



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS

EXPANDED PUBLIC WORKS PROGRAMME PROJECT

Limpopo Department of Public Works

Beautification, Education, Food Security and Poverty Alleviation programme.

EPWP PROJECT PLAN

Project/Document Number:1/10/2007

Limpopo Beautification, Education, Food Security and Poverty Alleviation programme.

EPWP project

OCTOBER 2007



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1. Project Executive Summary

Project Title	Upscaling EPWP in the Environment and Culture Sector					
	LDPW Cleaning and Greening EPWP Programme					
Programme	Cleaning, Greening ,Skills Development & Knowledge Transfer					
Sector	Expanded Public Works Programme					
Sub-sector	Environment & Culture					
Name of SPO/ Implementing Agent	Limpopo Department of Public Works-Programme Environment Sector Coordination					
Type of Organisation	Govt	CBO/ NGO	Trust	CC	PTY	Other
Existing Mgmt Structures	BOD		<u>Management Committee</u>	Advisory		Other
Key Training Needs Identified	1. Skills in environmental management and maintenance 2. waste management 3. entrepreneurial and life skills					
Accreditation	Service Provider			Training Materials		
	Yes			Yes		
Overall Project Objective	The objective of the programme is to introduce the environment and culture programme of Beautification, Education, Food Security and Poverty Alleviation with the Limpopo EPWP implementation Framework, thus benefiting targeted poor people.					



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Intended Beneficiaries	Direct: 500 unemployed young people Indirect: Limpopo District Municipalities will have Clean and Green Environment					
	Urban: Peri Urban: 5 Districts Rural: Villages and settlements Other: Areas of low cost housing					
	Male: 20% Female: 80%					
	People with Disability: 2%					
Geographical Coverage & Project Site	Five districts in Limpopo Province					
Duration	3 month					
Project Start Date	1 5 November 2007 to 15 March 2008					
Project Financing	Total Project Budget = R2,755, 987 UYF Contribution = None Other Cumulative SPO Amount (If funded previously by UYF)					
Budget Line Item	Admin	Materials	Project Activities	Salaries/ Stipend	Training/Capacity Building	Marketing/ Advertising
Budgeted Amount			R1,105, 987(materials and protective clothing)	R 1,650,000	DoL or Dept of Environmental Affairs. ILO advisors.	District Municipality to popularise together with LDPW



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2. Executive summary

Are the planned outcomes of the project consistent with the organisation's mission, goals, objectives and experience? Explain how?	Yes, the objectives and the outcome are the same as the LDPW'S EPWP mission, goal and objectives. Youth development, skills development, gaining work experience, community service and job placements all form part of the overall objectives of the EPWP programme run by the department
Does the organisation have a management structure that includes board, staff leadership and involves young people in decision making? Explain how?	<p>Each programme has institutional and management structures that involve all local stakeholders and the young people. Team leaders will be appointed from among the youth along the lines of the project management and leadership development practices.</p> <p>In addition the LDPW has its own management structure which will be directly responsible for the programme management</p>
Does the project provide support and learning programs that are comprehensive and enable young people to access economic opportunities? Explain how?	Accredited SETA or approved DoL registered skills training service providers will be used and learners will complete non credit bearing qualification. Once they have successfully completed the programme they will receive certificates that they have completed the unit standards and have work experience. This will facilitate them securing employment in the environment sector or pursue a learnership in the area of environment and culture.
Does the project give opportunity to young people to play a leadership role and open new opportunities that assist with life choices? Explain how?	As indicated above team leaders will be appointed learners to be working on each District/project. Team leaders will receive additional leadership training. All young people will complete the non accredited youth development programme which has life skills and entrepreneurial skills incorporated.



