



CAPE WINELANDS DISTRICT
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

EXPANDED PUBLIC WORKS PROGRAMME POLICY

FEBRUARY 2015

**Approved by Council:
Implemented:**

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1. DEFINITIONS

By hand - Refers to the use of tools, which are manually operated and powered.

Capital Expenditure (CAPEX) - Expenditure used to create new assets or to increase the capacity of existing assets beyond their original design capacity or service potential. CAPEX increases the value of an asset.

Cash flow - The stream of costs and/or benefits over time resulting from a project investment or ownership of an asset.

Community Liaison Officer (CLO) - is a member of the targeted community, recommended by the ward committee and appointed by the contractor to provide labour brokerage services and liaison with the targeted communities.

Demographic Characteristics of Workers - The number of workers that fall within the following categories to be recorded:

- Youth (18 –35 years of age)
- Women
- People with disabilities

Departments - Representing the three (3,) main Departments namely;

- Communication Development and Planning
- Technical Services
- Financial and Strategic Support

District – The area of jurisdiction of the Municipality as proclaimed in terms of the Municipal Structures Act

EPWP - is a nation-wide short-to medium term government initiative aimed at alleviating poverty by utilising public sector budgets to draw significant numbers of the unemployed into productive work whilst enabling these workers to gain skills while they work

Geographic Information Systems (GIS) - Software, which provides a means of spatially viewing, searching, manipulating, and analysing an electronic database.

Job Opportunity - Paid work created for an individual on any EPWP project for any period of time.

Key Performance Indicator (KPI) - A qualitative or quantitative measure of a service or activity used to compare actual performance against a standard or other target. Key performance indicators commonly relate to statutory limits, safety, responsiveness, cost, comfort, asset performance, reliability, efficiency, environmental protection and customer satisfaction.

Labour-intensive - Labour-intensive construction is the economically efficient employment of a proportion of labour as is technically feasible throughout the construction process to achieve the standard demanded by the specification; the result being a significant increase in employment being generated per unit of expenditure by comparison with conventional equipment-intensive methods.

Life Cycle - The cycle of activities that an asset (or facility) goes through while it retains an identity as a particular asset i.e. from planning and design to decommissioning or disposal.

Life Cycle Cost - The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.

Municipality - Cape Winelands District Municipality

Person-days of Employment - The aggregate of the number of people who worked on a project multiplied by the number of days each person worked.

Project Budget - The project budget is the price tendered by the contractor plus the professional fees for the professional service provider appointed to design and supervise the project.

Project Wage - Minimum Daily Wage Rate (whether task-rated or time rated) per individual project.

Training Person-Days - The number of Training Person-days is the number of people who attended training multiplied by the number of days of training. A distinction must be made between accredited and non-accredited training person-days.

CAPEX - Capital Expenditure

DPLG - Department of Provincial and Local Government

DWAF - Department of Water Affairs and Forestry

DSD - Department of Social Development

DPW - Department of Public Works

DEAT - Department of Environmental Affairs and Tourism

DTI - Department of Trade and Industry

GRAP - General Recognised Accounting Practice

GIS - Geographical Information System

IDP - Integrated Development Plan

IWMP - Integrated Waste Management Plan

KPI - Key Performance Indicators

MIG - Municipal Infrastructure Grant

MIS - Management Information System

OPEX - Operational Expenditure

WSDP - Water Services Development Plan

UACs - Utilities, Agencies and Corporatized Entities

EPWP - Expanded Public Works Programme

CETA - Construction Education and Training Authority

SETA - Sector Education and Training Authority

SALGA - South African Local Government Association

SAQA - South African Qualifications Authority

LGWSETA - Local Government and Water related Sector Education and Training Authority

2. STATEMENT OF PURPOSE

The purpose of this policy document is to provide a framework for the implementation of the Expanded Public Works Programme (EPWP) within the Municipality.

The policy framework seeks to create work opportunities for the unemployed using expenditure in the short-to medium term (next 5 years), in line with the government's directives.

