



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

Department of  
**Public Works, Roads and  
Infrastructure**

<b>Policy Name</b>	<b>Provincial EPWP Policy</b>
<b>The revision/ version of the Policy</b>	<b>01</b>
<b>Domain</b>	<b>Expanded Public Works Programme</b>

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## 1. ABBREVIATION AND ACRONYMS

CWP	-	Community Works Programme
CLO	-	Community Liaison Officer
DEA	-	Department of Environmental Affairs
DHET	-	Department of Higher Education and Training
DST	-	Department of Science and Technology
DSD	-	Department of Social Development
DORA	-	Division of Revenue Act
EIA	-	Employment Intensive Approach
EIC	-	Employment Intensive Construction
EPWP	-	Expanded Works Programme
FTEs	-	Full Time Equivalent Employment
HOD	-	Head of Department
IDP	-	Integrated Development Plans
KPI	-	Key Performance Information
KRA	-	Key Result Area
LDPWRI	-	Limpopo Department of Public Works, Roads and Infrastructure
LDARD	-	Department of Agriculture and Rural Development
LIC	-	Labour Intensive Construction
LITC	-	Labour Intensive Training Centre
MEC	-	Member of the Executive Council
MIG	-	Municipal Infrastructure Grant
NPO	-	Non-Profit Organisation
MOU	-	Memorandum of understanding
MTSF	-	Medium Term Strategic Framework
NDWI	-	National Department of Public Works & Infrastructure
NYS	-	National Youth Service
NPO	-	Non-Profit Organisation
NQF	-	National Qualifications Framework
NSF	-	National Skills Fund
PSC	-	Programme Steering Committee
PPPFA	-	Preferential Procurement Policy Framework
SABS	-	South African Bureau of Standards
SANRAL	-	South African National Roads Authority
SANS	-	South African National Standards
SCM	-	Supply Chain Management
SETA	-	Sector Education Training Authority
SOEs	-	State Owned Enterprises
TVET	-	Technical and Vocational Education and Training
WC	-	Working Committee
WO	-	Work Opportunities

## 2. INTRODUCTION

The Expanded Public Works Programme (EPWP) is a National Initiative that was formulated by the Government of South Africa to complement other Poverty Mitigation measures being rolled by the Government. It was inaugurated in the financial year 2004/5 and is expected to continue beyond the current 5-year third phase ending in March 2019. The EPWP's primary aim is to create productive work opportunities for the poor and the unskilled Historically Disadvantaged Individuals (HDIs) as the Government develops and rolls out public goods and services whilst addressing historical infrastructure and service backlogs. EPWP has four objectives which are, **tackling poverty, vulnerability and unemployment and provide social protection for poor** and unemployed South Africans; up skilling EPWP workers, as best as possible, to maximise their development – building a bridge to decent work; creating high quality and valuable assets that enrich the communities they serve and foster convergence – as a strategic enabler of South Africa's success, both economically and socially.

The EPWP operates in the Infrastructure, Environment & Culture, Social and Non -State Sectors ensuring that Government expenditure contributes to the creation of low level work Opportunities. The overall national coordinator of the Programme is the National Department of Public Works & Infrastructure (NDPWI) which also leads the Infrastructure Sector. The National Lead Departments for the other Sectors are the Department Environmental Affairs (DEA) for the Environment & Culture Sector and the Department of Social Development (DSD) for the Social Sector. The Non-Sate Sector has two flagship programmes , namely, the Community Work Programme (CWP) administered by Department of Cooperative Governance and the Non-Profit Organisations (NPOs) led by the National Department of Public Works.

The nation's overarching national policies including the National Development Plan (NDP) and the New Growth Path (NGP) recognise the vital importance of addressing these challenges. The NGP recognises that "despite improved growth, the economy remained one of the most inequitable in the world. In the mid-00s, some 40% of the national income went to the richest 10% of households. Deep inequalities were associated with extraordinarily high levels of joblessness. In the late '00s, less than half of all working-age South Africans had income-earning employment, compared to an international norm of almost two thirds."

In Limpopo Province, the Department of Public Works Roads and Infrastructure (LDPWRI) through its EPWP Chief Directorate is the overall Provincial coordinator of the Programme. The Environment & Culture Sector is led by the Limpopo Department of Agriculture and Rural Development (LDARD) whilst the Department of Social Development (LDSD) is at the pinnacle of the Social Sector. The NDPWI had in Phase 2 of the programme assisted most Municipalities to develop their own EPWP Policies tailor made to suit their peculiar circumstances.

