



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER TRAINING IN CERTIFIED INFORMATION SYSTEMS AUDITOR (CISA) COURSE AND EXAMINATION

1. Purpose

This exercise is aimed at implementing the **2025/2026** 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. The process will enable the department to close the identified training gaps within different units in Head Office 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 a training needs analysis in Head Office for the current financial year to identify the training needs of the Units.

The Head Office Training Calendar was developed using the training needs received from the units as well as Personal Developments Plans (PDP's)

3. Problem Statement

The Department of Public Works & Infrastructure has identified training needs for its employees for the financial year **2025/2026** and consequently developed a Training Plan for effective implementation of the identified skills gaps and therefore requires the services of accredited training services providers to assist in delivering the identified training interventions for capacitation of its employees.



Certified Information Systems Auditor (CISA) course and examination was registered by thirteen (13) officials from the Chief Directorate: Internal Audit Services.

4. Expected Outcomes/ Deliverables

The course will bring together the knowledge and practice to give learners the knowledge and concepts necessary to successfully take and pass the CISA exam.

5. Duration of the course

The training intervention in CISA should be presented in a period of five (05) days per Domain.

6. The course content should cover but not limited to the following areas as per specific domains:

Domain 1: Information System Auditing Process

- IS Audit Standards, Guidelines, Functions, and Codes of Ethics,
- Types of Audits, Assessments, and Reviews,
- Risk-based Audit Planning,
- Types of Controls and Considerations,
- Audit Project Management,
- Audit Testing and Sampling Methodology,
- Audit Evidence Collection Techniques,
- Audit Data Analytics,
- Reporting and Communication Techniques, and
- Quality Assurance and Improvement of Audit Process.

Domain 2: Governance and Mangement of IT

- Laws, Regulations, and Industry Standards,
- Organizational Structure, Information Technology (IT) Governance, and Information Technology (IT Strategy),
- IT Policies, Standards, Procedures, and Guidelines,
- Enterprise Architecture and Considerations,
- Enterprise Risk Management (ERM),
- Privacy Program and Principles,
- Data Governance and Classification,



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- IT Resource Management,
- IT Vendor Management,
- IT Performance Monitoring and Reporting, and
- Quality Assurance and Quality Management of IT.

Domain 3: Information Systems Acquisition, Development, and Implementation

- Project Governance and Management,
- Business Case and Feasibility Analysis,
- System Development Methodologies,
- Control Identification and Design,
- System Readiness and Implementation Testing,
- Implementation Configuration and Release Management,
- System Migration, Infrastructure Deployment, and Data Conversion, and
- Postimplementation Review.

Domain 4: Information Systems Operations, Maintenance, and Support

- IT Components,
- IT Asset Management,
- Job Scheduling and Production Process Automation,
- System Interfaces,
- End-user Computing and Shadow IT,
- Systems Availability and Capacity Management,
- Problem and Incident Management,
- IT Change, Configuration, and Patch Management,
- Operational Log Management,
- IT Service Level Management,
- Database Management,
- Business Impact Analysis,
- System and Operational Resilience,
- Data Backup, Storage, and Restoration,
- Business Continuity Plan, and
- Disaster Recovery Plans.



Domain 5: Protection of Information Assets

- Information Asset Security Policies, Frameworks, Standards, and Guidelines,
- Physical and Environmental Controls,
- Identity and Access Management,
- Network and End-Point Security,
- Data Loss Prevention,
- Data Encryption,
- Public Key Infrastructure (PKI),
- Cloud and Virtualized Environments,
- Mobile, Wireless, and Internet-of-Things Devices,
- Security Awareness Training and Programs,
- Information System Attack Methods and Techniques,
- Security Testing Tools and Techniques,
- Security Monitoring Logs, Tools, and Techniques,
- Security Incident Response Management, and
- Evidence Collection and Forensics.

7. Total number to be trained

A total number of thirteen (13) officials are to attend the training.

8. Certification

Officials should be subjected to examination and be awarded Certificate of Competence upon successful completion of the course.

9. Training venue

The training venue (inclusive of meals) should be provided by the service provider and be around Pretoria CBD.

10. Training Material

The appointed service provider should provide the training material for the course. To include as well CISA Database, CISA Exam preparation, CISA Certification.



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11. Training dates

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

12. Specific professional experience

The course facilitator should be chosen for their training experience and have proven relevant experience in management and facilitation of CISA course and examination. The successful bidder must provide a competent facilitator for this skills programme.

13. 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.

14. Monitoring and Evaluation

The following will be monitored and evaluated by DPWI:

- Conducting of site visits for the duration of training
- The quality of facilitation/training
- Quality of materials utilised for the training

15. Special requirements

It is a requirement that all service providers facilitating this type of training be registered/accredited with the Information Systems Audit and Control Association (ISACA) and be in possession of a letter confirming accreditation/decision number.

16. Delivery of Certificates

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

17. Important Documents

The following documents should be attached to the bid:

- Accreditation letter



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- Course content/outline
- Facilitator profile

Failure to submit the required documents will result in your Company being disqualified.

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

18. **Enquiries**

All enquiries should be directed to:

Ms Tumelo Sibandze
Training and Development
(012) 406 1157