3. OBJECTIVES

- To create short term jobs for the unemployed within local communities through inter alia the implementation of labour-intensive infrastructure projects.
- To develop skills within communities through on-the-job and/or accredited training of workers and thereby developing sustainable capacity within communities;
- To capacitate SMME's and emerging contractors within local communities by facilitating the transfer of sustainable technical, managerial and financial skills through an appropriate Learnership Programme; and
- To maximise the percentage of the Municipality's annual total budget spent and retained within local communities by promoting the procurement of goods and services from local manufacturers, suppliers and service providers.

4. BACKGROUND

There are a number of disturbing aspects associated with unemployment in South Africa. These include:

- The high level of unemployment which continues to rise. Taking into account both the formal and informal sectors, official estimates place unemployment amongst the economically active population at between 30% and 40%. It is estimated that eight million South Africans are jobless;
- The steady decline in the ability of the formal sector to absorb new additions to the labour force;
- The variations in the levels of unemployment both geographically and between urban and rural areas;

- Comprehensive studies have shown that the combination of violence and unemployment has led to extreme levels of stress in the informal townships. This state is especially prevalent among the younger age groups who are not being educated or trained in any way; and
- The fact that the economy as a whole has become more capital intensive.

These aspects have led to job creation being identified as one of the government's top priorities. It is clear that in addition to developing policies aimed at expanding the economy, other policies are required to re-structure current activities to create greater employment opportunities per unit of expenditure within the various sector programmes and the existing budgetary constraints.

It is within this context that President Mbeki during his State of the Nation address on 14 February 2003 formally announced the launch of the Expanded Public Works Programme (EPWP).

Government has a number of medium to long term programmes and strategies to address unemployment. These include:

- Improving the social security net;
- Utilising government expenditure;
- Improving skills levels through education and training;
- Providing an enabling environment for industry to flourish; and
- Balancing economic growth with the economically active population

The EPWP is one of the government's short-to medium term initiatives which focus on the use of government expenditure to alleviate poverty and reduce unemployment. The EPWP will achieve this aim through the provision of work opportunities coupled with training. Training is a key element of the EPWP not only as an exit strategy but also to increase the future employability of the participants.

It is anticipated that the EPWP will continue to exist until the medium to long term programmes are successful in reducing unemployment.

The EPWP is a national programme covering all spheres of government and state-owned enterprises (SOEs).

In essence the EPWP involves re-orientating line function budgets so that government expenditure results in more work opportunities, particularly for unskilled labour. EPWP projects will therefore be funded through the normal budgets of line function Departments, provinces and municipalities.

Opportunities for implementing the EPWP have been identified in the following sectors:

- Infrastructure – by increasing the labour intensity of public infrastructure projects;
- Environment and Culture – by creating work opportunities in public environmental programmes;

- Social – by creating work opportunities in public social programmes; and
- Economic – by developing small businesses and cooperatives.

To date the Municipality has made significant contributions to the creation of employment opportunities and promoting Black Economic Empowerment (BEE).

The implementation of the EPWP will build on the above initiatives.

It is important to note that the EPWP is not restricted to the creation of infrastructure only.

5. LEGAL FRAMEWORK

5.1 THE CONSTITUTION

The Constitution of South Africa sets out a broad framework for local government. In accordance with this framework the objectives of local government are to:

- Provide democratic and accountable government for local communities;
- Ensure the provision of services to the community in a sustainable manner for the benefit of present and future generations;
- Promote social and economic development;
- Promote a safe and healthy environment; and
- Encourage the involvement of communities and community based organisations in the matters of local government.

5.2 INTEGRATED DEVELOPMENT

In addition to providing traditional services such as water and sanitation, municipalities have an expanded role to play. They must also initiate, plan, lead and manage development. The developmental role of municipalities is described in the Municipal Systems Act (Act 32 of 2000). The Systems Act has resulted in the development of the Integrated Development Plan (IDP) as a key strategic planning document. The IDP guides and informs all planning and infrastructure development activities. The IDP is expressed as a rolling 5-year programme, and is linked to a 3-year multi-term budget.

