



## TERMS OF REFERENCE:

### APPOINTMENT OF SERVICE PROVIDER TO DELIVER A TRAINING IN UNIVERSAL DESIGN AND ACCESS (UDA)

#### 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 for officials at Head Office and regional offices. The process will enable the department to close the identified training gaps within different units 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 and Regional Offices for the current financial year to identify the training needs of the Units.

The Training Calendar was developed using the training needs received from the units as well as Personal Developments Plans (PDP's) and request from Gender Unit.



### 3. **Problem Statement**

The Department of Public Works & Infrastructure has identified training needs for its employees for the financial year 2024/2025 and subsequently 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.

**Universal Design and Access course** was identified as one of the cross cutting interventions to address the training needs of employees of the Department. The department acknowledges that most of its service delivery key points at National, Regional and Entities level are not fully accessible to persons with disabilities. The aim of the course is to improve participants' knowledge and skills in the theory and practice of inclusive design, planning and the relevant legislations. The focus of course content would be on the built environment, with application in particular to government buildings delivering key services to the public.

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

The overall objective of this course is to impart skills on how to conduct accessibility audits and compile assess audit reports.

### 5. **Duration of the course**

- The training intervention in Universal Design and Access should be presented in a period of **three (03)** days (2 days theory & 1 day practicals) per group. The practicals must be done at the training venue.
- **Training schedule:** Full day (Starts: 08h00 & finish:15h30)



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

- Understanding of concepts and principles of Universal Design and Access,
- The relation between Universal Design, Access and Human Rights,
- UDA practical applications, theories, methodologies, legislations and policies,
- Benchmarking with developed countries (Sharing of best practice models, case studies and scenarios),
- Reading and interpreting plans ,
- How to conduct Accessibility Audit (Theory and practice),
- How to compile Access Audit Report,
- Various tools to conduct accessibility Audit and
- Occupational Health and Safety in the context of Universal Design and Access.

**7. The course will be broadly based on the following standards:**

- **SANS 10400-S: 2011** The application of the National Building Regulations Part S – Facilities for persons with disabilities
- **ISO 21542:2011** Building construction -- Accessibility and usability of the built environment (where relevant)
- **BS8300:2009** Design of buildings and their approaches to meet the needs of disabled people (where relevant)
- **Other relevant instruments, legislations, policies and frameworks**

**8. Total number to be trained**



A total number of forty two (42) officials from Head Office and Regional Offices have enrolled to attend the training course.

## **9. Certification**

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

## **10. Training venue**

- 10.1. The training venue (inclusive of meals for the duration of the training) must be provided by the service provider and be around Pretoria CBD.
- 10.2. The venue must be inspected by the service provider and DPWI prior or 15 days before the training date.
- 10.3. The venue must be conducive for training and accessible to persons with disabilities.
- 10.4. The training venue must be used for access audit practical purposes.

## **11. Training Material**

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

## **12. Training dates**

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

## **13. Specific professional experience**

The course facilitator should be chosen for their training experience and must have proven relevant experience in human rights, universal design and access concept. The successful bidder must provide a competent accredited facilitator for this skills programme.



**14. 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.

**15. 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

**16. 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.
- Training manuals or documentations must be made available in accessible formats (Braille and large font where necessary)
- DPWI will bear the cost for the procurement of sign language interpreters where necessary.

**17. Delivery of Certificates**

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

**18. Important Documents**

The following documents should be attached to the bid:

- Brief proposal



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

- Accreditation letter
- Course content/outline
- Facilitator profile
- Company profile
- Quotation with valid tax number

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

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

**20. Enquiries**

All enquiries should be directed to:

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