



## TERMS OF REFERENCE:

### APPOINTMENT OF SERVICE PROVIDER TO DELIVER IN-HOUSE TRAINING IN PROJECT MANAGEMENT FOR NON-PROJECT MANAGERS: UNIT STANDARD 242914, NQF LEVEL 6 AND 12 CREDITS

#### 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. 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 & 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 **2024/2025** 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.



**Project Management for Non-Project Managers course** was identified as one of the cross cutting interventions to address the training needs of employees of the Department.

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

This course aimed at introducing sound Project Management methodology and practices to enhance existing service delivery procedures and structures in the Public service.

##### **4.1 Duration of the course**

Project Management for Non-Project Managers course should be presented in a period of **five (5) days** and the course must be aligned to the **National Qualification Framework (NQF) six (6) and have twelve (12) credits** to compliment the employees towards achieving qualification in a specific field of study.

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

- ⚡ Demonstrate an understanding of project processes, project scope management and project intergration management in the context of public project;
- ⚡ Demonstrate an understanding of project time management and project cost management in the context of public projects;
- ⚡ Demonstate an understanding of project communcations management and project risk management in the context of public project and
- ⚡ Demonstrate an understanding of project supply chain management competencies in the context of public projects.

##### **4.2 Total number to be trained**

A total number of forty three (43) employees from Head Office are to attend the training and the course must be divided into two (02) groups i.e. twenty two (22) delegates for one (01) group and twenty one (21) delegates for another group.



#### **4.3 Certification**

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

#### **4.4 Training venue**

The training venue will be provided by DPWI.

#### **4.5 Training dates**

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

#### **4.6 Specific professional experience**

The course facilitator should be chosen for their training experience and have proven relevant experience in management and facilitation of Project Management for Non-Project Managers course. The successful bidder must provide a competent facilitator for this skills programme. The service provider must provide the facilitator's profile to the department.

#### **4.7 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 the training has taken place.

#### **4.8 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 during training and as indicated by the feedback from participants
- Quality of materials utilised for the training



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#### **4.9 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.

The appointed service provider must be accredited to offer the Unit Standard ID: **242914** and should provide proof by submitting the transcript failing which will lead to disqualification.

#### **4.10 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 departments premises.

#### **4.11 Important Documents**

The following documents should be attached to the bid:

- Accrediation letter
- Accreditation transcript
- Course content/outline
- Facilitator profile

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

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

### **5. Enquiries**

All enquiries should be directed to:

**Ms Tumelo Sibandze**  
**Training and Development**  
**(012) 406 1157**