5.3 FINANCIAL SUPPORT TO MUNICIPALITIES

The Division of Revenue Act (DORA) makes provision for assisting municipal (and provincial) governments by transferring funds to them for specific purposes. This can include funding for construction, maintenance or rehabilitation of municipal infrastructure and for developing and improving municipal systems. Funding to build the capacity of municipalities to perform the functions assigned to them in terms of the Municipal Finance Management Act (Act 56 of 2003) is also available. The Municipal Finance Management Act (MFMA) became effective for all municipalities from 1 July 2004.

In terms of Regulation 21 of the Division of Revenue Act, the Minister of Finance has to publish the conditions associated with the funding allocations made to municipalities. The Municipal Infrastructure Grant (MIG), which is a consolidated grant mechanism, was approved by Cabinet on 5th March 2003. The fundamental feature of the MIG is that each year the bulk of the funds will be allocated to municipalities on the basis of a formula. The MIG is a conditional grant subject to a number of conditions, of which poverty alleviation associated with the Expanded Public Works Programme (EPWP), that must be adhered to.

One of the elements of the formula used to calculate the total allocation to municipalities relates to past performance in implementing the EPWP. Successful implementation of the EPWP will impact positively on future MIG funding allocations for the Municipality and its entities.

5.4 CONDITIONS OF EMPLOYMENT

The Minister of Labour has in terms of section 50 of the Basic Conditions of Employment Act, made a Ministerial Determination which establishes conditions of employment for employees in Special Public Works Programmes. Task-based and time-based payments to participants in the EPWP will be set in terms of this Ministerial Determination.

After consulting with NEDLAC and in terms of section 87(1)(a) of the Basic Conditions of Employment Act, the Minister has also issued a Code of Good Practice for employment conditions of work for Special Public Works Programmes. This Code does not impose any legal obligations in addition to those in the Basic Conditions of Employment Act. Its purpose is to give guidance to employers on key legal provisions in the Act. The Code provides guidelines for the protection of workers engaged in Special Public Works Programmes, taking into account the need for workers to have basic rights, the objectives of the programme and the resource implications for government.

The Municipality and its entities should coordinate the determination of minimum wages to ensure that parity is achieved for the same or similar jobs within the Municipality's area of jurisdiction.

6. INSTITUTIONAL ARRANGEMENTS

The Municipality's EPWP cuts across all the Departments. Each Department required to make a systematic effort to target the unskilled and unemployed and developing plans to utilise their budgets to draw significant numbers of the unemployed into productive work, in such a way that workers are given an opportunity to gain life and job specific skills while they work to increase their chances of getting out of the marginalised pool of unemployed people.

6.1 Overall EPWP Coordination

The EPWP Steering Committee is responsible for the overall EPWP coordination within the Municipality.

6.2 Roles And Responsibilities

The roles and responsibilities of the persons responsible for the coordination of the EPWP are outlined in the following sections:

6.2.1 EPWP Steering Committee

The EPWP Steering Committee is chaired by the Municipal Manager or his designate. The EPWP is constituted as follows:

- Infrastructure Coordinator
- Environment and Culture Coordinator
- Social Coordinator
- Economic Coordinator
- Learnership Coordinator

The EPWP Steering Committee is responsible for:

- Overall district-wide coordination of EPWP related issues;
- Regular review of the EPWP policy;
- Setting overall EPWP targets;
- Creating an enabling climate for the successful implementation of the Districts.
- Compiling an EPWP Management Plan (**see section 7.3**). The Management Plan includes the outputs of the planning associated with each of the sectors to form a consistent and coherent document. Without a Management Plan control is impossible.

The Management Plan is used to:

- Guide the execution of the EPWP, including project selection;
- Document EPWP related decisions and assumptions;
- Define Sector reviews;
- Facilitate communication among stakeholders; and
- Provide a baseline for progress measurement and programme control.
- The overall monitoring, evaluation and reporting of the adopted KPIs;
- Reporting to the Council.