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### **3. PURPOSE AND OBJECTIVES OF THE POLICY**

#### **3.1. THE PURPOSE OF THE POLICY**

- 3.1.1.** The process to be followed in the incorporation of the EPWP requirements in Provincial Coordination; Programme/Project Identification & Planning, Appraisal, Procurement, Implementation, Monitoring, Evaluation and Maintenance;
- 3.1.2.** Reporting requirements of the EPWP to be followed by Officials, Agencies, Contractors and Service Providers;
- 3.1.3.** The Process to be followed in imposing sanctions on Officials, Agencies, Contractors and Service Providers who ignore the EPWP requirements.
- 3.1.4.** Ensure EPWP forms part of performance agreements for responsible Senior Management and officials.

#### **3.2. THE OBJECTIVES OF THE POLICY**

This EPWP policy serves as an overarching document to ensure the streamlined, standardised, effective, efficient implementation of the EPWP by:

- 3.2.1.** Enabling efficient coordination mechanisms that minimise duplication;
- 3.2.2.** Ensuring accountability of key stakeholders through clearly defined roles of key governing bodies and positions and additional accountability measures;
- 3.2.3.** Strengthening the role of monitoring for all public bodies implementing the EPWP;
- 3.2.4.** Standardising requirements for all national and sub-national bodies involved in the implementation of the EPWP.

### **4. AUTHORITY OF POLICY**

This policy is authorized and issued by the Member of Executive Council (MEC) for Limpopo Department of Public Works, Roads & Infrastructure (LDPWRI).



## **5. LEGISLATIVE MANDATE**

This Policy shall be read within the context of the South African Law and therefore shall be in harmony with the following:

- 5.1.** The Constitution of the Republic of South Africa.
- 5.2.** Code of Good Practice for employment and conditions of work for Special Public Works Programmes (Basic Conditions of Employment Act 1997).
- 5.3.** EPWP Ministerial Determination.
- 5.4.** Division of Revenue Act (DORA) 2004.
- 5.5.** Skills Development Act of 1997.
- 5.6.** The Constitution of the Republic of South Africa of 1996 [Part A of Schedule 4]
- 5.7.** Government Immovable Asset Management Act [2007]:
- 5.8.** Medium Term Strategic Framework (MTSF) Priority 1: Public Works to create sustainable jobs and promote development of emerging contractors.
- 5.9.** Public Finance Management Amendment Act, No. 29 of 1999.
- 5.10.** Public Procurement Regulations.
- 5.11.** The Preferential Procurement Policy Framework Act (PPPFA) (Act No. 5 of 2000):
- 5.12.** Intergovernmental Relations Framework Act, 2005.
- 5.13.** Other documents and Guidelines which are complimentary to the above.
- 5.14.** Guidelines for the implementation of Labour Intensive Construction (LIC) Projects under EPWP.
- 5.15.** National Minimum Wage Act, 2018.
- 5.16.** The EPWP Recruitment Guidelines.

## **6. National EPWP policy**

The provincial EPWP policy shall be deemed to be aligned to the yet to be developed national EPWP policy. Once the National EPWP policy is approved, any provisions herein that are in conflict with the Provisions of the National Policy shall be nullified to be in line with the National Policy. Once the National Policy is approved and practicable, LDPWRI shall take the necessary steps to revise the provincial policy and ensure its alignment to the National EPWP Policy.

## **7. Severability**

Should any provision here deemed unconstitutional, illegal or otherwise unenforceable, in law this shall not be deemed to affect the legality of any other portions of this policy. In the event any section of this policy is in conflict with any of the above mentioned piece of legislation, the above legal provision shall take precedence.

## 8. SCOPE OF APPLICATION

This policy applies to all public bodies involved in the implementation of EPWP across sectors, departments as well as all spheres of government and Client Provincial Departments and their State Owned Enterprises (SOEs), appointed Agencies, Agents, Contractors and Service Providers.

## 9. DEFINITIONS

**Code of Good Practice for Expanded Public Works Programmes** the Minister of Labour issued a Ministerial Determination and Gazetted Code of Good Practice for Special Public Works Programmes that allows for special conditions to facilitate greater employment on Public Works Programmes. The latest version of this is contained in the Ministerial Determination, Gazette No 35310, issued on 4 May 2012

**Community Liaison Officer (CLO)** is a member of the targeted community. The CLO is selected either by ward committee or the District in conjunction with the Local Municipality subsequently contracted by the contractor to provide social facilitation services. The CLO will be the link between the community and the project.

**Community-based targeting** involves a project steering committee or similar structure that identifies potential workers in the targeted community based on four key criteria: (i) willingness to work at EPWP wage, (ii) being unemployed or underemployed, (iii) being poor and (iv) residing in the local community.