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Does the organisation have the systems to collect, analyse and disseminate information about participants? Is the information sufficient to assess the impact of services? Explain how?	The programme has been developed in a way that enables close working partnership between the LDPW, Skills Development Facilitator, Works Inspectors and Project Managers supervising the projects in Municipalities. The Management structures of the department are in the EPWP programmes. This ensures a greater chance of success for the youth component of the programme. Project officers within the Horticulture sections of maintenance and the NQF level 3 interns and Learners will facilitate supervision as part of the training on this programme.
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3. Introduction

Limpopo Province has the 4th largest population in South Africa at 5.6 million (12%). Women make up to 55% of the adult population while the youth constitute about 35% of the population. The bulk of the economically active population is unskilled or semi-skilled and the overall level of poverty in the Province is relatively high currently estimated at 60%. The unemployment rate is estimated to be 49% and is the second highest in the country. Women, youth and people with disabilities are the most affected and make up the larger portion of the poor in the Province. In addition, due to mainly historical imbalances, basic infrastructural services are in a deplorable state coupled with massive backlogs in construction and maintenance of public infrastructure. This poses significant socio-economic challenges to the province.

The National and Provincial governments initiated several development projects in the Province aimed at mitigating the above challenges since the establishment of the democratic dispensation in 1994. One of the most significant ones is the Expanded Public Works Programme (EPWP). The EPWP is a Government's strategic initiative aimed at addressing unemployment and improving the livelihoods of the poor; mainly women, youth and people with disability. The programme covers all spheres of government and state-owned enterprises.

In line with the above overall National Government policy and with due consideration of the socio-economic situations of the Province, the Limpopo Cabinet in January 2005, outlined and approved the Provincial EPWP strategy. It also mandated the Limpopo Department of Public Works (LDPW) to coordinate the implementation of the programme in the Province.

The LDPW through its EPWP Directorate is coordinating programme activities in four sectors namely, Economic, Environment, Infrastructure and Social. It is also offering assistance and guidance to the implementing agencies (the departments, municipalities and other public bodies), in terms of the identification, planning and implementation of projects according to the EPWP principles and procedures.



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In addition the LDPW is implementing EPWP projects of its own through the Sakhasonke Contractor Development Programme as well as youth internship programme. The LDPW is also in the process of realigning all of its building construction and maintenance projects to EPWP principles. These are expected to create significant number of job opportunities for the unemployed in all parts of the Province. The main targets of the programme are women, the youth and people with disability.

Similarly the LDPW intends to expand its youth internship programme by recruiting more youth and attach them to its ongoing projects related to building construction and maintenance. It is further intended to link the internship programme to and implement it along the lines of the National Youth Service (NYS) programme of the Umsombomvu Youth Fund (UYF).T

This programme of upscaling in the Economic and Environment Sector is an initiative of the Public Works Inter Governmental Forum through beautification, education, food security and poverty alleviation in low cost housing and not limited. The department intends to reorient ate some of its budget to meet objectives of kick-starting this programme. The above does not arise out of an audit query, it is part of the department's mandate through the supply chain management policy to meet objectives of the EPWP.

4. Up Scaling of EPWP

The government of South Africa through the Umsombomvu Youth Fund (UYF) intends to massify the National Youth Service by involving government departments and other public bodies. The National Department of Public works (NDPW) was approached and requested to realign its activities, particularly EPWP, to NYS objectives and boost skills development and employment opportunities for the youth particularly in the built environment

.Further, the National Department of Public Works is driving the Beautification, Education, Food Security and Poverty Alleviation. Activities of this programme will involve outreach greening and education and a healthy environment.

The model is to integrate the programme into the EPWP projects of the DPW. In other words, when applying the EPWP criteria, an additional layer of skills development and



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community service criteria will be applied. The youth is the main target beneficiaries of the EPWP and the programme has already created significant opportunities for them. As such the EPWP projects lend themselves extremely well to the NYS as the EPWP guidelines and the NYS guidelines have many overlaps in their objectives, except where the specific youth aspects need to be applied. Implementing agencies are expected to apply these additional criteria and guidelines in the formulation of their EPWP projects to be implemented in 2007 and beyond.