6.2.2 Sector Coordinators

Sector Coordinators are appointed by the Municipal Manager or his designate for each of the four sectors namely:

- Infrastructure
- Environment and Culture
- Economic; and
- Social

Sector Coordinators are responsible to:

- Liaise with the Sector Lead Departments nationally;
- Keep abreast with sector specific developments;
- Liaise with and represent the Municipality on the relevant provincial EPWP Coordinating Committees;
- Draft a sector plan (**see section 7.3.3**)
- Monitor, evaluate and report on sector specific KPIs; and
- Disseminate sector specific information to the dedicated EPWP Champions identified by each of the Departments

6.2.3 Learnership Coordinator

The Learnership Coordinator is appointed by the Municipal Manager or his designate. Learnerships require a combination of classroom and practical work. The Learnership Coordinator is responsible to:

- Coordinate and integrate the projects suitable for learnership programmes across all four sectors;
- Monitor and report on the overall status of the Municipality's Learnership Programme; and
- Liaise with Regional Directors.

6.2.4 Responsibilities of the Departments

The Departments are responsible for:

- The appointment of a dedicated EPWP "Champion";
- The selection of suitable projects for inclusion in the Municipality's EPWP;
- Participating in setting task rates for workers to be employed on labour-intensive projects;
- The identification of projects which are suitable for inclusion in the Municipality's learnership programmes;
- Ensuring that the planning, design and contract administration of labour-intensive works are carried out by consultants who have completed the necessary skills training; and
- Monitoring and reporting on the implementation of EPWP projects.

6.2.5 Regional Coordinators

The Regional Coordinators are responsible to:

- Ensure that information on the extent and impact of the EPWP in a region is communicated to all the stakeholders including the Ward Councillors.
- Keep a record and provide information to a central database on emerging contractors, learner contractors and the availability of local labour in the region
- Facilitate and arrange appropriate awareness campaigns among local communities to illustrate the benefits of labour-intensive infrastructure

projects whilst at the same time dispelling any misconceptions on the quality of the works thus created.

6.3 KEY PERFORMANCE INDICATORS (KPIs)

The following KPIs are applicable to the implementation of all projects which form part of the EPWP:

6.3.1 Employment Opportunities

The number of employment opportunities created, irrespective of the duration of each of the jobs, during the period under review.

6.3.2 Person-days of Employment

The number of person-days of employment created during the period under review. This is calculated by aggregating the duration of each of the job opportunities created and dividing the total by the appropriate unit (days, weeks or months). The result is the number of person-days for any given review period.

6.3.3 Project Budgets

The total expenditure aggregated for all EPWP projects inclusive of all the sectors, infrastructure, and environment, social and economic.

6.3.4 Person-Training Days

The total number of training opportunities aggregated and expressed in the equivalent number of person-training days.

6.3.5 Demographics

The number of job opportunities created for women, the youth and people with disabilities expressed as a ratio of the total number of job opportunities created for any given period, for each of the four sectors.

6.3.6 Expenditure Retained within Local Communities

The amount of the budget spent and retained within local communities through the procurement of goods and services from local manufacturers, suppliers and service providers is recorded for a given period.

6.3.7 Project Task Rates

Where applicable rates for the same or similar tasks will have to be uniform for the District. Task and time rates will have to comply with the terms of the Ministerial Determination.

To ensure compliance with the general requirements of the EPWP and specific requirements of any of the conditional grants such as the MIG, the Departments will have to record, monitor, evaluate and report on the KPIs in a standard and uniform manner.

7. IMPLEMENTATION FRAMEWORK

7.1 INTRODUCTION

The Integrated Development Plan (IDP) remains the principal strategic planning instrument and the IDP-process remains the vehicle for:

- Facilitating community participation in the planning process;
- Identifying community needs; and
- The prioritisation and integration of these needs.

The essence of the policy objectives stated in this document are summarised by the following key words:

Creation of short term jobs for the unemployed by labour-intensive means:

- Development of skills;
- Development of SMMEs and emerging contractors through appropriate learnerships; and
- Procurement of goods and services by local manufacturers, suppliers and service providers.

