



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER IN-HOUSE TRAINING IN MINUTES TAKING 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.

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 & Infrastructure has identified training needs for its employees for the financial year **2025/2026** and subsequently developed a Training Plan for effective implementation of the identified skills gaps and therefore requires the services of accredited training services providers to assist in delivering the identified training interventions for capacitation of its employees.



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Minutes Taking course was identified as one of the cross cutting interventions to address the training needs of employees of the Department.

4. Expected Outcomes/ Deliverables

To equip participants with advanced techniques for minute-taking amidst common meeting challenges, such as unclear agendas, complex discussions, and ambiguous decisions. Participants will gain the confidence to produce clear and precise minutes that effectively communicate outcomes and actions, ensuring accountability and efficiency in meetings.

5. Duration of the course

The training intervention in Minutes Taking should be presented in a period of three (03) days.

The course content should cover but not limited to the following areas;

- Overcoming Common Minute-Taking Challenges,
- Preparing for the Meeting – The Minute-Taker's Checklist,
- Partnering with the Chair and Meeting Participants,
- Active Listening for Precision in Minute-Taking,
- Writing Concise and Action-Oriented Minutes,
- Ensuring Clarity and Accountability in Meeting Minutes,
- Leveraging Technology for Efficient Minute-Taking,
- Mind Mapping for Advanced Minute-Taking, and
- Addressing Legal and Compliance Considerations in Meeting Documentation.

6. Total number to be trained

A total number of **thirty three (33)** officials are to attend the training and the course must be divided into two (02) groups i.e. seventeen (17) officials in one (01) group and sixteen (16) officials for the other group.

7. Certification

Officials should be awarded Certificate of Attendance upon successful completion of the course.



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8. Training venue

The training venue (inclusive of meals) should be provided by the service provider and 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 Minutes Taking 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 within seven (07) days after attendance of the training.

13. Monitoring and Evaluation

The following will be monitored and evaluated by DPWI:

- Conducting of site visits for the duration of training
- The quality of facilitation during training
- Quality of materials utilised for the training

14. 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 and must be in possession of a letter confirming accreditation/decision number.



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15. Delivery of Certificates

The appointed service provider will be responsible for the delivery of the certificates to the department's premises.

16. Important Documents

The following documents should be attached to the bid:

- Accreditation letter
- Course content/outline
- Facilitator profile

Failure to submit the required documents will result in your Company being disqualified.

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

18. Enquiries

All enquiries should be directed to:

Ms Tumelo Sibandze
Training and Development
(012) 406 1157