



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER DMAIC SIX SIGMA GREEN BELT COURSE

1. Purpose

The Directorate: Human Resources Development requires the appointment of accredited and credible service provider to deliver Dmaic Six Sigma Green Belt course.

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.

Dmaic Six Sigma Green Belt course was identified by one (01) official in the Chief Directorate: Construction Project Management.

3. Expected Outcomes/ Deliverables

The course will help the official learn the tips and techniques for effective Six Sigma execution and provide fundamental training in Define, Measure, Analyse, Improve, and Control.

4. The course content should cover the following areas:

- Project Charter,
- Process Map,
- Measurement Plan,
- Collect Data,
- Verify Quality of the Data,
- Data Analysis (Descriptive Statistics, Control Charts, Capability Analysis/Calculate Sigma Quality Level)
- Stakeholder and Communication Plans
- Financial Baseline/Potential Benefit,
- Fishbone and Scatter Diagrams,
- Problem Statement,



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- Generate solutions,
- Implementation Plan,
- Business Risk Assessment Checkpoint,
- Process Control System,
- Project Approval Documentation and
- Accountability Acceptance.

5. Duration of the course

The course should be presented over a period of five (05) days.

6. Total number to be trained

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

7. Certification

The official should be subjected to examination and be awarded Certificate of Competence upon successful completion of the course

8. Training venue

The training venue would be provided by the Service Provider.

9. Training dates

Training dates shall be determined by the appointed service provider.

10. Specific professional experience

The course facilitator should be chosen for their training experience and have proven relevant experience in management and facilitation of Dmaic Six Sigma Green Belt. The service provider must provide a competent facilitator for this course.

11. Special Requirements

It is a requirement that all service providers facilitating any type of training 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.



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

13. **Enquiries**

All enquiries should be directed to:

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