



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

## **TERMS OF REFERENCE:**

### **APPOINTMENT OF SERVICE PROVIDER TO DELIVER PROFESSIONAL BUSINESS COACHING PROGRAMME**

#### **1. Purpose**

The Directorate: Human Resources Development requires the appointment of accredited and credible service provider to deliver Professional Business Coaching Programme.

#### **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 and developed a Training Plan for implementation of needs.

Professional Business Coaching Programme was identified by one (01) official in the Directorate: EPWP Partnership Support.

#### **3. Expected Outcomes/ Deliverables**

This course will equip the official with the ability to integrate theory and practice in development, learning, and reflective processes. The programme supports officials in refining leadership and coaching capabilities, navigating career transitions, and enhancing personal and organisational effectiveness, performance, and growth. It further aims to foster a strong coaching culture that drives transformational leadership within the organisation.

##### **3.1 The course would cover and not limited the following topics:**

- International Coaching Federation (ICF) competencies,
- Personal presence,
- Organisation culture,
- Neuroleadership,
- Learning styles,
- Ethics,
- Emotional Social Intelligence.
- Organisational Coaching,
- Integral Gestalt and Narrative Coaching,
- Systems and Business Acumen,
- Psychological Acumen.

**4. Total number to be trained**

One (01) employee from Head Office is to attend the course.

**5. Certification**

Learner should be subjected to practical assessment and on completion of the course, should be awarded Certificate of Competence.

**6. Training Dates**

The course should be presented over a period of six (06) days.

**7. Specific professional experience**

The Service provider should be chosen for their training experience have proven relevant experience in management and facilitation of Professional Business Coaching Programme. The successful bidder must provide a competent facilitator for this skills programme.

**8. 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.

**9. All disbursements must be included within the cost per employees.**

**10. Enquiries**

All enquiries should be directed to:

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