



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER A TRAINING INTERVENTION IN GOVERNANCE AND RISK MANAGEMENT

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 undertook a Skills Audit exercises in 2021 which was aimed at ensuring that the Department is effectively and efficiently aligned in terms of the required generic management skills and competencies. The key aim of this project was to identify the knowledge and skills required by the Department in comparison with the knowledge and skills currently available within the Senior Management echelons of the Department in line with the DPSA generic Core Management Competencies (CMC) as well as vital competencies encompassing Senior Management Services' roles and responsibilities.

The skills audit was conducted in alignment with the DPSA Skills Audit Methodology Framework to ensure a uniformed approach to conducting skills audit in determining the skills base and developmental priorities applied across Senior Management Services in the Public Services.

Governance and Risk Management Course is one of the vital competence gaps identified through the skills audit exercise. HRD is in the

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process of implementing this training to address the identified skills gaps in the current financial year.

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.

The training was registered to enable sms members within the Department to function to their full potential as service delivery partners.

4. Expected Outcomes/ Deliverables

The overall objective of this course is to equip the sms members within the department with the skills and knowledge to effectively discharge their staff and collective governance roles, responsibilities and accountabilities, and lead the department in mitigating the risk and ensure the success and sustainability through governance excellence and efficient risk management.

4.1 Duration of the course

The training intervention in **Governance and Risk Management** should be presented through a webinar platform (Zoom: interactive/Microsoft Teams) over a period of **three (03) days** and cover the following areas:

- Defining Corporate Governance?;
- Regulatory Framework of Corporate Governance (Public and private sector);
- Objectives of Corporate Governance (Also briefly in King III and IV principles);
- The role and importance of Corporate Governance in the Public Sector;
- Understanding the duties, responsibilities, functions and liabilities of directors (Also provide examples of corporate governance structures within the public sector);
- Determining own accountability in respect of corporate governance;
- Corporate Governance failures;
- Roles of Risk Management;

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- Risk Management Principles and Process;
- Compliance and Risk Management ;
- Ethics and fraud Risk Management;
- Ethics, strategic leadership and corporate citizenship;
- Integrating Reporting & Disclosure;
- Governing Stakeholder Relationship;
- Developing processes for operationalising the corporate governance policy of the entity within the function;
- Latest international governance trends;
- Evaluating the adherence to corporate governance in the function; and
- Developing a plan to improve compliance to corporate governance.

4.2 Total number to be trained

A total number of **thirty nine (39)** employees are to attend the training and the course must be divided into two groups.

4.3 Certification

Learners should not be subjected to any form of assessment and should be awarded Certificates of Attendance on successful completion of the training.

4.4 Training dates

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

4.5 Specific professional experience

The course facilitator should be chosen for their training experience and have proven relevant experience in management and facilitation of **Governance and Risk Management**. The successful bidder must provide a competent facilitator for this skills programme and the facilitator must be competent in facilitating virtual training.

4.6 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.

4.7 Monitoring and Evaluation

The following will be monitored and evaluated by DPWI:

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- The quality of the training/facilitation as indicated by the feedback from participants
- Quality of materials and equipments utilised for the training.

4.8 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 should provide the Department with reference letters from three (03) companies for similar training interventions conducted in the past.

4.9 Delivery of Certificates

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

4.10 Important Documents

The following documents should be attached to the bid:

- Accreditation letter;
- Course content/outline;
- Facilitator profile; and
- Three (03) Reference letters of similar training interventions conducted in the past.

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

5. Enquiries

All enquiries should be directed to:

Ms Ntombifikile Likuwane
Training Coordination
(012) 406 1317

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