



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: 337059) NQF LEVEL 6 AND 15 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 is intended for learners who do not necessarily have formal training in monitoring and evaluation and who need to apply knowledge of monitoring and evaluation in an authentic situation.

3.1 The course would cover the following areas:

- Contextualise different approaches to and theories of monitoring and evaluation in a particular organisation,
- Demonstrating an understanding of research design and methodology for monitoring and evaluating an organisation or programme in a specific context,
- Design a monitoring and evaluation plan of specific context,
- Collect appropriate data aligned to specific indicators in a monitoring and evaluation plan,
- Analyse and interpret collated data, and
- Present the findings and recommendations of a monitoring and evaluation project or plan.

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

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: 337059) 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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(012) 406 1679**