

SCM /Tender Ref #:	RFP 01-2021/22
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Request for proposals for:	Research project on salary disparities between employees in the South African Public Service.
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1. BACKGROUND

The Department of Women, Youth and Persons with Disabilities is responsible for amongst other things regulating and mainstreaming the rights of women, youth and persons with disabilities. One of the critical rights for all South African citizens is the right to fair labour practice as enshrined in the Constitution. The Bill of Rights affirms the democratic values of human dignity, equality and freedom for all citizens.

Remuneration differences between employees of all ages, men, women and persons with disabilities within the same salary level in the South African public service is a persistent form of inequality in the work place and this is a violation of the right to fair labour practice. The Inequality Trend Report in South Africa released by Statistics South Africa in November 2019 found that women earn on average 30% less than men in the same jobs. According to the report, “Males, who are much more likely to be employed, are also more likely to have relatively well-paying jobs as compared to females. Employed males have mean real earnings of R10 886 per month, as compared to employed females with mean real earnings of R7 658”. The Global Gender Gap Index 2020 found the progress towards closing the gender pay gap has stalled. No country has achieved gender parity in wages.

The challenge of discrimination in workplaces is not only a problem for South Africa, but also, a universal challenge and struggle faced by women, youth and persons with disabilities on a daily basis. Discrimination at workplaces exists when an employee is either denied or granted a promotion because of their skin colour, or in instances when a fully capable female manager is refused a seat in the boardroom and is paid less than a male colleague whereas they perform the same duties. The principle of equal pay for work of equal value aims to address pay discrepancies between employees of all ages (i.e. men, women and persons with disabilities).

It is against this background that the DWYPD intends to undertake a research study to determine the pay differentiation between employees of all ages, men, women and persons with disabilities within the same salary level in the South African public service.

2. OBJECTIVES

The objective of this study is to provide evidence and recommendations that will be used to align the application of the relevant prescripts on the principle of equal pay for work of equal value to the ILO objectives and recommend strategies and mechanisms to reduce and eventually eliminate the wage gap between males, females and persons with disabilities of all ages employed in the public service.

The following sub-objectives will also guide the study:

- 2.1. To determine the application of the current legislative framework and application of the job evaluation system in addressing pay discrepancies at workplaces
- 2.2. Assess the nature and extent of pay disparities between employees of all ages within the public service – i.e. males, females and persons with disabilities
- 2.3. Determine the practices that promote pay gap between employees of all ages (males, females and persons with disabilities) in similar positions in the public service
- 2.4. Compilation of a report containing findings of the study and recommendations on how best to address the identified challenges
- 2.5. To assess the recruitment, selection and retention policy and practice

3. SCOPE OF WORK AND PROJECT DELIVERABLES

The potential service provider will undertake research to determine the nature and extent of salary disparity in the public service sector in South Africa. The study will focus on salary disparities in terms of gender/sex, age and disabilities across the different salary levels. The service provider is expected to undertake all components of the research which include the development of the Theory of Change, literature reviews, document reviews and analysis, review of different legislations and case laws, develop the research instruments, conduct interviews and administer questionnaire, perform data analysis, develop research report and presentations. The service provider should deliver the following:

- 3.1. Develop an inception report with a detailed project plan.
- 3.2. Develop the Theory of Change for the project which maps out the expected pathways or links between a project's activities and its intended impact.
- 3.3. Undertake literature reviews, document reviews and analysis, review of different legislations and case laws, develop the research instruments.
- 3.4. Undertake field work which include interviews/focus group discussions and/or administration of questionnaire.
- 3.5. Perform data analysis, and develop research report and presentations.
- 3.6. Consultative and Validation workshop for the research findings.
- 3.7. Development and submission of the final report.

4. PROPOSED METHODOLOGY / APPROACH

The study will utilise both the qualitative and quantitative approaches to provide evidence and data on equal pay for work of equal value in the public sector. Desktop review of PERSAL data will be collated and analysed to determine the earning disparities between employees of all ages, gender and persons with disabilities within the same salary level in the South African public service men and women. Literature reviews of legislation and case law and law journals, books and electronic sources will also be utilised by the consultant.