**Compliance** means adherence to policies, plans, procedures, laws, regulations, contracts, or other requirements. Condition(s) Stipulation or requirements that must be met.

**Control** means any action taken by management and other parties to manage risk and increase the likelihood that established objectives and goals will be achieved.

**Criteria** a set of decisive factors or elements often used to reach a decision.

**Demographic targeting** guidelines recommend all EPWP projects to target the recommended share for youth participation, women and for people with disabilities. As per the 2013 National Youth Employment Accord, the target for youth must be progressively raised to increase the proportion of youth recruits in EPWP. The proportion of non-youth participants would decrease through natural attrition, not retrenchment.

**Eligible Public Body** refers to any organisation defined by legislation as a government body; and for purposes of this document, refers to a province or municipality within these spheres of government that complies with the criteria of eligibility as set by the National Department of Public Works.

**EPWP Participant** an unskilled or semi-skilled person working temporarily or on a contract basis on an EPWP designed project.



**EPWP Projects** result from deliberate attempts by public sector bodies and Non-Governmental Organizations to use expenditure on goods and services to create work opportunities within the four sectors (Infrastructure, Social, Environment & Culture and Non-State) of the EPWP for the unemployed on a temporary basis under the Code of Good Practice for EPWP. Training will be applied where it is a pre-requisite to perform the task. *(Training shall form an integral part of all EPWP projects as per Ministerial Determination)*

**EPWP Target group** unemployed, local, low skilled South Africans willing to work on EPWP projects for a wage rate above the EPWP minimum wage rate.

**Financial year** means the financial year commencing on 1 April and ending on 31 March or 1 July to 30 June for municipalities.

**Framework** a framework means the conditions and other information in respect of a conditional allocation published by the National Treasury in terms of the 2016 Division of Revenue Act.

**Geographical targeting** aims, as much as possible, to ensure that all EPWP projects and programmes are located in poor communities and recruit workers residing in those communities.

**Independence** is the freedom from conditions that threaten objectivity or the appearance of objectivity. Such threats to objectivity must be managed at the individual auditor, engagement, functional, and organisational levels.

**Intergovernmental Implementation Protocol** refers to the Protocols signed between the Minister responsible for the National Department of Public Works and the Premier of each Province (for provincial government) and the relevant Mayor (for local government) as a sign of commitment to implement the EPWP programme, its objectives and goals in the manner prescribed by relevant legislation/ agreements.

**Key Performance Indicator (KPI)** a qualitative or quantitative measure of a service or activity used to compare actual performance against set standard or other target. In the context of EPWP, the key performance indicators relate to worker demographics, project budget, training days, wages, social impact studies, etc.

**Labour-intensity** refers to the expenditure on wages expressed as a percentage of the total expenditure on activities implemented labour-intensively.

**Labour-intensive** refers to methods of construction and maintenance involving a mix of labour and machines without compromising on quality, where labour is the primary resource supported by plant and equipment for activities that cannot be feasibly done by labour only.

**Monitoring** is a process that involves measuring and tracking progress according to the planned situation including; inputs, resources, completion of activities, costs, timeframes, etc.

**Performance** is the achievement, accomplishment and success towards realising an objective/goal.

**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.

**Person-Days of Training** is 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-day.

**Project** a specific component of a programme usually funded by a defined budget and a single donor. A planned undertaking designed to achieve specific objectives within a given budget and within a specific period. A project usually includes a detailed plan of actions to be undertaken.

**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 Rate** minimum Daily Wage Rate (whether task-rated or time rated) paid per beneficiary and as determined by the Project Steering Committee. The minimum daily rate cannot be less than the minimum wage rate as specified in the Ministerial Determination for EPWP. The minimum wage rate is adjusted annually in November, in line with inflation.

**Public body** is any organisation that is defined by legislation as a government body; and for purposes of this document, refers to a national or provincial department or municipality within these spheres of government.

**Receiving public body** means a provincial department or municipality that receives the EPWP Integrated Grant via an appropriation for the purposes of implementing its EPWP project list.

**Reporting** is a process that best communicates the required information collected during monitoring and/or evaluation for optimum use by different stakeholders.

**Reporting requirements** refer to the information required by EPWP to assess progress.

**Risk management** is the process to identify, assess, manage and control potential events or situations to provide reasonable assurance regarding the achievement of the organisation's objectives.

**Risk** is the possibility of an event occurring that will have an impact on the achievement of objectives. The risk is measured in terms of impact and likelihood.

