



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 DISABILITY MANAGEMENT IN THE PUBLIC SERVICE 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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**Disability Management in the Public Service course** was registered by Gender Unit as an urgent need to promote inclusion, equity, and effective support for employees with disabilities within the Department.

#### **4. Expected Outcomes/ Deliverables**

The course will help officials develop presentations and raise awareness about the benefits of supporting a diverse workplace for employers, employees, customers, and the community in relation to disability management

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

The training intervention in Disability Management in the Public Service should be presented in a period of five **(05)** days.

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

- Communicating the Rights and Benefits of Persons with Disabilities in the Workplace
- Facilitating the Equitable Representation of Persons with Disabilities
- Designing and Implementing Interventions to Remove Workplace Barriers

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

A total number of **forty seven (47)** officials are to attend the training and the course must be divided into two (02) groups i.e. twenty three (23) officials for one (01) group and twenty four (24) officials for the other group.

#### **7. Certification**

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

#### **8. Training venue**

The training venue (inclusive of meals) should be provided by the service provider and be around Pretoria CBD.



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## **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 Disability Management in the Public Service 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.

## **15. Delivery of Certificates**

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



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## **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**