



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER IN-HOUSE TRAINING IN TIME MANAGEMENT

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 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 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.



Time Management course was registered as an urgent need to capacitate Provisioning & Logistics officials to understand the principles of time management.

4. Expected Outcomes/ Deliverables

The overall objective of this course is to empower learners to manage time constraints in their personal lives and work environments to improve their quality of work life and enhance their leadership performance.

4.1 Duration of the course

The training intervention in Time Management should be presented in a period of **one (01)** day.

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

- Time management definition,
- Identifying time management principles,
- Goal setting and the 80/20 principles,
- Writing an action plan,
- How to use your time,
- Planning and prioritising,
- Time management task/activity schedule,
- Procrastination and overcoming it
- Interruptions and dealing with them,
- The art of delegation and
- Tools for time management (Computers and related hardware, Diaries, Filing and Arranging the environment).

4.2 Total number to be trained

A total number of twenty **(20)** employees from Head Office are to attend the training and the course must be divided into two (02) groups i.e. ten (10) delegates for each group.

4.3 Certification

Employees should be awarded Certificate of Attendance upon successful completion of the course.



4.4 Training venue

The training venue will be provided by the service provider and the venue should be around Pretoria CBD.

4.5 Training Material

The appointed service provider should provide the training material for the course.

4.6 Training dates

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

4.7 Specific professional experience

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

4.8 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.

4.9 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.

4.10 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.



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

4.11 Delivery of Certificates

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

4.12 Important Documents

The following documents should be attached to the bid:

- Accreditation letter
- Course content/outline
- Facilitator profile

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

4.13 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