The approach to be adopted by the Municipality is to unbundle existing and new projects (where appropriate) into smaller projects, in order that the newly created projects satisfy the requirements of the EPWP in any one or a combination of the principles listed above.

The redefinition and unbundling of existing and new projects into projects that meet the requirements of the EPWP will in terms of the adopted KPI's streamline and simplify the following auditing requirements:

- Monitoring and evaluation; and
- Status and progress reporting.

As a general rule, all programmes and projects (CAPEX, OPEX and the procurement of goods and services) are analysed in this manner to identify elements suitable for inclusion in the Municipality's EPWP.

7.2 PROJECT LIFE CYCLE

Projects are usually divided into a number of project phases. Collectively the project phases are known as the project life cycle. Each project phase consists

of one or more stages. The completion of a project phase is usually marked by a review of the deliverables due and the project performance to date.

Using the built environment as an example, the project phases comprising the project life cycle of a typical infrastructure project can be described as follows:

- **Initial Phase**
 - Project Initiation Stage
 - Feasibility Stage
- **Development Phase**
 - Planning Stage
 - Design Stage
- **Procurement Phase**
 - Tender Stage
 - Adjudication Stage
- **Execution Phase-**
 - Construction Stage
 - Close-out Stage

It is during the Initial and Development Phases of the project life cycle that appropriate interventions will result in the optimisation of the EPWP outcomes of a project. This concept is aptly illustrated by the structured approach followed whilst implementing labour-intensive projects. The approach consists of the following steps:

- Compile a pre-feasibility report;
- Prepare a preliminary design report; and
- Complete the design.

Only if the Pre-feasibility report confirms the viability of the proposed project as a labour-intensive project will one proceed with the design, procurement and implementation stages of the project life cycle.

7.2.1 Project Initiation and Feasibility Stages

For all projects key elements that are addressed during the initiation and feasibility stages include the following:

- Suitability of the project for the application of labour-intensive methods
- Commitment from the Municipality to the greater use of labour per unit of expenditure
- Ability of the Consultant to produce suitable designs and documentation for labour-intensive construction
- Acceptability of the project and availability of both skilled and unskilled unemployed labour within the community
- Availability of contractors (both local and otherwise) to carry out the work

7.2.2 Planning and Design Stages

Job creating opportunities are optimised through the application of labour-intensive design guidelines during these stages of the project life cycle.

Consultants appointed to carry out the design of labour-intensive works, must have completed the necessary skills training as adopted by the CETA.

7.3 EPWP MANAGEMENT PLAN

The EPWP Steering Committee is responsible for the compilation of an EPWP Management Plan.

The EPWP Management Plan describes the processes required to monitor, evaluate and report on the agreed EPWP KPI's.

The EPWP Management Plan consists of the following elements:

- Integration Management
- Scope Management
- Time Management
- Cost Management
- Communication Management
- Sector Plans

7.3.1 Integration Management

EPWP projects will follow the existing project approval process as defined and coordinated by the Infrastructure Coordinating Committee (ICC).

7.3.2 Scope Management

Scope Management is the process required to ensure that all endeavours executed satisfy the EPWP objectives included in the Municipality's EPWP.

7.3.3 Time Management

A time plan indicating the sequence and estimated duration of each EPWP project will be prepared for each financial year.

7.3.4 Cost Management

Cost management is the process required to ensure that:

- The EPWP component of each programme/project budget is accurately determined and allocated;
- The EPWP cost baseline is established for the period under review (usually the current financial year);

- Factors that create changes in the cost baseline are identified timeously; and
- If and when changes to the baseline do occur, these are managed and controlled.

7.3.5 Communication Management

Communication management is the process to ensure the timely and appropriate generation, collection and distribution of project information.

Included in the Communication Management Plan are the following:

- The format, content and frequency of progress reports;
- An outline showing all the reporting relationships;
- A complete stakeholder contact list;
- Meeting schedules;
- A distribution schedule for the minutes of the various meetings; and
- Outlines of typical agendas for the various meetings.

7.3.6 EPWP Sector Plans

A framework for sector plans is included in Annexure A.