The DPW intends to roll the programmes through its national and provincial offices nation wide. As part of the social responsibility programme and in response to the national call for the massification of the EPWP, the LDPW is planning to attach 500 young women and men in the youth category to the various municipalities for programme implementation for duration 3 months on the **Beautification, Education, Food Security and Poverty Alleviation programme.**

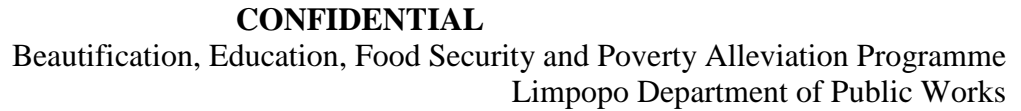
5. Current Situation

The LDPW is currently undertaking an internship programme involving 256 learners with the aim of empowering youth through skills development. The interns were selected from five operational districts and are undergoing various skills training in the following areas: plumbing, horticulture, landscaping, bricklaying, masonry, electrical, air-conditioning & refrigeration and painting.

The skills training is carried out in phases where by the interns were taken through an initial theoretical and practical training coupled with industrial attachment over a one to three year period. The LDPW pays for the training and stipend during the training.

The selection of interns was done in such a way that the overall logistical requirements (such transport and accommodation) are minimised

At the end of the internship programme, the learners are expected to acquire marketable skills in their chosen trade. The department has recently enrolled young people onto the NYS and will continue to engage young people from poor communities on the EPWP.



As indicated above the LDPW intends to roll out the up scaling project in **Beautification, education, food security and poverty alleviation** by initially involving a total 500 young people between November and March 2008. To achieve this target the LDPW will recruit, through the districts 100 young people per the programme will run for duration of 3 months within which the young people are given adequate training and practical experience which will help them to compete and be gainfully employed in the labour market in the environment sector. The young people will be given basic non accredited training or non credit bearing training before commencement of the community service and the greening and cleaning of their environment.

- Recruitment and induction ➤ One week(November)
- Theoretical technical training ➤ 2 weeks(November)
- Job placement/ attachment to projects ➤ 2 months, 1 weeks (December 15 2007 –March 15 2008)
- Life skills training ➤ 2 weeks (End of March 2008)

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fit to redirect the funds to a worthy community service in the form of an EPWP programme relevant project.

The key activities will be the following types of activities:

- Land scaping and greening
- Tree planting
- Education of beneficiaries on environmental issues
- Fruit and vegetable gardens development
- Horticulture
- Greening the environment around parks
- Pavement Cleaning
- Graveyard Maintenance.

7. Objective

The objective of the programme is to involve young people in the maintenance of community and state assets while at the same time training the youth to become lay - environmentalists in their communities. Through the involvement in the programme the youth will ultimately gain marketable skills which they can use in career development and to earn a living.

8. Beneficiary Details

Target beneficiaries of the programme include:

- Young people from poor/indigent families in which this will be verified with SASA or the Department of Social Development
- Unemployed young people between the ages of 18-34 who have an interest in a career in the **environment and culture** sector.
- Youth with minimum educational qualifications, grade 10 passed.
- Youth with N stream courses are encouraged to participate



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- Matriculants will participate in the mainstream NYS
- No experience is needed to join the programme but the candidates with proof of participation in previous voluntary community services will have added advantage
- A ratio of 80% women to 20% men, 2% disabled. Note that as the projects are to be implemented in a number of different areas, the demographics will vary, some will be rural, some urban and some Peri urban.

9. Implementation plan for EPWP

As mentioned above the LDPW **Environment and Culture, Beautification, Education, Food Security and Poverty Alleviation Programme** will be carried out in stages with the details being outlined below:

9.1 Recruitment and Induction

Young Learners will preferably be recruited from within the community in which the programme is being implemented. Under only exceptional conditions will this requirement be removed and only after consultation with all stakeholders.