**Self-targeting** occurs through the EPWP minimum wage includes anyone willing to work for the set minimum daily wage paid by EPWP projects, with the additional proviso that EPWP projects pay similar wages within any specific locality.

**Task-rated worker** means worker in which a worker is paid a fix rate for performing a task.

**The Expanded Public Works Programme (EPWP)** is a nation-wide Government Programme aiming at drawing significant numbers of *the* unemployed into productive work, so that they increase their capacity to earn an income in the future.

**Time-rated worker** means worker in which a worker is paid on the basis of the length of the time worked.

**Work opportunity** paid work created for an individual on an EPWP project for any period. The same person can be employed on different projects and each period of employment will be counted as a work opportunity.

**Work Opportunity** paid work created for an individual on any EPWP project for any period of time.

## **10. POLICY PRONOUNCEMENT**

### **PARTICIPATION OF ALL LDPWRI OFFICIALS AND OTHER PUBLIC BODY OFFICIALS IN THE EPWP.**

LDPWRI shall take steps to ensure that all of its officials including Senior and Middle Management participate effectively in the EPWP. And as far as is possible ensure that all new employment contracts shall include EPWP as a Key Result Area (KRA). Steps shall be undertaken to amend existing employment contracts to ensure that EPWP is included as a Key Result Area (KRA). The LDPWRI shall also ensure, as far as is technically feasible, that all Officials involved in EPWP implementation receive appropriate training.

### **10.2 CLIENT DEPARTMENTS AND OTHER IMPLEMENTING BODIES**

Client Department and other Public Bodies who appoint LDPWRI as their Programme/Project Management Agent shall be required to commit in writing to comply with this policy inclusive of all EPWP requirements in general. As a necessity they shall stream line their systems as necessary to ensure that they are EPWP compliant. The LDPWRI and Client Public Bodies shall jointly commit to support Historically Disadvantaged individuals, small micro and emerging enterprises, women and youth enterprises, people with disabilities, community organisations and cooperatives and ensure that they render the necessary support for their development.

### **10.3 INSTITUTIONAL ARRANGEMENTS/COORDINATION**

#### **10.3.1 Overall EPWP coordination**

The National Department of Public Works & Infrastructure (NDPWI) has the mandate to ensure overall coordination of EPWP.

The Minister of Public Works is the overall champion for EPWP and provides policy leadership and direction on the design, framework and implementation of the EPWP.

#### **10.3.2 National level**

The NDPWI carries out its overall coordinating role and reports on progress through the Economic and Social Clusters of government.

### **10.3.3 Provincial level**

Coordination committees at this level should include political principals and senior officials to enhance governance, coordination, and implementation of EPWP across the province.

### **10.3.4 The Premier**

At the province level, the Premier provides leadership and direction on the implementation of the EPWP and ensures that the province meets its targets. His/her responsibilities include:

- 10.3.4.1 Ensuring EPWP is integrated into provincial growth and development plans;
- 10.3.4.2 Reporting on targets and convening the Provincial Inter-Governmental Forum with mayors;
- 10.3.4.3 Appointing a Member of Executive Committee (MECs) to coordinate and lead the EPWP in the province.

### **10.3.5 Provincial LDPWRI**

Executive Authority of Department of Public Works, Roads and Infrastructure: Limpopo as mandated to by Limpopo Executive Council (EXCO), undertake the following tasks at the provincial level:

- 10.3.5.1 Coordinate EPWP activities across sectors
- 10.3.5.2 Promote EPWP in all provincial spheres
- 10.3.5.3 Ensure that EPWP aligns with key economic policies and programmes,
- 10.3.5.4 Ensure effective coordination and participating of public bodies,
- 10.3.5.5 Monitor performance – assessing progress against targets, corrective measures and receiving recommendations from the PEP-IMC
- 10.3.5.6 Raise the issues identified and discussed to the NDPWI through the Min MEC structure.
- 10.3.5.7 Develop and monitor and review provincial EPWP policies, Regulations, and Guidelines
- 10.3.5.8 Develop and update all EPWP plans
- 10.3.5.9 Establish, Chair and provide secretariat to the programme Steering Committee (PSC).
- 10.3.5.10 Establish, chair, and provide secretariat to the Infrastructure Sector Committee.
- 10.3.5.11 Assist lead Departments to establish and ensure they chair and provide secretariat services to all other sector committees.
- 10.3.5.12 Enforce compliance with all conditional Grants (MIG, PRMG), Regional Infrastructure Grant. Integrated Incentive Grant etc.), and provisions of DORA
- 10.3.5.13 Ensure Municipal protocols, Departmental and SOE ledges/Commitments are signed and targets are revised and updated annually taking into cognisance the cumulative backlog if any.

