



TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER IN-HOUSE TRAINING IN ENGLISH LANGUAGE INTERVENTION FOR THE CUBAN TECHNICAL ADVISORS (CTAs)

1. Purpose

This exercise is aimed at implementing the 2024/2025 Departmental Workplace Skills Plan (WSP) as mandated by the Skills Development Act 9 of 1998 and the National Skills Development Strategy to address the Departmental skills gaps.

Directorate: Human Resource Development has planned to arrange in-house trainings for efficient and effective coordination of training interventions at Head Office and Regions. The process will enable the department to close the identified training gaps within different units in all DPWI Offices for enhanced service delivery and optimal realization of the departmental objectives.

2. Background

The Department of Public Works and Infrastructure has in line with the National Skills Development Act and Human Resources Development Strategy conducted and identified English language training intervention as a need in aiding the Cuban Technical Advisors (CTAs) to can optimal deliver on their mandate and that of the Department analysis in Head Office for the current financial year to identify the training needs of the Units.

3. Duration of the course

The training should be **ten working days (2 weeks)**.

3.1 The course content should cover but not limited to the following areas;

- ✚ Communicate more effectively in both written and spoken contexts

- ✚ Develop an understanding of English grammar
- ✚ Use the different tenses of verbs with confidence
- ✚ Use prepositions and conjunctions accurately
- ✚ Master techniques for improving his / her vocabulary
- ✚ Study how word order works in sentences
- ✚ Understand some tricky grammatical concepts
- ✚ Build up knowledge of everyday expressions used in English

3.2 Total number to be trained

A total number of nineteen CTAs (19) employed under Head Office and Regional Offices of Public Works and Infrastructure are to attend the training.

3.3 Certification

Learners should be subjected to the compilation of Portfolio of Evidence (if applicable) and on successful completion of the course; learners should be awarded certificates of competence.

3.4 Training venue

The training venue will be provided by Department of Public Works and Infrastructure.

3.5 Training dates

Training dates shall be determined collectively by both DPWI and the appointed service provider but should not exceed a period of ten consecutive working days i.e. (2 weeks).

3.6 Specific professional experience

The course facilitator should be chosen for their training experience and have proven relevant experience in management and facilitation of both English and Spanish. The successful bidder must provide a competent facilitator for this skills programme. The service provider must avail the facilitator's profile should the department require and this must be done within the stipulated time –frames.

3.7 Submission of post training report

A post-course report on the training should be provided by the appointed service provider before submission of the invoice or not later than a week after the training has taken place.

3.8 Monitoring and Evaluation

The following will be monitored and evaluated by DPWI:

- The quality of the training/facilitation as indicated by the feedback from participants
- Degree of adherence to timeframes
- Quality of materials utilised for the training

3.9 Special requirements

It is a requirements that all service providers facilitating any type of training must be registered/ accredited with the relevant Education Training Quality Assurance (ETQA) body and must be in possession of a letter confirming accreditation/decision number and provide us with the letter of acceptance.

The appointed service provider should be accredited to offer the Spanish and English training standards and should provide proof by submitting the transcript failing which it will lead to disqualification.

3.10 Collection of Portfolio of Evidence and delivery of Certificates

The appointed service provider will be responsible for the collection of POE's and delivery of certificates to the department premises.

3.11 Important documents

The following documents must be attached to the bid:

- Accreditation letter
- Accreditation transcript
- Course Content
- Facilitator profile

3.12 All disbursements must be included within the cost per delegate.

4 Enquiries

All enquiries should be directed to:

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D: Human Capital Investment
(012) 406 1344