The primary method of selecting young people will be to search existing data bases within the local areas, those of the Youth Commission, the CETA and the Department of Labour as these data bases contain applications for workers that are not employed., advertisements in the local community will be strategically placed in clinics, youth centres, community halls, labour centre etc and championed by local LDPW offices and the Municipality.

The overall coordination of the recruitment process will be carried out by the LDPW (district Horticulture project managers) in partnership with the skills development managers, and the District Municipality. Recruitment will be based on the criteria outlined under the target beneficiaries and due consideration will be given to the demography of the target areas.

The recruitment target is 500 and 100 per 5 districts as follows:



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Centre	Needed	On program in Department	Total
Capricorn	100	-	100
Mopani	100	-	100
Vhembe	100	-	100
Sekhukhune	100	-	100
Waterberg	100	-	100
Total	500		500

After recruitment the young people will be given detailed briefing/induction on the objectives of the programme, scope of the programme, code of conduct, roles and responsibilities of all role players, stipends and other payments as well as deployment programme.

A skills assessment will be done on all beneficiaries during the month when recruitment is carried out. Recognition of Prior Learning (RPL) will be done for those with work experience and skills programmes designed based in previous experience and the needs of the project.

Through standard case management practices, each young person's details will be captured on file and updated each time a course is completed. Copies of certificates will be kept in the file for future reference

Other activities to be carried out during the first month include:

- Signing of agreement with young people
- Design of skills programmes
- Signing of the contracts with the service providers (contractors, consultants, etc.)
- Detailed project planning integrating skills development, life and entrepreneurial skills and work experience



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9.2 Theoretical technical Training

The young Learners in the programme will go through skills programmes (not learnerships) for 2 weeks. The skills programmes will be carefully designed by the by the programme managers based on the particular needs and activities of project chosen for placement. Thus considering the type and scope of work and design suitable packaged training during the planning phase.

During the training the learners will be given stipends of R50 per day to cover their ancillary expenses.

9.3 Job Placement or Attachment to projects

The young people will spend a minimum of 6 weeks on the job placement so that they gain experience in the field. The young people will be assigned on specific duties and are expected to diligently execute and deliver quality work as they would in normal employment.

During job placement/attachment to projects the young peoples will be supervised by the horticulturist/ NQF level 3 learner/artisans/works inspectors on site/supervising consultant. The learners will be paid a stipend of R1000 per month for the duration of the job placement. In addition they will be given safety clothing and equipment as well as the tools they require on the job.

9.4 Exit Opportunities/Placement

During the 3 months that the project is being implemented, the project managers will look for exit opportunities for the young people. At the point at which the accreditation certificates have been handed to the young learners as they should be ready for employment and it is expected that most of them may be absorbed in the private sector or enrol on entrepreneur development schemes supported by the Department of Economic Development and the Department of Labour . Some, a small percentage (based on national statistics only 3%) of the learners will wish to become entrepreneurs and run their



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own businesses of gardening and landscape maintenance. In such cases the young people will be encouraged and helped to join the UYF programmes designed to assist entrepreneurs.

9.5 Programme Management

The Human Resources Development (HRD) Directorate of LDPW will be responsible for the overall management and coordination of the skills development programme including the recruitment, training as well as job placement of youth. In addition the HRD will:

- work with the Building Maintenance and Capital Works Projects Management directorates in identifying suitable projects and allocation of the necessary projects and funding for the programme;
- in collaboration with EPWP project managers (PM) and NDPW, identify and engage training service providers, and
- work with the LDPW EPWP unit which will have an oversight role in the overseeing the supervision of learners attached to environmental sites while the day-to-day supervision is carried out by LDPW horticulturists, artisans, NQF Level 3 learners as team leaders and or CIDB registered construction companies and accredited NYS service providers with experience in the building/environment industry and youth development.

