



Gauteng City-Region Observatory (GCRO)

TERMS OF REFERENCE: Rapid Review of National, Provincial and Local Economic Plans in the Gauteng Province October 2023

A. Overview and Objectives

Background to the GCRO

The Gauteng City-Region Observatory (GCRO) was established in 2008 as a partnership between the Gauteng Provincial Government (GPG), the University of Johannesburg (UJ) and the University of the Witwatersrand (Wits) and South Africa Local Government Association (Gauteng).

GCRO helps to build the knowledge base that government, business, labour, civil society and citizens all need to shape appropriate strategies that will build Gauteng as a competitive, integrated, sustainable and inclusive city region. GCRO collects and benchmarks data, provides policy analysis and on-request policy support, undertakes applied research, and publishes critically reflective academic work.

Among the key roles of the GCRO is to help deepen the understanding of key trends and dynamics shaping the city-region, and to assist government and its partners, through rigorous applied research, to respond appropriately to those trends in the interests of improved state performance and development for all.

Background to this project

The Inclusive Economies Research Programme (IERP) is a joint initiative of the Gauteng Provincial Government (GPG) and the Gauteng City-Region Observatory (GCRO). It seeks to develop and implement a research agenda that will enhance the understanding of the city-region's economy and enable effective policies and strategies for inclusive economic growth and development. The immediate aim of the programme is to support policy process through conducting applied research in a range of areas. The broader and longer term aim is to create and share knowledge that contributes to economic planning and execution practices by government and other stakeholders. This terms of reference is part of this programme of work.

There are a wide range of policies being developed and activities being conducted by various spheres of government with the aim of supporting inclusion and transformation of the economy. The activities of different spheres of government require significantly higher levels of coordination to address the triple challenge of unemployment, inequality and poverty. One way to support this process is by developing a database of policies, programmes and projects in the province that is regularly updated.

The intent of such a database is three-fold:

1. To serve as an input to an Investment Atlas that the GPG will construct to support economic planning and decision making by government and other stakeholders.
2. To serve as a starting point for the research community to use in research projects. This short-term, rapid turnaround project aims to develop a first generation version of such a database.
3. Develop plans to update the database regularly..

B. Scope of work

The services of student researchers are required to review documents and populate the first iteration of the database. The work can be conducted virtually but attendance at virtual check-in meetings is required. It is envisaged that these meetings will happen once a week. The intention is to provide consistent support and identify bottlenecks early on, with shorter focussed meetings.

The work will be managed via a project management application, which will be explained at the kick-off meeting. This setup is aimed at rapid production of the first database.

The typical working day will consist of:

- Finding and downloading assigned documents
- Reading and annotating PDF documents
- Entering relevant details into the project database.
- Identifying and uploading any new documents and resources that will need to be covered.

The work is suited to post-graduate students with a demonstrable interest in the area of regional and local economic development planning. The GCRO encourages interdisciplinary work and students from different backgrounds are encouraged to apply.

C. Timeframes

The service provider will be required to work to the following schedule:

Task or key interaction	Due Date
Formal receipt of terms of reference	25 October 2023
Application Deadline	1 November 2023
Communication of decision	10 November 2023
Signing of contract	15 November 2023
Progress meetings	16 November - 15 December 2023
First database completed	20 December 2023
Revisions to database	10 January 2024
Project Closure	31 January 2024 2023

D. Budget

In total it is envisaged that each student will complete a specified work package with a fixed fee, with students working around 30 to 40 hours over the duration of the project. The fee will be based on the WITS schedule of fees for postgraduate students. See attached schedule for reference. The exact parameters will be agreed upfront with each applicant and then stipulated as a schedule in the contract.

Students will be paid for the completion of work that has been agreed to. Two payments are envisaged, with the first invoice for work to date processed on an invoice received end November, and the second final payment for the completion of the project at end January.

E. Submission and Evaluation of proposals

The application is via an online form that can be accessed at this link <https://forms.gle/sN1vEgvaSAk2cUpz7>

Students should provide the following information:

1. Short CV - two pages
2. Demonstrate evidence of using qualitative software, such as ATLAS or Nvivo

3. Clear statement of availability for the duration of the project

Applications will be evaluated by GCRO, with evaluation of proposal and confirmation of the service provider being at the discretion of the GCRO. Any disputes arising with prospective consultants from the evaluation process will be referred to the Deputy Vice Chancellor of Research at Wits, who is also the Chair of the GCRO Board, whose decision on the issue will be final and binding.

Should you require any further information please contact Ebrahim-Khalil Hassen via email on ebrahim-khalil.hassen@gcro.ac.za or Mamokete Modiba on mamokete.modiba@gcro.ac.za.

