



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

## TERMS OF REFERENCE:

### APPOINTMENT OF SERVICE PROVIDER TO DELIVER TRAINING INTERVENTION IN ARTIFICIAL INTELLIGENCE

#### 1. Purpose

This exercise is aimed at facilitating the implementation of the Department's 2026/27 Workplace Skills Plan (WSP), as guided by the Skills Development Act (Act 9 of 1998) and the National Skills Development Strategy.

The Department seeks to appoint a qualified and accredited service provider to deliver a high-level Artificial Intelligence (AI) awareness training programme for Senior Managers and Executive Committee (EXCO) members. This initiative aims to address identified skills gaps, strengthen leadership capability, and enhance overall organisational performance and service delivery.

#### 2. Background

The Department of Public Works and Infrastructure has in line with the National Skills Development Act and Human Resources Development Strategy conducted a training needs analysis for 2026/27 financial year. The Training Calendar was developed using the training needs received from the units as well as the training gaps identified through the Skills Audit exercise.

In addition, the increasing relevance of digital transformation in the public sector has highlighted the need for leadership to understand emerging technologies such as Artificial Intelligence. Governments departments are leveraging AI to improve operational efficiency, strengthen decision-making, and enhance service delivery.

Accordingly, it is essential for Senior Management and EXCO members to acquire a strategic understanding of AI, including its applications, benefits, risks, and governance considerations. This training intervention is intended to build such capacity and support the Department's modernisation objectives.



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### **3. Problem Statement**

The Department has identified critical training needs for the 2026/27 financial year and developed a plan to address these gaps. However, there is a requirement to engage accredited and experienced training providers to deliver this specialised intervention.

Artificial Intelligence awareness has been identified as a priority area, particularly for senior managers and EXCO members. Without adequate understanding, the Department risks lagging in adopting innovative solutions that can improve efficiency, service delivery, and evidence-based decision-making.

This training is therefore necessary to support the Department's alignment with government's digital transformation agenda and to ensure responsible and strategic adoption of AI technologies.

### **4. Expected Outcomes/ Deliverables**

The training programme is expected to enhance awareness and understanding of Artificial Intelligence among senior leadership, enable them to identify opportunities for AI application within the Department, support informed and strategic decision-making regarding emerging technologies, promote ethical, responsible, and compliant use of AI and strengthen innovation and improve service delivery through digital transformation.

### **5. Duration of the course**

The training will be delivered as a one (1) day executive workshop using a combination of presentations, case studies, practical demonstrations and interactive discussion.

The course content should cover the following areas;

- Introduction to Artificial Intelligence and emerging technologies.
- Global trends in AI adoption and public sector applications.
- Strategic value of AI in improving organizational performance.
- AI applications in government operations and service delivery
- AI in infrastructure planning and asset management.



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- Ethical considerations, risks, and governance frameworks for AI.
- AI in human resource management tools and application.
- Practical demonstrations and real-world examples of AI; and
- Organisational readiness for AI adoption.

## 6. Total number to be trained

A total number of **thirty three (33) SMS and Executive members** are to attend the training. The number would be divided into two groups of sixteen (16) and seventeen (17), respectively.

## 7. Certification

Employees should be awarded Certificate of Successful Completion upon completion of the course.

## 8. Training venue

The training venue (inclusive of meals and refreshments) would be provided by the Service Provider.

## 9. Training dates

Training dates shall be determined collectively by both DPWI and the appointed service provider.

## 10. Specific professional experience

The course facilitator is chosen for their training experience and proven relevant experience in Artificial Intelligence Awareness. The successful bidder must provide a competent facilitator for this skills programme.

## 11. Submission of post training report

A post-course report on the training should be provided by the appointed service provider within seven (07) days after attendance of the training.

## 12. Monitoring and Evaluation

The following will be monitored and evaluated by DPWI:

- Conducting of site visits for the duration of training



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- The quality of the training
- Quality of materials utilised for the training.

### **13. Special requirements**

It is a requirement 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.

### **14. Delivery of Certificates**

The appointed service provider will be responsible for the delivery of the certificates to the Department's premises.

### **15. Important Documents**

The following documents should be attached to the bid:

- Accreditation letter
- Course content/outline

**16.** All disbursements must be included within the cost per delegate.

### **17. Enquiries**

All enquiries should be directed to:

**Ms Ntombifikile Likuwane**  
**Training Coordination**  
**(012) 406 1317**