The LDPW project managers (PM) will co-ordinate and synergize the work in such a way that it enables the young people to complete all aspects of their training, the skills training, and placement. Training and the practical experience and community service components are the main component to benefit the young people, while environment rehabilitation will benefit the entire community.

A Programme Management Committee (PMC) will be established at the Provincial level which will oversee the activities of the programme. The PMC will be comprised of representatives from:

- LDPW EPWP head office
- LDPW HRD, Building Maintenance and Capital Works Projects Management)



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- NYS project managers
 - LDPW District office representatives
 - DoL
 - SETA
 - Contractors and/or Service Provider Organization (SPO) involved on project implementation
 - Youth Commission representatives

The PMC will draw up its terms of reference at the first meeting. The PMC will meet bi-weekly to start with and thereafter once a month as the project start running smoothly.

The young people will be divided into groups comprising minimum of ten learners. A team leader will be selected from each group to form a project or district youth committee as applicable. This committee will take the issues raised by young learners to its youth representative at the PMC. In this way, the youth representative can bring issues to the attention of the management committee.

9.6 Roles and responsibilities

Partner	Roles and responsibilities
LDPW	<ul style="list-style-type: none">- Oversee overall project implementation through the EPWP unit- Provide supervision the project and environmental works- Provide funding for allowances and transport for learners- Establish and Chair Management committee meetings- Prepares site implementation and training plans- Participate in the engagement of training service providers- Supervise the training and work attachment of learners



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	<ul style="list-style-type: none">- Liaise with DoL, NYS managers, NDPW to ensure smooth running of the skills development programme.- Identifying exit opportunities and strategies
YOUTH COMMISSION	<ul style="list-style-type: none">- Provide NYS content- Assist with the Coordination of the selection of learners- Assist in the preparation of training plans- Participate in the engagement of training service providers- Oversight of the training and work attachment of learners- Collaborate with various partners, i.e., NDPW, LDPW, DoL, in the participation of youth and other stakeholders to ensure smooth running of the skills development programme.
DoL	<ul style="list-style-type: none">- appoint training service providers/skills trainers where needed- provide funding for the accredited skills training- monitor the service providers/skills trainers
Skills Facilitators/Trainers	<ul style="list-style-type: none">- Prepare training plan- conduct training plan- Provide mentorship on site
Contractor/LDPW Artisans/Horticulturist	<ul style="list-style-type: none">- Carry out construction work- Supervise the learners during attachment- Provide on site quality control- Provide project management- Provide building related components such as insurance, tools, safety equipment & clothing where applicable



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	<ul style="list-style-type: none">- Provide working materials- Provide on site for training
Service Provider Organisation (SPO)	<ul style="list-style-type: none">- Coordination of youth activities- On site support for young people- Case management- Ensure the best integration of the skills training, youth development and work experience possible- Provide training on environment materials- Assist in identifying exit opportunities and strategy- Post project tracking- Reporting against project objectives

9.7 Case Management & Mentorship

Case management files will be created for each young person and administered with assistance from an administrator by the youth development project manager. The details on the files will consist of:

Qualifications that the young person has prior to the project

RPL that the young person has achieved during the project phases

Details of the participants, ID, DOB, Address, next of kin, medical history, school attendance, etc

Details of the participant's involvement in community work

Letters of reference and competency

Weekly updates on performance of the learner

Disciplinary action required during the project

Awards or service excellence notes

Time sheets



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Certificates for unit standards achieved during the project

Work experience in service file records

Community in service records during the project

Any other useful information

The Case management files will be kept by the project managers to be appointed by the EPWP with the approval of LDPW. The project managers will be individuals with extensive experience in youth development work. In this way he/she will be able to provide mentorship on the youth development aspects to the learners. Case management will form the basis for tracking of the programme.

