



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER MONITORING AND EVALUATION COURSE UNIT STANDARD (US: 252034) NQF LEVEL 5 AND 8 CREDITS

1. Purpose

The Directorate: Human Resources Development requires the appointment of accredited and credible service provider to deliver Monitoring and Evaluation course.

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.

Monitoring and Evaluation course was identified by two (02) officials in the Chief Directorate: Human Resource Management & DDG: Corporate Services.

3. Expected Outcomes/ Deliverables

This course will provide the officials with knowledge, skills, attitudes and values to understand and apply monitoring and evaluation in the public sector.

3.1 The course would cover the following areas:

- Monitoring, Evaluating, and Communicating Simple Project Schedules,
- Definitions of Key Monitoring and Evaluation Terminology,
- Developing Project Goals and Objectives,
- Defining Indicators and Methods,
- Relationship Between Monitoring and Evaluation,
- Monitoring and Evaluation Tools and Methods,
- Project Management and Problem Solving,
- Project Monitoring and Design Elements,

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- Risk Factors in Monitoring and Evaluation,
- The Relevance of Impact Analysis Procedures,
- Stakeholder Analysis,
- Monitoring and Evaluating Team Members Against Performance Standards,
- The Balanced Scorecard Approach to Monitoring and Evaluation,
- The Link Between Monitoring and Performance Management,
- The Use of Performance Measures and Indicators,
- The Dissemination Strategy,
- Use of Monitoring and Evaluation Results in an Organisational, Context,
- Factors Influencing the Use of Recommendations or Lessons Learned,
- Monitoring and Evaluation and Financial Management,
- Integrating Planning and Budgeting,
- Steps and Stages in Implementing a Monitoring and Evaluation Process,
- Integrating Project Planning with Monitoring Activities,
- Performance Management,
- Using Monitoring and Evaluation to Support Decision-Making,
- Benefits of Monitoring and Evaluation Checklists,
- Monitoring and Evaluation Reporting, and
- Ethics and Accountability.

4. Total number to be trained

Two (02) employees from Head Office are to attend the course.

5. Training venue

The training venue should be provided by the Service Provider and should be around Gauteng.

6. Certification



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Learners should be subjected to practical assessment and on completion of the course, should be awarded Certificate of Competence.

7. Training Dates

The course should be presented over a period of three (03) days.

8. Specific professional experience

The Service provider should be chosen for their training experience have proven relevant experience in management and facilitation of Monitoring and Evaluation course (US: 252034) NQF Level 5 and 8 Credits. The successful bidder must provide a competent facilitator for this skills programme.

9. 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 or Professional Body/Council and must submit a letter confirming accreditation/decision number.

10. All disbursements must be included within the cost per employees.

11. Enquiries

All enquiries should be directed to:

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Training and Development
(012) 406 1679