The compilation of Sector Plans is carried out by the Sector Coordinators. Sector Plans guide the implementation of the EPWP within each of the sectors. Sector Plans are reviewed annually to suit the Municipality's normal budgeting cycle.

7.4 GUIDELINES FOR THE IMPLEMENTATION OF EPWP PROJECTS

7.4.1 Infrastructure Projects

All the Departments involved in the provision of infrastructure are expected to contribute to the EPWP. Conditionality's placed on the Municipal Infrastructure Grant (MIG) require that municipalities use the "Guidelines for the Implementation of Labour-intensive Infrastructure Projects" for the identification, planning, design and construction of every project financed through the MIG.

International and local experience has shown that with well-trained supervisory staff and an appropriate employment framework, labour-intensive methods can be used to successfully implement projects involving inter alia:

- Low-volume roads
- Sidewalks
- Storm-water drains; and
- Trenching

On the basis of this experience the Departments are required to carry out these projects utilising labour-intensive methods.

It is important to understand what is meant by **labour-intensive**, so by definition:

Labour-intensive construction is the economically efficient employment of as great a proportion of labour as is technically feasible throughout the construction process to achieve the standard demanded by the specification; the result being a significant increase in employment being generated per unit of expenditure by comparison with conventional equipment-intensive methods.

Therefore, labour-intensive projects are meant to mean those projects in which the labour content has been optimised and will in most projects comprise between 30% and 80% of the project costs.

The approach to be adopted by the Municipality in the implementation of labour-intensive construction projects is that existing and planned projects are reviewed to incorporate the philosophy of labour-intensive construction.

The “Guidelines for the Implementation of Labour-intensive Infrastructure Projects” provides a framework for the implementation of labour-intensive projects under the EPWP and gives guidance on:

- The identification of suitable projects
- The appropriate design for labour-intensive construction
- The specification of labour-intensive works; and
- The compilation of contract documentation for labour-intensive projects

7.4.1 Responsibilities of the Departments

The Departments involved in the provision of infrastructure are responsible for:

- The selection of projects;
- Setting task rates for workers to be employed on labour-intensive projects in conjunction with the Infrastructure Sector Coordinator;
- Identifying projects which are suitable for inclusion in the Municipality’s Learnership Programme;
- Ensuring that the planning, design and contract administration of labour-intensive works are carried out by consultants who have in their employ persons who have completed the necessary skills training;
- Contractors;
- Setting targets in accordance with the adopted KPIs; and
- The monitoring, evaluation and reporting of the KPIs.

7.4.2 Guidelines for Other Sectors

Once guidelines on the implementation of projects for the other sectors (social, environment and economic) are finalized, these guidelines will be included in the Municipality's EPWP policy document.

7.5 EPWP TARGETS FOR THE MUNICIPALITY

Preliminary EPWP targets for the next five years are summarised in Table 7.1

Table 7.1: – Preliminary EPWP Targets (2015 to 2020)

SECTOR	PRELIMINARY TARGETS	
	No. of Jobs*	No of Learnerships
Infrastructure	To be determined	To be determined
Environment & Culture	To be determined	To be determined
Social	To be determined	To be determined
Economic	To be determined	To be determined

- The equivalent duration of the employment opportunities summarised in the table amounts to 3 months.
- The above targets will be reviewed once KPI performance reporting takes place on a regular basis.

7.6 TRAINING REQUIREMENTS

7.6.1 Public Sector Officials

Training for public sector officials is desirable but not mandatory. It is recommended that officials complete the following skills programmes:

Table 7.2: Training Requirements for Public Sector Officials

	Position	NQF	Unit Standard Title
1.	Senior Management and Professionals	7	Develop and promote labour-intensive construction strategies
2.	Middle Management Technical	5	Manage labour-intensive construction projects
3.	Middle Management Administrative	5	Manage labour-intensive construction projects

Arrangements are being made with the LGWSETA and the CETA to make these courses more accessible to municipal employees.

