



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER THE LIBRARY AND INFORMATION ASSOCIATION OF SOUTH AFRICA (LIASA) ANNUAL CONFERENCE

1. Purpose

The Directorate: Human Resources Development requires the appointment of accredited and credible service provider to deliver the Library and Information Association of South Africa (LIASA) Annual conference.

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 and developed a Training Plan for implementation of those needs.

LIASA Annual conference was identified by three (03) officials in the Chief Directorate: Strategic Management Unit (SMU).

3. Expected Outcomes/ Deliverables

This conference will help delegates to share new ways of thinking as best practices in pursuit of excellence in profession.

4. The conference should cover the following topics:

- Introducing the Artificial Intelligence (AI) Librarian: Harnessing AI for the Library of Tomorrow,
- Newcomers Session,
- Public and Community Libraries,
- Special Libraries,
- Academic and Research Libraries,
- School Libraries, and
- Learner Information system (LIS) Education.



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5. Duration of the conference

The conference should be presented over a period of five (05) days.

6. Total number to be trained

Three (03) officials from Head Office are to attend the conference.

7. Certification

No formal assessment is required upon successful completion of the conference.

8. Training venue

The training venue should be provided by the Service Provider.

9. Specific professional experience

The Service provider should be chosen for their training experience and have proven relevant experience in management and facilitation of the LIASA Annual conference. The service provider should provide a competent speakers for this conference.

10. Special Requirements

It is a requirement that all service providers facilitating any type of training must be registered/ accredited with the relevant Education Training Quality Assurance (ETQA) Body or Professional Body/Council and must submit a letter confirming accreditation/decision number.

11. The following document should be attached to the bid:

- Course content/outline

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



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13. Enquiries

All enquiries should be directed to:

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