



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER THE CHARTERED INSTITUTE OF GOVERNMENT FINANCE, AUDIT & RISK OFFICERS (CIGFARO) ANNUAL CONFERENCE

1. Purpose

The Directorate: Human Resources Development requires the appointment of accredited and credible service provider to deliver the CIGFARO Annual conference.

2. Background

The Department of Public Works & 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 those needs.

CIGFARO Annual conference was identified by three (03) officials in the Office of the Chief Financial Officer (CFO).

3. Expected Outcomes/ Deliverables

This conference will help officials to share new ways of thinking as best practices in pursuit of excellence in profession.

4. The conference should cover the following topics:

- Essential Policies and policy provisions for excellence for public sector finance,
- Understanding mSCOA Core Business Process Requirements for Budgeting,
- The Role of Ethical Leadership, Cultural Heritage, and Traditional Institutions in Strengthening Governance and Community Development,
- Reviewing the Fundamentals of Public Finance in a Changing World,
- Innovative Municipal Finance and Governance,



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- Embedding Ethical Excellence Across All Spheres of Government,
- Viewing of the Exhibitors stands,
- Disaster management in a world affected by climate change,
- Exploring mSCOA through the Lens of Business Reform,
- Revenue Management Excellence achieves results Strategies to ensure collection rates are in the 90% range,
- Cost containment management of own costs and Oversight of Local Government Expenditure,
- Embedding a Culture of Combined Assurance Excellence,
- Reviewing Policy Provisions and Enhancing Implementation Accountability,
- Cost-reflective tariffs and
- The Role of Effective Assurance Provision by Internal Audit based on the new Auditing Standards.

5. Duration of the conference

The conference should be presented over a period of four (04) days.

6. Total number to be trained

Three (03) officials from Head Office are to attend the conference.

7. Certification

No formal assessment is required upon successful completion of the conference.

8. Training venue

The training venue should be provided by the Service Provider.

9. Specific professional experience

The Service provider should be chosen for their training experience and have proven relevant experience in management and facilitation of the CIGFARO Annual conference. The service provider should provide a competent speakers for this conference.



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10. 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.

11. The following document should be attached to the bid:

- Course content/outline

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

13. Enquiries

All enquiries should be directed to:

Ms. Tumelo Sibandze
Training and Development
(012) 406 1157