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- 10.3.5.14 Provide LITC Technical support to provincial Departments and Municipalities
- 10.3.5.15 Support Public Bodies with inadequate capacity in Data capturing and reporting
- 10.3.5.16 Organise regular appropriate and relevant EPWP Training for Government officials, and staff of SOEs, appointed Agencies, Agents, Contractors and Service providers

### **10.3.6 Lead Departments**

- 10.3.6.1 Coordinate EPWP activities within sectors
- 10.3.6.2 Ensure implementation of EPWP projects within sectors
- 10.3.6.3 Liaise with the EPWP provincial coordinator, report progress and challenges
- 10.3.6.4 Inform municipalities on planned projects
- 10.3.6.5 Ensure wage rates comply with EPWP requirements,
- 10.3.6.6 Facilitate convergence amongst spheres of government,
- 10.3.6.7 Monitor implementation of the recruitment guidelines and
- 10.3.6.8 Ensure an inclusive recruitment process in collaboration with ward committees.

### **10.3.7 District/local level**

From the provincial offices, plans and targets for EPWP are sent to municipalities for implementation. All municipalities must endeavour to integrate EPWP into their respective Integrated Development Plans.

### **10.3.8 Executive Mayor**

The Executive Mayor will provide political leadership and direction in the implementation of the EPWP within the District. The roles and responsibilities of the Executive Mayor include:

- 10.3.8.1 Providing leadership and direction on the EPWP implementation within the municipality.
- 10.3.8.2 Ensuring that the municipality meets its target
- 10.3.8.3 Appointing a member of the mayoral committee to coordinate and lead the EPWP within the municipality
- 10.3.8.4 Appointing members of the mayoral committee to be responsible for promoting the EPWP in the infrastructure, social and environmental sectors.
- 10.3.8.5 Ensuring the effective coordination and monitors the implementation of the EPWP within the municipality.
- 10.3.8.6 Ensuring that the EPWP is incorporated in the infrastructure plan and/or integrated development plan of the municipality.
- 10.3.8.7 Ensuring that the municipal departments incorporate EPWP targets into their programme plans.
- 10.3.8.8 Ensuring that the municipal EPWP targets are incorporated in the performance agreements.

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- 10.3.8.9 Reporting on the implementation and progress of EPWP in the mayoral addresses.
- 10.3.8.10 Reporting on the implementation of the EPWP within the jurisdiction of the municipality to the provincial steering committee.
- 10.3.8.11 Assisting and mobilises departments within the municipality to meet their specified targets.
- 10.3.8.12 Ensuring that the municipality's EPWP targets are incorporated in the performance agreements and scorecards of senior officials responsible for implementing the EPWP within the municipalities.
- 10.3.8.13 Reporting on the implementation of the EPWP within the jurisdiction of the municipality to the provincial steering committee
- 10.3.8.14 Ensuring that EPWP is a standing agenda item at meetings of the municipal executive committee (council); and
- 10.3.8.15 Ensuring that the municipality complies with the requirements for disbursing the EPWP incentive grant; in particularly ensuring that municipalities cannot draw down any portion of the EPWP incentive grant from the provincial revenue fund, except it in accordance with the terms of a disbursement letter provided by the DPWI.

### **10.3.9 Sector Coordinators**

Sector coordinators are appointed by each sector and liaise with sector lead departments provincially and nationally. They are members of the EPWP Steering Committee at the Municipal level with responsibilities including:

- 10.3.9.1 Programme/project design and implementation,
- 10.3.9.2 Monitoring and evaluation of KPIs,
- 10.3.9.3 Ensuring appointed contractors adhere to EPWP conditions, and
- 10.3.9.4 Disseminating sector specific information

### **10.3.10 The Municipal Manager**

The municipal manager of the district municipality or his/her delegate shall be responsible for the coordination of EPWP at the District Municipal level and will convene the District Municipal Forum of EPWP. Here, officials from the municipalities within the district, representatives from sector departments, officials from lead coordinating departments in the province and EPWP programme managers convene.

### **10.3.11 Coordination Structures**

Coordination structures at the district/local level should address implementation, coordination and monitoring at the local level to ensure success implementation of EPWP.

