



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER FIRE RISK ASSESSMENT COURSE

1. Purpose

The Directorate: Human Resources Development requires the appointment of accredited and credible service provider to deliver Fire Risk Assessment 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.

Fire Risk Assessment course was identified by two (02) officials in the Chief Directorate: Engineering Services.

3. Expected Outcomes/ Deliverables

The course will assist the officials in knowing what to do when disaster strikes, and will also help minimise damage and potentially save lives in the process.

4. The course content should cover the following areas:

- Fire Risk Assessment Methodologies,
- Flammable Gasses,
- Active and Passive Fire Protection Storage,
- Fire Safety Management, and
- Fire Safety Legislation.

5. Duration of the course

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



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6. Total number to be trained

Two (02) officials from Head Office are to attend the course.

7. Certification

Officials should be awarded Certificate of Attendance and Continuing Professional Development (CPD) points upon successful completion of the course upon successful completion of the course.

8. Training dates

Training dates shall be determined by the appointed service provider.

9. Specific professional experience

The course facilitator should be chosen for their training experience and have proven relevant experience in management and facilitation of Fire Risk Assessment course. The service provider must provide a competent facilitator for this course.

10. 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.

11. Important Documents

The following documents should be attached to the bid:

- Accreditation letter
- Course content/outline

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



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13. Enquiries

All enquiries should be directed to:

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Training and Development
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