



TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER VIRTUAL TRAINING PROGRAMME FOR GENERALLY RECOGNISED ACCOUNTING PRACTICES (GRAP): U/S ID 119348 NQF LEVEL 5 & 12 CREDITS

1. Purpose

This exercise is aimed at implementing the **2021/2022** 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 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 has identified training needs for its employees for the current financial year **2021/2022** 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.

A virtual training intervention in Generally Recognised Accounting Practices (GRAP) online course was identified as one of the cross cutting interventions to address the training needs of Interns of the Department.

4. Duration of the course

The training should be presented through a webinar platform (Zoom) / MS Teams over a period of **(5) days** and the course should be aligned to **National Qualification Framework (NQF) level five (5)** and have **twelve (12) credits** to compliment the employees towards achieving qualifications in a specific field of study.

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

- ✚ Defining and applying GRAP in the context of public finance and administration,
- ✚ Defining a conceptual framework for accounting reporting,
- ✚ Defining measurement criteria for determining financial position and performance,
- ✚ Identifying financial reports and identifying and resolving discrepancies,
- ✚ Explain and apply the conceptual framework underlying GRAP,
- ✚ Present separate periodic financial statements in accordance with GRAP,
- ✚ Explain selected statutory provisions related to financial reporting and
- ✚ Analyse and interpret financial statements.

In addition to the above course content, the webinar should provide the following,

- Delegates to see the presenter, other learners, slides, videos, case studies and practical exercises and etc.
- Engage with facilitator and other learners as if they are in a real classroom,
- Interact with delegates during the presentation of the course.

4.2 Total number to be trained

A total number of **eleven (11)** employees from Head Office are to attend the training.

4.3 Certification

Learners should be subjected to the compilation of Portfolio of Evidence and on successful completion of the course; learners should be awarded certificates of competence.

4.4 Training venue

The training will be done virtually and the department will provide laptops to access the training.

4.5 Training dates

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

4.6 Specific professional experience

The course facilitator should be chosen for their training experience and have proven relevant experience in management and facilitation of Generally Recognised Accounting Practices course. The successful bidder must provide a competent facilitator for this skills programme. The service provider must avail the facilitator's profile should the department require and this must be done within the stipulated time –frames.

4.7 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.

4.8 Monitoring and Evaluation

The following will be monitored and evaluated by NDPW:

- The quality of the training/facilitation as indicated by the feedback from participants,
- Degree of adherence to timeframes
- Quality of materials utilised for the training

4.9 Special requirements

It is a requirements that all service providers facilitating any type of training must be registered/ accredited with the relevant Education Training Qulaity Assurance (ETQA) body and must be in possession of a letter confirming accreditation/decision number and provide us with the letter of acceptance.

The appointed service provider should be accredited to offer the unit standard **ID: 119348** and should provide proof by submitting the transcript failing which it will lead to disqualification.

4.10 Collection of Portfolio of Evidence 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.

4.11 Important documents

The following documents must be attached to the bid:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER IN-HOUSE TRAINING IN GENERALLY RECOGNISED ACCOUNTING PRACTICES (GRAP): U/S ID 119348 NQF LEVEL 5 & 12 CREDITS

- Accreditation letter
- Accreditation transcript
- Course Content
- Facilitator profile

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

5 Enquiries

All enquiries should be directed to:

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Training and Development
(012) 406 1679