7.6.2 Consultants and Contractors

Training for consultants and contractors is mandatory. Staff members are required to complete skills programmes as depicted in Tables 6.3 and 6.4.

Table 7.3: Training Requirements for Private Sector Consultants

	Position	NQF	Unit Standard Title
1.	Person responsible for the design and documentation	7	Develop and promote Labour-intensive Construction Strategies
2.	Person responsible for contract administration	5	Manage Labour-intensive Construction project

Table 7.4: Training Requirements for Private Sector Contractors

	Position	NQF	Unit Standard Title
1.	Site Agent / Site Manager	5	Manage Labour-intensive Construction Projects

7.6.3 Workers

Training of workers is provided by the Department of Labour. Workers are paid a daily allowance by the contractor (included in the project cost) whilst attending training.

7.6.4 Other Sectors

Once completed training requirements for the other sectors will be included in the Municipality's EPWP policy document.

7.7 SKILLS TRANSFER AND LEARNERSHIPS

Learnerships are registered with the appropriate SETA in accordance with its internal procedures. All the parties are required to sign a learnership agreement. The Municipality will have to ensure that there are sufficient projects to satisfy the requirements of each learnership awarded to the Municipality.

7.7.1 Infrastructure Sector

As an additional means of building the capacity of the labour-intensive construction sector, the Department of Public Works (DPW) together with the Construction Education and Training Authority (CETA) has established a labour-intensive contractor learnership programme. The aim of this learnership programme is to produce emerging contractors qualified to execute work in accordance with the "Guidelines for the Implementation of Labour-intensive Infrastructure". As part of the learnership programme learner contractors need to complete an appropriate mix of structured classroom training and workplace experience. The duration of each learnership will be approximately two years. Suitable learner contractors will have to be identified and selected.

7.7.2 Other Sectors

Once formally finalised, details of the learnerships available for the social, environment and economic sectors will be included in the relevant sector plans.

7.8 MONITORING AND EVALUATION

7.8.1 Infrastructure

Monitoring and evaluating compliance of contract documentation in terms of the "Guidelines for the Implementation of Labour-intensive Infrastructure Projects" will be carried out by the Sector Coordinators.

7.8.2 Other Sectors

Once finalised the monitoring and evaluation requirements for the other sectors will be made available to the various Sector Coordinators.

7.9 PROGRESS REPORTING

Progress reports provide information on how the different resources are used to achieve the project objectives. Progress reports broadly consist of the following:

- Status reporting (current status of the project)
- Performance reporting (describing what the project has accomplished when compared with a given target or baseline)

Progress reports must be:

- Specific
- Meaningful
- Accurate
- Relevant; and
- Timeous

While all the sectors share a need to communicate programme and project information, the means of dissemination may differ. The frequency and format of the EPWP progress reports will be determined by the EPWP Steering Committee. This will be done in accordance with the requirements of the Sector Departments (nationally) and the various grant funding mechanisms. The Sector Coordinators are responsible to compile sector specific progress reports.

ANNEXURE A

FRAMEWORK FOR SECTOR PLANS

Background (Section 1)	Provides background on the sector in relation to the EPWP
Focus Areas (Section 2)	Outlines existing poverty relief and employment initiatives Identifies priority areas to be targeted Identifies new programmes that could be included as part of the EPWP
Scope (Section 3)	Provides projected targets for each of the KPIs for the first five years
Funding (Section 4)	Includes multi-term expenditure projections for sector programmes Determines the conditionality's for grants within the sector Identifies donor funding Outlines disbursement mechanisms
Institutional Arrangements (Section 5)	Outlines liaison and coordination with National Lead Department and Provincial Sector Committees Liaison with UACs and departments Support to UAC's and departments
Training and Capacity Building (Section 6)	Identifies training requirements for workers, contractors, consultants and officials within the sector Establishes links between training and exit strategies Outlines liaison and co-corporation with relevant SETAs Identifies funding sources for training
Monitoring and Evaluation (Section 7)	Determines specific monitoring needs for the sector Outlines the integration of all EPWP monitoring and evaluation for the sector Provides links with existing information management