F. Other Considerations

1. These terms of reference will be annexed to the contract to be signed, and will constitute part of the contract.
2. The service provider will primarily need to utilise their own expertise, insights and knowledge of research methods to get the assignment done. All source information on published, unpublished, web-based, and other documents that are used to complete the assignment should be properly referenced.
3. No subcontracting will be permitted without the express written permission of GCRO and in terms of this document.
4. Intellectual property rights will be set out in detail in the contract, but in essence once the service provider is paid for the commissioned work, rights in copyright will reside with the GCRO. Moral rights will remain with the author, and GCRO will not unreasonably withhold permission to publish the material elsewhere as long as due acknowledgement of GCRO's financial contribution is made. While the service provider will be making input into the final design of publications this will give the service provider no intellectual property rights over the completed work.
5. The service provider will be expected to work closely with the GCRO project manager, and during the production process the designated production manager and production management team, as well as designated Research Oversight Committee (ROC) members and/or various staff that may be identified, for the duration of the project.
6. The service provider is expected to adhere to universally accepted norms and standards for academic / applied research work as pertains to evidence and referencing. Plagiarism of any sort will not be accepted. GCRO reserves the right to deem that a work is substandard and unacceptable if there is evidence that it fails to adhere to these requirements.
7. All documents are to be submitted as complete final documents, having been checked for in-text grammatical and other errors by the Service Provider (including errors related to data and sources). For quality control purposes, the GCRO and / or contracted blind

peer reviewer/s, will provide comments and requests for any changes to the document where necessary.

8. Any final document from this assignment that may be published as a GCRO output will be subject to the oversight and editorial considerations of the GCRO project manager (and in turn the Research Oversight Committee and appointed copy-editors / production manager/s). GCRO reserves the right to make changes to the document to ensure alignment with the flow, logic and style of the required output, subject to the moral rights of the Service Provider.
9. All written submissions made by the service provider should be compiled in Microsoft Word format unless otherwise specified in the terms of reference or by the project manager. If need be, the service provider may use other formats for specific submissions.
10. The service provider should use the "Author, Date, APA" referencing style when preparing and submitting all reports under this assignment.
11. Should any disputes arise between the service provider and GCRO as to decisions of an editorial nature the final decision will be made by GCRO. Any contractual disputes between the service provider and GCRO will be dealt with in terms of clauses in the contract to be signed.
12. In order to be contracted and paid, the service provider will be required to register as a vendor or on payroll on the procurement system of the University of the Witwatersrand. The GCRO cannot sign a contract with prospective Service Providers until they are registered as Wits vendors.
13. There are two possible routes for payment, either through the Wits payroll for individuals below the age of 65, or as a vendor for companies.
 - a. If you are a prospective vendor, you will need to register as such and the following certified documents will need to be uploaded following an email prompt from the Wits Supplier On-board System: Certified copy of valid tax clearance certificate or Tax Exemption Letter; Certified copy of company registration documents; Certified copy of VAT registration or Vat Exemption; Cancelled cheque or bank stamped proof of account details; Certified copy of shareholders/CK1/CK2; and SANAS approved B-BBEE certificate / Auditing body certificate.
 - b. If you are an individual, the following documents are required to contract and pay you: A copy of your identity document (South African Identity number or a passport number); A copy of a stamped bank statement or confirmation letter (usually easily accessible via your banking app) in order to confirm your bank account number (not older than 3 months); Completed payroll documents requesting your personal information including your South

African Revenue Services (SARS) number. If you do not have a SARS number because you are not a South African citizen, Wits can apply for this number on your behalf. These documents will be forwarded to you to complete once you accept the assignment. The standard SARS tax levels will be applied to all payments and will be deducted from your invoice total. Payment will effect at the end of the month, providing it was submitted before the relevant month's cut-off which is normally before the 8th of each month. Wits payroll department will issue an IRP5 certificate at the end of the tax year on your request.

14. If you are an employee or have an honorary appointment at Wits, please ensure you have made all arrangements to be eligible for paid work through GCRO/Wits.
15. Payments will be made according to a schedule agreed with the GCRO. Payments will be made on invoice against agreed milestones. Note that the University applies a 30 day payment term on all invoices received, and tax is payable as per SARS rules.

G. Annex One: Rates for Hourly-Paid Temporary Academic Staff

UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG
REMUNERATION OFFICE

GUIDELINES: RATES FOR HOURLY-PAID TEMPORARY ACADEMIC STAFF 2023

HOURLY RATE RANGE PER HOUR				
GRADE	DESIGNATION	MINIMUM	MIDPOINT	MAXIMUM
	STUDENT ASSISTANTS -			
	(DEMONSTRATORS/TUTORS/ GRAD ASSISTANTS)	R 174	R 179	R 191
AC09	TUTOR	R 293	R 366	R 440
	ASSOCIATE RESEARCHER			
	ASSOCIATE LECTURER			
AC08	SENIOR TUTOR	R 362	R 453	R 543
	RESEARCHER			
	LECTURER			
AC07	PRINCIPAL TUTOR	R 448	R 560	R 671
	SENIOR RESEARCHER			
	SENIOR LECTURER			
AC06	ADJUNCT PROFESSOR	R 546	R 683	R 819
	READER			
	ASSOCIATE PROFESSOR			
AC05	PROFESSOR	R 666	R 833	R 999

NOTES:

Please refer to your Faculty-specific criteria in determining the level of appointment and appropriate hourly rates of pay.

RO/2023

2023 hourly paid rates for temp academic staff