



## TERMS OF REFERENCE:

### APPOINTMENT OF THE SERVICE PROVIDER TO DELIVER DATA ANALYSIS COURSE

#### 1. Purpose

This exercise is aimed at implementing the **2025/2026** 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.

The 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 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.

The Head Office Training Calendar was developed using the training needs received from the units as well as Personal Developments Plans (PDP's).

#### 3. Problem Statement

The Department of Public Works and Infrastructure has identified training needs for its employees for the current financial year **2025/2026** and consequently developed a training plan for effective implementation thereof and therefore requires the services of accredited training service providers to assist in delivering the identified training interventions to realise its objectives.

**Data Analysis** course was identified as one of the cross cutting interventions to address the training needs of employees of the Department.

#### 4. Expected Outcomes/ Deliverables

The course will assist the delegates in recognising the types of data to be analysed statistically, to use relevant statistical techniques to analyse numerical data, to develop charts/graphs for displaying numerical data and to use a computer software to carry out calculations.

## **5. Duration of the course**

The course should be presented through online, over a period of eight (08) weeks.

### **The course should cover the following modules:**

- Module 1: Fundamentals of Data-Driven Decision-Making,
- Module 2: Research Questions for Data Analysis,
- Module 3: Organising Data in Microsoft Excel,
- Module 4: Statistical Analysis Using Microsoft Excel,
- Module 5: Interpretation of Outcomes,
- Module 6: Data Presentation and Visualisation,
- Module 7: Introduction to Databases and
- Module 8: Looking Towards the Future.

## **6. Total number to be trained**

A total number of **fourteen (14)** employees from Head Office are to attend the training.

## **7. Certification**

Learners should not be subjected to any formal assessment on completion of the course.

## **8. Training venue**

The training **venue and catering should be provided by the Service Provider** and should be around **Pretoria CBD**.

## **9. Training Material**

The appointed service provider should provide the training material for the course.

## **10. Training dates**

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

## **11. Specific professional experience**

The course facilitator should be chosen for their training experience and have proven relevant experience in management and facilitation of Data Analysis course. The successful bidder must provide a competent facilitator for this skills programme.

**12. Submission of post training report**

A post-course report on the training should be provided by the appointed service provider before submission of the invoice or not later than a week after the training has taken place.

**13. Monitoring and Evaluation**

The following will be monitored and evaluated by DPWI:

- The quality of the training/facilitation
- Degree of adherence to timeframes
- Quality of materials utilised for the training.

**14. 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 and provide us with the letter of acceptance.

**15. Collection of Portfolio of Evidence (PoE) and delivery of certificates**

The appointed service provider will be responsible for the collection of Portfolio of Evidence (PoE's) and delivery of certificates to the department premises.

**16. The following documents must be attached to the bid:**

- Accreditation Letters
- Course Content
- Facilitator profile

**17. All disbursements must be included within the cost per delegate.**

**18. Enquiries**

All enquiries should be directed to:

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