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## **10.4 LDPWRI Unit Roles and Responsibilities**

All Units of LDPWR shall ensure the operationalisation of this Policy. All Units shall cooperate in this regard and ensure they fulfil their responsibilities including those listed below:

### **10.4.1 Property and Facility Management**

- 10.4.1.1 EPWP Building Maintenance Management
- 10.4.1.2 HDI Emerging Entrepreneurial Development
- 10.4.1.3 NYS workplace training

### **10.4.2 Construction Management**

- 10.4.2.1 EPWP Reporting
- 10.4.2.2 EPWP Project Management
- 10.4.2.3 Enforcement of EPWP Requirements
- 10.4.2.4 EPWP Implementation
- 10.4.2.5 EPWP Emerging Contractor Development
- 10.4.2.6 NYS workplace training

### **10.4.3 Planning and Design**

- 10.4.3.1 LIC Design Management
- 10.4.3.2 EPWP Tender Documentation

### **10.4.4 EPWP**

- 10.4.4.1 EPWP Policy Development and Review
- 10.4.4.2 EPWP Planning
- 10.4.4.3 EPWP Provincial Coordination
- 10.4.4.4 EPWP Enforcement
- 10.4.4.5 EPWP Project Identification
- 10.4.4.6 EPWP Implementation

### **10.4.5 Roads Infrastructure**

- 10.4.5.1 LIC Design Management
- 10.4.5.2 EPWP Maintenance Management
- 10.4.5.3 EPWP Tender Documentation
- 10.4.5.4 EPWP Implementation
- 10.4.5.5 EPWP Emerging Contractor Development
- 10.4.5.6 NYS workplace training

## **10.4.6 Corporate Service**

- 10.4.6.1 EPWP Training Support
- 10.4.6.2 Policy Compliance Monitoring

## **10.4.7 Financial Management**

- 10.4.7.1 EPWP Procurement Management
- 10.4.7.2 EPWP Enforcement
- 10.4.7.3 Supplier, Contractor, Service Provider Management
- 10.4.7.4 HDI Emerging Entrepreneurial Development

## **10.4.8 Strategic Management**

- 10.4.8.1 EPWP Mainstreaming
- 10.4.8.2 EPWP alignment to the departmental Policy framework.
- 10.4.8.3 EPWP Monitoring and evaluation

## **10.5 EPWP Planning**

All LDPWRI Programmes, the Client Departments, the Municipalities and any other parties contracted to participate in this process, shall ensure that EPWP requirements including Work Opportunities (WOs), Full Time Equivalents (FTEs), National Youth Targets; Contractor, Entrepreneurial and Cooperatives Development targets are incorporated into all their and other relevant Stakeholders' Plans including the following:

- 10.5.1 Strategic Plans.
- 10.5.2 EPWP Annual, 5-year and other Plans.
- 10.5.3 Integrated Development Plans (IDPs).
- 10.5.4 Medium Term Strategic Framework Plans.
- 10.5.5 Annual Performance Plans.
- 10.5.6 Immovable asset management plans.
- 10.5.7 Custodian immovable asset management plan.
- 10.5.8 User immovable asset management plan.

## **10.6 Supply Chain Management System**

All implementing public bodies shall ensure that their Supply Chain Management (SCM) system complies with all the requirements of the EPWP. In compliance with all Procurement Regulations and legislation the implementing public bodies shall:

- 10.6.1 Align SCM processes in order to provide fair opportunities for Historically Disadvantaged owned Small, Micro and Medium emerging enterprises; Women and Youth Enterprises, Community Organisations and Enterprise, and Cooperatives and people with disability.





- 10.6.2 Ensure that the Tender/Bid Evaluation criteria are EPWP compliant.
- 10.6.3 Establish a system to monitor the EPWP compliance of all Service Providers, Suppliers, Contractors and Sub Contractors. Those Service Providers, Suppliers, Contractors and Sub Contractors who fail to comply on three EPWP projects shall be sanctioned and barred from participating in the EPWP for a determined rehabilitation period not exceeding five (5) years.

### **10.7 Appointment of Service Providers and Design Provisions**

As far as is technically and economically feasible all Service Providers and their Sub-Consultants engaged in EPWP Project Design, Project Management and Supervision; provision of Mentorship, Training and allied services shall satisfy the following criteria:

- 10.7.1 Contracts between implementing public bodies and the Service Provider shall include all the relevant Provisions of the EPWP as stipulated in EPWP Guidelines and other relevant documents.
- 10.7.2 Public bodies in their employ, for the entire duration of the assignment, Project Staff must have the relevant LIC Accredited Qualifications or other Qualifications acceptable to the LDPWRI.
- 10.7.3 Substitution of Project Staff shall be subject to the written approval of the Client.
- 10.7.4 Confirmation of the appointment will be subject the Service Provider submitting a written Commitment and Undertaking in the approved format affirming that they shall comply with all the requirements of the EPWP and as stipulated in the Contract.
- 10.7.5 All the Designs, Drawings, Tenders and all other Documents produced by the Service Provider shall comply with EPWP requirements, regulations, guidelines and all other lawful instructions given by the LDPWRI. As far as is economically and technically feasible Asset design shall be labour friendly with regards to construction and maintenance.
- 10.7.6 Public bodies shall reserve the right to withhold Payments to the Service Provider if any work done does not conform to the requirements of the EPWP and only release the monies when the Service Provider has fully complied with the all the necessary Requirements.

