



TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER IN-HOUSE TRAINING IN EXCEL INTERMEDIATE & ADVANCE 2013

1. Purpose

This exercise is aimed at implementing the **2023/2024** 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 current financial year **2023/2024** and consequently developed a training plan for effective implementation thereof and therefore requires the services of accredited training services providers to assist in delivering the identified training interventions to realise its objectives.



Excel Intermediate and Advanced course was identified as one of the cross cutting interventions to address the training needs of employees of the Department.

4. Expected Outcomes/ Deliverables

To enable employees to demonstrate understanding in accessing, interpreting and modifying electronic information and demonstrate ability to access, write, print and file electronic information.

4.1 Duration of the course

The training intervention in Excel Intermediate and Advanced should be presented in a period of five **(05)** days.

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

Intermediate

- Creating advanced formulas
- Analyzing data with logical and lookup functions
- Organizing worksheet data with tables
- Visualizing data with charts
- Analysing data with pivot tables
- Inserting graphics
- Enhancing workbooks.

Advanced Excel

- Automating worksheet functionality
- Auditing worksheets
- Troubleshoot invalid data and formula errors
- Analysing and presenting data
- Working with multiple workbooks
- Exporting excel data.

4.2 Total number to be trained

A total number of **seventy (70)** employees are to attend the training and the course must be divided into five (05) groups i.e. fourteen (14) delegates for each group.



4.3 Certification

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

4.4 Training venue

The training venue will be provided by DPWI, however no meals will be provided due to National Treasury Cost Containment Measures.

4.5 Training Equipments

DPWI will provide Laptops for duration of the training.

4.6 Training dates

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

4.7 Specific professional experience

The course facilitator should be chosen for their training experience and have proven relevant experience in management and facilitation of Excel Intermediate and Advanced course.

4.8 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.

4.9 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 during training and as indicated by the feedback from participants
- Quality of materials utilised for the training.



4.10 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.

4.11 Delivery of Certificates

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

4.12 Important Documents

The following documents should be attached to the bid:

- Accreditation letter
- Course content/outline
- Facilitator profile

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

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

5. Enquiries

All enquiries should be directed to:

Ms Tumelo Sibandze
Training and Development
(012) 406 1157