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TERMS OF REFERENCE FOR INLAND AND COASTAL PROVINCES

APPOINTMENT OF SERVICE PROVIDER/S TO IMPLEMENT MATHEMATICS & PHYSICAL SCIENCE INTERVENTIONS FOR DPWI ADOPTED SCHOOLS PROGRAMME.

1. BACKGROUND

- 1.1. The Department of Public Works and Infrastructure has a mandate to build technical capacity required for the state to deliver on its infrastructure projects. The call to build state capacity is informed by the current national crisis around scarcity of critical skills in both the built and property sectors as underpinned by National Development Plan (NDP) Chapter 9 on Improving education, training and innovation and the Medium-Term Strategic Framework (MTSF) Outcome 5–Building a skilled and capable workforce to support an inclusive growth path.
- 1.2. It is within this context that The Department of Public Works and Infrastructure (DPWI) implements the Schools Programme. This programme promotes the enhancement of Mathematics and Physical Science learning, creating a solid foundation for learners to access built environment qualifications at university. It further promotes careers within DPWI and inspires learners to pursue careers in the built environment sector.
- 1.3. As part of the Schools Programme, the Department will appoint tutors to conduct:
 - 1.4. Pre-tests to determine baseline learner performance before the intervention.
 - 1.5. Effective and engaging tutoring sessions aligned with the curriculum.
 - 1.6. Post-tests to assess knowledge gained and the overall impact of the intervention.
 - 1.7. Provide feedback to both the Department and the different school.

2. SCOPE OF WORK

- 2.1. The purpose is to appoint suitably qualified and experienced tutors to facilitate Mathematics and Physical Science tutoring sessions for Grade 11–12 learners from schools under the DPWI Schools Programme.
- 2.2. The Intervention will be offered for 1 week [seven (07)] and it will include 08 hours daily sessions (04 hours dedicated to Mathematics and another 04 hours dedicated to Physical Science from 12 until 18 July 2025).
- 2.3. The appointed service provider/s must also be able to interact with and assist learners and educators beyond the winter camp using other communication platforms (e.g., WhatsApp's, phones, emails, or video calls, ZOOMS and TEAMS system) etc. To develop lesson plans and learning materials in alignment with the CAPS curriculum. The period for post camp Mathematics and Physical subjects – will be from July to November 2025.

2.4. Learners and educator's breakdown details:

Grade	Number of Learners
11	41
12	36
Educators	32 (Mathematics & Physical Science)

2.5. Prepare and Deliver Mathematics and Physical Science Learner Intervention

2.5.1. Tutors Responsibilities

- 2.5.1.1. To compile and submit a comprehensive report including assessment results, intervention outcomes and recommendations.
- 2.5.1.2. Conduct baseline assessments to determine learner's learning gaps on specific topics and provide feedback to both learners, educators and Department
- 2.5.1.3. Compile and implement Mathematics and Physical Science pre-tests aligned to problem areas.
- 2.5.1.4. Compile pre-test report complete with recommendations on the 1st day of DPWI Winter Camp.
- 2.5.1.5. Develop a project implementation plans and remedial plans
- 2.5.1.6. Provide the copies of question papers and answers.
- 2.5.1.7. Develop the camp timetable.
- 2.5.1.8. To facilitate Mathematics and physical Science interventions (inclusive of preparing and implementation of Mathematics and Physical Science Interventions to address learners' learning gaps; distribute learning materials; for 08 hours (04 hours dedicated to Mathematics and another 04 hours dedicated to Physical Science from 12 until 18 July 2025).
- 2.5.1.9. Compile and implement Mathematics and Physical Science post-tests.
- 2.5.1.10. To conduct post-test assessments on the last day of the programme.
- 2.5.1.11. To provide individual feedback and remedial of each learner to both the teachers and Department.
- 2.5.1.12. Compile and provide a comprehensive report with performance outcomes and the recommendations.
- 2.5.1.13. **Extended Grade 12 Online Intervention (July – November 2025)** – The appointed service provider will be required to continue with online interventions for 36 Grade 12 learners in both Mathematics and Physical Science from July to November 2025, up until the final examinations.
- 2.5.1.14. Develop a detailed online intervention plan for only Grade 12 learners covering the period from July to November 2025.
- 2.5.1.15. Submit the intervention plan to DPWI for review and dissemination to all adopted schools.
- 2.5.1.16. The online sessions must be conducted after school hours to avoid disruption of regular academic periods.
- 2.5.1.17. Utilization of virtual platforms such as Zoom, Microsoft Teams, WhatsApp, emails, and phone or video calls etc. for effective learner support to a maximum of four (4) hours a week.
- 2.5.1.18. Provide ongoing academic support, address learner queries, and conduct revision sessions.
- 2.5.1.19. Submit monthly progress reports to DPWI detailing learner participation, content covered, challenges encountered, and recommendations for further improvement.

2.5.2. Prepare and Deliver Mathematics and Physical Science Educator Workshops:

The Educator Workshops is aimed at providing teaching techniques, skills and cover content gaps amongst Mathematics and Physical Science Educators:

Activities:

- 2.5.2.1. Provide feedback and guide educators for post intervention.
- 2.5.2.2. Share best practices and methodologies.
- 2.5.2.3. Share teaching manuals electronically.

3. GUIDELINES

ITEM	SPECIFICATION
Number of Tutors / Facilitators (2 mathematics facilitators and 2 facilitators for physical science teachers).	The appointed service provider should be able to provide both Mathematics and Physical Science facilitators.
Duration	From 12-18 July 2025 Maximum of 8 hours daily (4 hours Mathematics and 4 hours Physical Science) from July – November 2025
Venue	Gauteng (Birch hood Hotel).
Department will cover the costs of Facilitators travel and accommodation – will be covered (four facilitators)	As per the Automobile Association (AA) and on applicable government accommodation rates

NB: Areas to be covered not limited to: Counting Principle; Probability; Financial Maths; Euclidean Geometry; Trigonometry; Statistics; Functions.

NB: Payments will be made in 5 tranches (completion of camp and month to month interventions)

4. EVALUATION CRITERIA

The following documents and requirements will be considered as part of the evaluation criteria:

Item	Submitted Yes/No
Company Profile.	
Three reference letters from the previous clients, that the company has successfully completed in mathematics and physical science.	

INTERGRITY AND CONFLICT OF INTEREST

Appointed service providers shall always exhibit the highest level of integrity in the performance of all assignments. Service providers must accept assignments only if they are confident in completing them with professional competence.

The appointed service provider is expected to conduct the intervention and compile the necessary reports with integrity, honesty, and the collection of appropriate evidence to support the Department of Public Works and Infrastructure in achieving its objectives.



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D: HUMAN CAPITAL INVESTMENT
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