### **10.8 Appointment of Contractors and Sub Contractors**

As far as is technically and economically feasible all Contractors and Sub-Contractors at all levels engaged in EPWP Projects shall satisfy the following criteria:

- 10.8.1 Contracts between public bodies, the Contractors and their Sub-Contractors, shall include all the relevant Provisions of the EPWP.
- 10.8.2 Removal from the project of the aforementioned suitably qualified staff without the written consent of the LDPWRI or its Assignees, may result in termination of the contract, or in the case that it may not be in the best interest of the Government to terminate the contract, a monthly penalty per staff member withdrawn without consent stipulated in the Contract shall be duly deducted from the Contractor's

claims for the period of removal of such personnel, prorated as necessary based on 22 day working month.

10.8.3 In the case where the contractor provides full or part turnkey services, all the Designs, Drawings, Tenders and all other Documents produced by the Contractor, their Sub-Contractors or Assignees shall comply with EPWP requirements, regulations, guidelines and all other lawful instructions given by the LDPWRI;

10.8.4 Public bodies shall reserve the right to withhold Payments to the Contractor if any work undertaken by the Contractor and/or their Sub-Contractors does not conform to the requirements of the EPWP and only release the monies when the Contractor and/or their Sub-Contractors has fully complied with the all the necessary requirements. All work opportunities created by the Contractor and/or their Sub-Contractors should be fully reported.

10.8.5 In line with EPWP Guidelines, any work indicated for construction by labour in any contract, shall not be paid for if the Contractor, without written authority, opts to use conventional equipment in its execution.

## **10.9 Implementation and Project Management**

Following document review and consultations in the first phase, compliance in EPWP emerged as a severe challenge.

All Parties involved in Construction of EPWP projects shall conform to the Programme's provisions and regulations. Implementing public bodies, its Agents or Assignees shall be contractually obliged to enforce the requirements of the EPWP and Contractors and their Sub Contractors shall be obliged to comply. Implementing public bodies shall enforce the EPWP requirements on all parties as necessary. Over and above the contractual obligations the Parties shall ensure the following for each EPWP Project or Programme:

10.9.1 An effective Social facilitation process is put in place, timely ahead of construction commencement. The process shall be inclusive and shall involve all members of the community including affected Workers and Employers Organisations; Traditional Leaders, Councillors, recognised Community Leaders, Organisations representing the interests of Women, Youth, People with Disabilities, FBOs/NPOs, and Small and Medium Emerging Enterprises.

10.9.2 A fair project minimum wage is established.

10.9.3 A fair recruitment process is employed in the identification of all unskilled and semi-skilled project workers.

10.9.4 A Community Liaison Officer acceptable to the affected stakeholders is duly appointed

10.9.5 A Project Steering Committee (PSC) is established and properly constituted for the duration of the project or programme.

10.9.6 Ensure compliance with all Department of Labour, Construction and other Regulations including Occupational Health and Safety regulations.

10.9.7 Appropriate Training of EPWP Workers.

10.9.8 Ensure Service Providers and Contractors report all the required information including work opportunities.

### **10.10 Maintenance of Immovable Assets**

Implementing public bodies shall ensure that all maintenance programmes are EPWP compliant and are so designed to optimise on job creation throughout the Life Cycle of the Immovable Assets. As far as is possible routine maintenance shall be ring-fenced for Historically Disadvantaged-owned Small, Micro and Medium emerging enterprises, Women and Youth Enterprises, people with disabilities, Community Organisations and Enterprise, and Cooperatives in line with prevailing procurement regulations and legislation.

### **10.11 Labour Intensive Training Centre**

The LDPWRI shall establish a Provincial Labour Intensive Training Centre (LITC) in association with a suitable Higher Learning Institution. The LITC shall be affiliated to the National LITC and shall offer courses based on the curriculum approved by the LDPWRI and QCTO. The LITC shall offer training to Government Officials, Private Sector and International Participants. The Provincial LITC shall also be responsible for carrying out LIC research and development.

## **11 MONITORING AND EVALUATION**

The EPWP Monitoring and Evaluation framework should monitor and evaluate the holistic progress of the programme, against all four pillars and operational elements.

