



TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER TRAINING PROGRAMME FOR PUBLIC FINANCE MANAGEMENT ACT: UNIT STANDARD NO: 377913, NQF LEVEL 5 & 15 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.

The 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 and Infrastructure has identified training needs for its employees for the current financial year **2024/2025** and consequently developed a training plan for effective implementation thereof and therefore requires the services of accredited training service providers to assist in delivering the identified training interventions to realise its objectives.

Public Finance Management Act course was identified as one of the cross cutting interventions to address the training needs of employees of the Department.

4. Expected Outcomes/ Deliverables

The course will enable the delegates to understand, apply the basic concepts, principles necessary for sound financial management as well as effective reporting and to comply with the requirements of the Act.

5. Duration of the course

The training should be presented over the period of **(5) days**.

The course content should cover and not limited to the following areas:

- Linkages between the constitution and the PFMA
- The roles and responsibilities of the relevant treasuries
- The implications of the following:
 - Strategic planning
 - Annual Performance Planning & budgeting in departments, constitutional institutions & public entities
- Different arrangements and measures in terms of the PFMA
 - Corporate Governance
 - Management Accounting
 - Performance Management
 - Budgeting
 - Monitoring and Reporting
 - Supply Chain Management.

The training should cover the following modules;

- Principles of sound Public Sector Financial Management;
- Identify the roles and responsibilities of line managers regarding Public Financial Management;
- Understand the core components of the PFMA and Treasury Regulations;
- Link the budget to the strategic and operational planning within the MTEF (Medium Term Expenditure Framework);
- Apply a sound Public Financial Management process with regard to Revenue, Expenditure, Assets and Liabilities and prevent unauthorised, Irregular and wasteful expenditure;
- Apply effective Risk Management principles and internal control systems;
- Identify and apply actions required for successful integration of the Supply Chain Management model into a government department's management process.

6. Total number to be trained

A total number of sixteen (16) employees from Head Office are to attend the training.

7. 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.

8. Training venue

The training venue and catering should be provided by the Servider.

9. Training Material

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

10. Training dates

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

11. Specific professional experience

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

12. Submission of post training report

A post-course report on the training should be provided by the appointed service provider before submission of the invoice or not later than a week after the training has taken place.

13. Monitoring and Evaluation

The following will be monitored and evaluated by DPWI:

- The quality of the training/facilitation
- Degree of adherence to timeframes
- Quality of materials utilised for the training.

14. 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 and provide us with the letter of acceptance.

The appointed service provider must be accredited to offer the Unit Standard **377913** and must provide proof by submitting the transcript, failing which will lead to disqualification.

15. Collection of Portfolio of Evidence (PoE) and delivery of certificates

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The appointed service provider will be responsible for the collection of Portfolio of Evidence (PoE's) and delivery of certificates to the department premises.

16. The following documents must be attached to the bid:

- Accreditation Letter
- Accreditation transcript
- Course Content
- Facilitator profile

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

18. Enquiries

All enquiries should be directed to:

**Ms Suzan Motau
Training and Development
(012) 406 1679**