating to this study, including any copyright or ownership of documents generated during the process, is owned by the ILO.

11 CONTACT DETAILS

All queries relating to this assignment must be sent to Kerryn Krige and Chriselda Tabane:

Kerryn Krige

krige@ilo.org

Chriselda Tabane

tabane@ilo.org

12 ANNEX: QUESTIONNAIRE

Questionnaire: Social and Solidarity Economy Survey

Q43 Event attended

○ Bloemfontein (26 September) (1)

○ Qwaqwa (27 September) (8)

○ Kimberley (01 October) (9)

○ Upington (03 October) (10)

○ Richards Bay (9 October) (11)

○ Durban / Ilembe (10 October) (12)

○ Vaal (16 October) (13)

○ Krugersdorp (17 October) (14)

○ George (29 October) (15)

○ Cape Town (30 October) (16)

○ Nelspruit (4 November) (17)

○ Ermelo (5 November) (18)

Q9 **Getting to know you and your organisation**

Q2   Name

_____

Q3   Surname

_____

Q4 Name of organisation

_____

Q5 What goods / service does your organisation provide?

_____

Q6   Gender

◯ Male (1)

◯ Female (2)

◯ Prefer not to say (3)

Q10

○ Black African (1)

○ White (2)

○ Indian (3)

○ Coloured (4)

○ Other race group (5)

○ Prefer not to say (6)

Q7 How old are you?

○ 18 - 24 (1)

○ 25 - 29 (2)

○ 30 - 39 (3)

○ 40 - 49 (4)

○ 50 and above (5)

Q42 Tick which box applies to you:

- ☐ I am with a co-operative (1)

- ☐ I am with a stokvel (2)

- ☐ I am a social enterprise (3)

- ☐ I am a social entrepreneur (4)

- ☐ I am with a Non Profit Company (5)

- ☐ I am an academic (6)

- ☐ I am with a business (8)

- ☐ I am with government (9)

- ☐ Other, please describe (7) _____

Q8 How many years experience do you have working in the social economy?

- ○ Little experience, I've just started (1)

- ○ 1-5 years (2)

- ○ 5-7 years (3)

- ○ 7-10 years (4)

- ○ 10-15 years (5)

- ○ 15 and above (6)

Q36 In which province do you live?

- ☐ KZN (1)

- ☐ Eastern Cape (2)

- ☐ Free State (3)

- ☐ Gauteng (4)

- ☐ Limpopo (5)

- ☐ Mpumalanga (6)

- ☐ Northern Cape (7)

- ☐ North West (8)

- ☐ Western Cape (9)

Q38 In which province do you work? Tick those that apply.

- ☐ KZN (1)

- ☐ Eastern Cape (2)

- ☐ Free State (3)

- ☐ Gauteng (4)

- ☐ Limpopo (5)

- ☐ Mpumalanga (6)

- ☐ Northern Cape (7)

- ☐ North West (8)

- ☐ Western Cape (9)

Q37 Please write which district / local municipality you work from.

○ I work in... (1) _____

Q11 Is the organisation you're with registered? Tick those that apply

☐ Registered as a not for profit company (eg: NGO) (1)

☐ Registered as a for profit company (eg: PTY LTD) (2)

☐ Registered as a co-operative (5)

☐ Not registered (6)

☐ Don't know (4)

Q12 Does the organisation that you work for have a bank account?

○ Yes, we have a bank account for the organisation (1)

○ No, we don't have a bank account for the organisation (2)

○ I use my personal bank account for the organisation (3)

○ Other, please describe (4) _____

Q45 Approximately how much money did your organisation make last month?

☐ We didn't make any money (5)

☐ R1-25,000 (10)

☐ R26,000-R50,000 (6)

☐ R51,000-R100,000 (7)

☐ R101,000-R200,000 (8)

☐ R250,000 and above (9)

Q46 Does the organisation you're with pay tax?

○ Yes (1)

○ No (2)

○ Prefer not to say (4)

○ Not sure (5)

Q16 Does your organisation follow legislation, such as the Companies Act or NPO Act

	Definitely yes (1)	Probably yes (2)	Sometimes (3)	Probably not (4)	Definitely not (5)	Not sure (6)
Does your organisation follow legal codes (1)	○	○	○	○	○	○

Q13 Does your organisation follow any industry sector codes. These are Codes of Good Practice that are written and which you are often checked against, such as Tourism Industry ratings, or food production standards

	Definitely yes (1)	Probably yes (2)	Sometimes (3)	Probably not (4)	Definitely not (5)	Not sure (6)
Does your organisation follow industry codes (1)	○	○	○	○	○	○

Q15 Does your organisation follow any societal codes? These often aren't written down, but are instead what we and our communities think is right and wrong

	Definitely yes (1)	Probably yes (2)	Sometimes (3)	Probably not (4)	Definitely not (5)
Does your organisation follow social codes (1)	○	○	○	○	○

Page Break

Q14 Where does your organisations funding come from? Please tick those that apply.

☐ Bank (1)

☐ Family and friends (2)

☐ My savings (3)

☐ Stokvel / Community Group (4)

☐ Grants and donations (5)

☐ Customers (6)

☐ Membership fees (8)

☐ Other, please describe (7) _____

Q17 How many people are employed by your organisation?

☐ We don't have employees, its just me (1)

☐ We don't have employees but we have volunteers (5)

☐ We have 1-5 employees/volunteers (2)

☐ We have 6-10 employees/volunteers (3)

☐ We have 11 and above employees / volunteers (4)

Q18 Do your employees / volunteers skills match the job that they are doing?

