



## TERMS OF REFERENCE:

### APPOINTMENT OF SERVICE PROVIDER TO DELIVER TRAINING PROGRAMME FOR GENERALLY RECOGNISED ACCOUNTING PRACTICES (GRAP): U/S ID 119348 NQF LEVEL 5 & 12 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.









Generally Recognised Accounting Practices (GRAP) course was identified as one of the cross cutting interventions to address the training needs of the Department.

#### **4. Duration of the course**

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

#### **5. Course Content**

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

-  Defining and applying GRAP in the context of public finance and administration,
-  Defining a conceptual framework for accounting reporting,
-  Defining measurement criteria for determining financial position and performance,
-  Identifying financial reports and identifying and resolving discrepancies,
-  Explain and apply the conceptual framework underlying GRAP,
-  Present separate periodic financial statements in accordance with GRAP,
-  Explain selected statutory provisions related to financial reporting and
-  Analyse and interpret financial statements.

#### **6. Total number to be trained**

A total number of **twenty three (23)** employees from Head Office are to attend the training and the number should be divided into two (02) groups.

#### **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 & catering**

**The training venue and catering** will be provided by the appointed service provider.

#### **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 Generally Recognised Accounting Practices (GRAP). 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 within seven (7) working days 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.

The appointed service provider must be accredited to offer the unit standard ID: 119348.

#### **15. Collection of Portfolio of Evidence and delivery of certificate**

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

#### **16. Important documents**

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

- Accreditation letter
- Unit Standard - Accreditation transcript
- Course Content / outline
- Facilitator profile

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

## **18. Enquiries**

All enquiries should be directed to:

**Ms Mikateko Mkhwanazi**  
**Training and Development**  
**(012) 406 1679**