



TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER IN-HOUSE TRAINING IN DATA SCIENCE

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

Data Science course was identified as one of the cross cutting intervention to address the training needs of employees of the Department.

4. Expected Outcomes/ Deliverables

This course will expose employees to Data Science best practices, introduce them to the essentials of the big data ecosystem opportunities for artificial intelligence. It will also help them to become specialist in techniques and technologies that will allow them to get meaningful knowledge from their data and deal professionally with experts in all advanced data management fields.

5. Duration of the course

A training intervention in Data Science should be presented in a period of **two (02) days**.

6. Course Content

The course content should cover the following topics;

- Data analysis and visualization
- Machine learning – supervised
- Business intelligence forecasting – R vs. python
- Machine learning: unsupervised
- PMP for data scientists and
- IoT and big data ecosystem.

7. Total number to be trained

A total number of **twenty one (21)** employees from Head Office are to attend the training. The number would be divided into two groups.

8. Certification

Learners should not be subjected to any formal assessment on completion of the course.

9. Training Material

The training material shall be provided by the appointed service provider.

10. Training venue

The training venue shall be provided by the Service Provider.

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 Data Science. 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 (7) working days after the training has taken place.

14. 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

15. 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.

16. Important documents

The following documents must be attached to the bid, failing which will result to disqualification.

- Accreditation letter
- Course Content / outline
- Facilitator profile

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

18. Enquiries

All enquiries should be directed to:

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Training and Development
(012) 406 1679