	Definitely yes (1)	Probably yes (2)	Sometimes (6)	Probably not (3)	Probably not (4)	Definitely not (5)
Do your employees skills match the job they are doing? (1)	○	○	○	○	○	○

Q19 Do your employees / Volunteers have employment contracts?

☐ Yes (1)

☐ No (2)

☐ We're working on it (3)

☐ Not sure (4)

☐ No Employees (5)

End of Block: Block 1

Start of Block: Block 2

Q20 Which of the contracts below do you have in your organisation?

☐ No contracts (1)

☐ Employment contracts (2)

☐ Trustee contracts (3)

☐ Customer contracts (4)

☐ Contracts with partners and suppliers (5)

☐ Other, please describe (6) _____

Q21 Do you have access to legal advice?

	Yes I have a lawyer (1)	No I do not have a lawyer (2)	I have a friend / family member I ask for help when I need it (3)
Do you have access to legal advice? (1)	○	○	○

Q22 What percentage of your agreements do you run on trust and a handshake?

	100% (1)	80% (2)	60% (3)	40% (4)	20% (5)	10% (6)	0% (7)
% of contracts run on trust and a handshake (1)	○	○	○	○	○	○	○

Q23 How important are your networks to your organisation? These are the people you know such as local leaders, elders, religious leaders etc.

	Extremely important (1)	Very important (2)	Moderately important (3)	Slightly important (4)	Not at all important (5)
How important are networks to your organisation? (1)	○	○	○	○	○

End of Block: Block 2

Start of Block: Block 3

Q24 Why is the product / service that you provide important to your community?

_____

Q41 Whose responsibility is it to provide the goods and service you offer?

☐ It is government's responsibility (1)

☐ It is the responsibility of local business (2)

☐ It is the community's responsibiity (3)

☐ It is my responsibility (4)

☐ Other, please describe (5) _____

Q26 Do you have access to information on the work that you do, that allows you to stay ahead of competition?

	Definitely yes (1)	Probably yes (2)	Might or might not (3)	Probably not (4)	Definitely not (5)
Do you have access to information? (1)	○	○	○	○	○

Q28 How important are community leaders to the functioning of your organisation?

	Extremely important (1)	Important (2)	Sometimes important (3)	Not important (4)	Definitely not important (5)
How important are community leaders to your organisation? (1)	○	○	○	○	○

Q30 How important are political leaders to the functioning of your organisation?

	Extremely important (1)	Important (2)	Sometimes important (3)	Not important (4)	Definitely not important (5)
How important are political leaders to your organisation? (1)	○	○	○	○	○

Q31 How important are religious leaders to the functioning of your organisation?

	Extremely important (1)	Important (2)	Sometimes important (3)	Not important (4)	Definitely not important (5)
How important are religious leaders to your organisation? (1)	○	○	○	○	○

Q39 How important is the municipality to the functioning of your organisation?

	Extremely important (1)	Important (2)	Sometimes important (3)	Not important (4)	Definitely not important (5)
How important is the municipality to the functioning of your organisation? (1)	○	○	○	○	○

Q27 How well do you know your community? Give yourself a rating

	100% I know them very well (1)	90% (2)	80% (3)	70% (4)	60% (5)	50% (6)	40% (7)	30% (8)	20% (9)	10% (10)	0% I don't know my community well at all. (11)
How well do you know your community? (1)	○	○	○	○	○	○	○	○	○	○	○

Q32 What are the advantages of this local knowledge that you have described above? Tick those that apply

☐ I have access to networks (1)

☐ I am supported by the community (2)

☐ I have political support (3)

☐ I have support from local business (4)

☐ It helps with funding (5)

☐ I am trusted (6)

☐ Other, please describe (7) _____

End of Block: Block 3

Start of Block: Block 4

Q33 Rate how important trust is to the success of your organisation?

	Extremely important (1)	Very important (2)	Moderately important (3)	Slightly important (4)	Not at all important (5)
How important is trust to your organisation? (1)	○	○	○	○	○

Q34 Do you think your organisation brings people in your community together? In other words, do you help build relationships, tolerance and togetherness?

○ Definitely yes (1)

○ Probably yes (2)

○ Unsure (3)

○ Probably not (4)

○ Definitely not (5)

Q40 Rate the level of trust you and your organisation have in your community.

	100% Trust (1)	90% trust (2)	80% trust (3)	70% trust (4)	60% trust (5)	50% trust (6)	40% trust (7)	30%trust (8)	20% trust (9)	0% - no trust (10)
Does your community trust your organisation? (1)	○	○	○	○	○	○	○	○	○	○
Does your community trust you? (2)	○	○	○	○	○	○	○	○	○	○

Q42 Rate the importance of each of these in building trust

	Very important (1)	Important (2)	Neutral (3)	Not important (4)	Definitely not important (5)
What I say is what I do (1)	○	○	○	○	○
We do good and people see that (2)	○	○	○	○	○
Our organisation runs well: eg: we pay on time, we answer calls, we resolve disputes (3)	○	○	○	○	○
We are clear about what we do and how we do it (4)	○	○	○	○	○
None of the above / Other (5)	○	○	○	○	○

End of Block: Block 4

Start of Block: Block 5

Q43 You have a personal meeting with President Ramaphosa. He asks you **what he can do for you**, as a business owner. What would you ask him?

_____

End of Block: Block 5

Start of Block: Notes from datacapturer

Q44 Data capture notes

_____

ENDS