The Accounting officer of Department of Public Works retains the overall responsibility for the Monitoring and Evaluation of EPWP. The AO shall ensure the establishment of a monitoring and Evaluation system that tracks effectiveness of and compliance to the policy and programme. These function maybe delegated to Strategic Management Chief Directorate, or Legal Adviser or any competent official.

The function of monitoring should also be undertaken by public bodies at each sphere of governance to enable implementing bodies to track the progress of the programme, execute timeous corrections and improve programme performance. All spheres of government and sectors involved in the EPWP should be accountable for monitoring and reporting across all their outputs.

A streamlined monitoring framework should seek to minimise duplication of efforts in monitoring and evaluating EPWP.

## **11.1 Monitoring**

- 11.1.1 EPWP should be monitored comprehensively – including all objectives, the four pillars of the programme, operational elements, and compliance with EPWP guidelines and determinations.
- 11.1.2 EPWP-specific Key Performance Indicators should be standardised across all spheres of government and should also include outcome and impact orientated indicators.
- 11.1.3 All public bodies implementing EPWP shall be responsible for monitoring and will be held accountable in the event of non-compliance.

## **11.2 Evaluation**

Holistic evaluation is a critical component in measuring EPWP's progress and developmental impact. The findings from evaluations inform stakeholders on challenges and best practices, the design of future programmes, policy decisions and measure the impact of the programme.

The evaluation framework for EPWP includes, but is not limited to, the following:

- 11.2.1 Process evaluations – whereby the implementation of EPWP in accordance with prescribed guidelines, requirements and conditions at different stages of the project cycle as well as the overall efficacy of the implementation will be measured.
- 11.2.2 Surveys (including baseline, cross-sectional and longitudinal) – whereby the profile of participants, their households, the impact of income transfers, the impact of assets created and services rendered, relevance and quality of training, and overall benefit of the project to the community will be measured.
- 11.2.3 Case studies and completion reports - whereby all measurement areas including the quality of assets produced and services delivered and the implementation process are reviewed. This framework should aim to progressively include – in the best way possible - the employment prospects of participants after exiting EPWP, against the sustainable livelihoods objective of EPWP.
- 11.2.4 Poverty impact analysis – whereby the impact of the income received, participation in work and assets and services transferred to poor households will be measured against poverty and vulnerability.
- 11.2.5 Learning-by-doing approaches and evidence-informed phase development.
- 11.2.6 EPWP employs learning-by-doing approaches to enable evidence-informed phase developments. The structure of EPWP – five-year phases culminate with a review and evaluation of the progress of the programme against its targets, formal and informal evaluation of the barriers and enablers to inform improvements in the next phase.



### **11.3 Complex evaluations**

EPWP has developed a rich evaluation framework that has enabled it to learn lessons iteratively from phase to phase and inform a sequential process of programme reform. As a complex programme, with multiple outcomes and objectives, EPWP's ambition in linking complex objectives offers a fertile ground for developing and advancing better methodologies for complex evaluation.

### **11.4 Key Performance Indicators**

EPWP's monitoring and evaluation framework includes a range of Key Performance Indicators (KPIs) against which the programme's implementation, impact, effectiveness, efficiencies and outputs can be evaluated. Additionally, each sector is encouraged to develop and indicators to their specific sub-programmes.

In order to strengthen the institutional arrangements, compliance and implementation of EPWP, key EPWP performance indicators will be integrated into the performance agreements of all involved personnel from the Minister at the national level down to the municipal manager involved in the coordination and implementation of EPWP. These performance indicators will be aligned across the various levels of government and serve to ensure effective implementation of EPWP targets. At the municipal level and for implementation in specific, this will include Accounting Officers, cascading down to Municipal Managers.

## **12 DEFAULT**

Any implementing public body/contractor/person contravene or none compliance with this policy document will result into misconduct that warrants termination or withdrawal from contract.

## **13 INCEPTION DATE**

The inception date of this policy will be after the approval by the Executive Authority.

## **14 TERMINATION AND REVIEW CONDITION OF THE POLICY**

The policy shall initially be reviewed when the EPWP National Policy is in place and thereafter at the end of the MTSF Period and at an interval of three (3) years or any changes in legal/legislation mandate.

*JAD*

## 15 ENQUIRIES

All enquiries related to this policy should be forwarded to the Directorate: EPWP.

Approved by

A handwritten signature in black ink, appearing to read 'N.D. Masebola', written over a horizontal line.

MR. MASEMOLA N.D

MEMBER OF EXECUTIVE COUNCIL: DPWRI

31/08/2020  
DATE