Primary sources will be used to review employment practises by government departments through a questionnaire, which will be used to determine the employment practises in selected government departments to determine the levels of appointment and promotions of employees in different salary levels. The service provider should provide a detailed methodology in line with the objectives of the study.

The proposal must clearly articulate the project design, data collection techniques and tools which demonstrate how the study objectives will be addressed.

5. DELIVERABLES AND TIME FRAMES

Description	Expected date	% of project (Payment)
1. Project Inception Report	July 2021	10%
Development of a detailed project inception report which includes a description of the research methodology and research framework and the structure of the final research report.		
2. Literature review and data collection tools	August	20%
Development of a report on the literature reviews, document reviews and analysis, review of different legislations and case laws, develop the research instruments.		
Development and approval of data collection tools.		
Development of the Theory of Change and TOC workshop		
3. Research field work and data analysis	September 2021	20%
Undertake fieldwork (Interviews/Focus group discussions and questionnaire administration)		
Data capturing and analysis		
4. Submission of 1st Draft Research Report	October 2021	20%

Description	Expected date	% of project (Payment)
Develop 1 st Draft report which incorporate the literature reviews, Theory of Change and research findings		
Consultative workshop to validate the report		
Workshop presentations		
5. Submission of the Final Report	November 2021	30%
Review and amendments of 1 st Draft report		
Development of the final report which incorporate all elements of the study and recommendations		
Development of management responses and implementation/ improvement plan		
Submission of the final report for approval		

6. PROJECT MANAGEMENT / REPORTING ARRANGEMENTS

6.1. Project Steering Committee

The research study will be governed by the steering committee composed by officials from the Department of Women, Youth and Persons with Disabilities and other key government departments and identified stakeholders.

The Project Steering Committee will provide guidance, oversight and also serve as a consultative platform. The steering committee will meet on a regular basis in line with the key project milestones and deliverables.

6.2. Time Frames

The project will commence upon date of signing of the Service Level Agreement (SLA) between the DWYPD and the successful bidder/ service provider. The project will run for the duration of 6 months.

6.3 Project Management and Reporting

The prospective service providers/ bidder should provide a clear project plan with timelines indicating how the project deliverables will be met and how the project will be managed, i.e. reference to all phases of the research study and costing. Ensure that there is a dedicated team for the duration of the project with proven experience on women's emancipation and gender equality, youth empowerment and disability rights and empowerment.

The prospective service provider will report to the Chief Director: Research, Policy Analysis and Knowledge Management in the Department.

Official	Role
Chief Director: RPAKM	Provide strategic and conceptual leadership.
Director: RPAKM	Project coordinator
Deputy Director: RPAKM	Management of the research process and serve as the secretariat for the project steering committee.

7. RESEARCH VALIDATION

The research process will be subjected to rigorous checks and balances and the project steering committee as well as the Research Management Team will ensure quality assurance of all the research phases. The final draft research will be tabled in a validation workshop comprising of key Government Departments and stakeholders.

8. QUALITY ASSUARANCE

The service provider should do intense quality checks at all points of the research process to ensure delivery of good quality research report. Indication should be provided in the proposal on how data will be verified and checked during and after it has been processed. Normal industry standards with regard to back-checking (10% per interviewer and 20% overall) should be applied. The service provider should clearly outline the quality mechanisms and control at each stage of the research process from the inception to the delivery of the final product.

9. COPYRIGHT

The successful bidder may not disclose any information, documentation or products received or generated during this project to any other person without the written consent from the DWYPD. DWYPD has a right to own any intellectual property pertaining to this project. All rights, including, without limitation, copyrights, patents, trade secret rights, and other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, confidential information or trade secrets, prepared or developed during this project, belongs to the DWYPD.

10. OTHER

None.