10. Sustainability of the Programme

These projects are being implemented by the LDPW which has budgets in on yearly basis to refurbish and maintain public buildings. The Department therefore can continue to undertake youth development programmes at least in the short to medium term. The programme can also be integrated to the ongoing Expanded Public Works Programme which the Government is keen in up scaling its implementation. The programme can also be integrated to the DoL skills training programme provided it is proven to be successful in the initial phases. The programme is filling the gap of the general shortage of artisans in the country while at the same time creating opportunities for the youth. It is therefore highly likely that the programme could be adopted by other government bodies, the private sector, NGOs, CBOs and other organs of civil society.

The key ingredients of a sustainable programme are stakeholder participation, government/political support, ownership and commitment by implementing agencies, sustained financing, and the fact that it is demand driven and participatory in nature. The Youth development programme satisfies all these.



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11. Monitoring & Evaluation

The programme will follow strict monitoring and evaluation regime as follows:

- The Programme Management Committee will have management meeting every week at the initial stages of the programme and monthly thereafter. Progress Reports from the participating projects will be consolidated and submitted to UYF/Steering committee through the LDPW every quarter.
- Reporting will be made against the measurable goals. Impacts will be assessed both quantitatively and qualitatively. LDPW managers and EPWP programme managers will assess the progress based on these assessments.
- A completion report will be prepared that covers all aspects of the programme and assess achievement so the goals against the measurable impacts and means of verification at the end of the 2007 financial year can be done. Measurement will also be time based. All deviations from the goals and impacts as stated in the concept document must be explained satisfactorily.
- Case management will be utilized for all reporting.
- Post project tracking will continue to measure the success of the programme once the implementation phase has been completed.

12. Project Budget

The total budget for the LDPW **Beautification, Education, Food Security and Poverty Alleviation** is R 500,000 to be defrayed from Vote 9 which represents the direct inputs, related to project management, Stipends, transport allowances and other cost related to the programme. This cost includes cost of physical environmental works, tools, protective clothing and equipment to be used by young people. These costs will be covered under the regular projects budget and will be built into the works schedules or tender prices for physical works when ever needed. The breakdown of the required budget is presented in the table below:



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Description	Expenditure type	Total Budget (R'000')	Quarterly Budget (R'000')2007			
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Project management		Own funds				
Materials		1,105,987				
Stipend		1,650,000				
Transport		Own funds				
Contingency		Own funds				
		2,755,987				

13. Time plan

Recruitment and Induction	Districts will commence with recruitment once the business plan has been approved, target date is 9 November 2007
Theoretical technical Training	Theoretical and Technical training will be done by an accredited service provider appointed by Department of Labour, target date to commence training is 19 November 2007
Job Placement/Attachment to Projects	On 1 December 2007 The project should be officially launched and placed young people should report on site to commence their EPWP community service.
Monitoring and Evaluation	Monitoring will be done continuously on a daily basis by LDPW supervisors, Monthly by the Project Mmanagement.New Committee, Quarterly by NDPW, DOL, CETA, NYS, LDPW and stakeholders at community level, target date for final evaluation is 20 March 2008



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Exit Opportunities	All stakeholders will work exit strategies for each individual based on outcomes of his/her participation on the programme. Target date will be 29 February 2008
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14. Special Conditions/Conditions precedent

The ministerial Determination, Special Public Works Programmes issued in terms of the Basic Conditions of Employment Act of 1997 by the Minister of Labour in the Government Notice No R63 of 25 January 2002, shall apply to works described in the scope of works as being labour intensive and which are undertaken by unskilled or semi skilled workers. These conditions do not apply to persons employed in the supervision and management of Special Public Works Programme.

15. Recommendation

The Limpopo department of Public Works EPWP Programme recommends that the business plan for the implementation of the Beautification, Education, Food Security and Poverty Alleviation Programme be approved for implementation under Programme 3 of the departmental Vote 9 of the Limpopo provincial Administration

.....
General Manager EPWP

.....
Date

T. Malele

Funds Available/Not Available

.....
CHIEF Financial Officer
P W. KEKANA

.....
Date

.....
Approved/Not Approved
Head of Department
J.M Rantete

.....
Date