



*EPWP Infrastructure, Environment and Culture Sectors  
Raleswielo and Phaswana schools renovation Project  
Sibasa  
Limpopo Department of Public Works*



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF PUBLIC WORKS



## EXPANDED PUBLIC WORKS PROGRAMME

Creating opportunities towards human fulfilment

*Limpopo Department of Public Works*

*Raluswielo and Phaswana Schools Renovation Project  
Project Proposal*

*Project/Document Number:*

*Limpopo EPWP Infrastructure, Environment /Culture Sectors 10/08 /2007*

10 AUGUST 2007



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### Project Executive Summary

Project Title	<b>EPWP Raluswielo and Phaswana Schools Renovation Project</b>					
Project	EPWP Women 's project					
Sector	Infrastructure , Environment and Culture Sectors					
Sub-sector	Expanded Public Works Programme All Sectors					
Name of SPO/ Implementing Agent	Limpopo Department of Public Works-Programme Infrastructure, Environment and Cultural Sectors					
Type of Organisation	NGO	<b>CBO</b>	Trust	CC	PTY	<b>Other</b>
Existing Mgmt Structures	BOD		<u><b>Management Committee</b></u>	<b>Advisory</b>		Other
Key Training Needs Identified	1. Business Skills in Marketing and Computer literacy 2. Silk-screening 3. Performing Arts 4. Crafting 5. Tourism 6. Entrepreneurial and life skills					
Accreditation	Service Provider			Training Materials		
	Yes			Yes		
Overall Project Objective	The objective of the project is to empower women with the built environment skills while the earn an income for poverty alleviation					



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Intended Beneficiaries	Direct: 40 WOMEN residing in the vicinity of Sibasa next to LDPW District offices Indirect: Department of Education					
	Urban: 0 Peri Urban: 40 Rural: 40 Other:					
	Male: 0% Female: 100%					
	People with Disability: 2%					
Geographical Coverage & Project Site	Limpopo Province, Vhembe District, Sibasa					
Duration	2 and half months					
Project Start Date	1 October 2007 TO 31 January 2008					
Project Financing	Total Project Estimated Budget = R 360,000 UYF Contribution = Other Support by Training by Department of Labour  Cumulative NPO Amount (If funded previously by UYF) =N/a					
Budget Line Item	Admin	Capex	Project Activities	Stipend	Training/ Capacity Building	Marketing/ Advertising
Budgeted Amount		R239,000	R000,000	R121,000	DoL and HRD	School Governing Body



## 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 objectives of the EPWP Environment and Culture Sector Plans and the Infrastructure Sector Objectives of the EPWP
Does the organisation have a management structure that includes board, staff leadership and involves young people in decision making? Explain how?	The department has a district office that will run the project on a day to day basis
Does the project provide support and learning programs that are comprehensive and enable young people to access economic opportunities? Explain how?	Accredited DOL registered skills training service providers will be used and learners will complete unit standards up to the NQF level 1/3 qualification or will do non accredited training. Once they have successfully completed the SKILLS 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 and cultural, economic and infrastructure sectors
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 learners working on the programme will be given mentoring on leadership skills
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 project, service providers, DOL, the department and CETA. The Management structures of the department are in place and a community development officer will be appointed and will have set criteria that ensure their support in project implementation. This ensures a greater chance of success for the youth component of the programme and sustainability.



## **1. Introduction**

Limpopo Province has the 4<sup>th</sup> 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. These pose 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 and launch of the Expanded Public Works Programme in 2004. 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 government departments, municipalities and other public bodies), in terms of the identification, planning and implementation of projects according to the EPWP principles, guidelines and procedures.

In addition the LDPW is implementing EPWP projects of its own through the Sakhasonke Contractor Development Programme, the Youth Internship Programme and the National Youth Service for the Built Environment. 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).



## **2. Project Description**

The PROJECTS are located next to the district offices of the department of public works in the Sibasa area of the Vhembe District in the Limpopo Province

The chief objective of the project is to renovate the two schools that they should look the same with the environment of the district offices in terms of aesthetics and appearance. To further empower women in the vicinity with trades in the built environment that they can later be able to market their trades and skill for their economic advancement.

## **3. Current Situation**

The two schools are found in the vicinity of the offices of the department of public works. What is found in the area is that the department's offices are well maintained both in terms of structural maintenance and landscaping, while the two schools are in a bad shape.

During the August month while drafting programmes for the empowerment of women, the two schools were identified however the maintenance component could not quantify the works in time now the quantities have been worked out and submitted for consideration to execute the project.

## **4. Policy Implications**

The project can be supported as an EPWP project as the design for infrastructure comply with EPWP guidelines on implementing Labour Based Methods of Construction, and that it be designated to be accounted for as an Infrastructure and Environment and Culture Sector project.

## **6. Beneficiary Details**

Target beneficiaries of the programme include:

- Unemployed young women between the ages of 18-34 and older who have an interest in a career in the building environment sector for maintenance of buildings.
- Youth with minimum educational qualification in all grades.
- Youth with N stream courses are encouraged to participate
- Matriculants will have added advantage although it is not a requirement.
- No experience is needed to join the EPWP.
- A ratio of 60% young women to 40% older women and 2% disabled persons.



## **7. Implementation Plan for EPWP Projects**

Implementation of the project will be carried out as a normal EPWP project, comprising training, site activities and workers training as outlined in the guidelines. This will be covered activities below:

### **7.1 Project Design**

Design of the technical aspects of the project will be undertaken by the Buildings Maintenance Management Services in the Department, unless advised by projects management that a consultant will be appointed by same on behalf of EPWP Coordinating unit.

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

- Signing of agreement with school governing body and project steering committee
- 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

### **7.2 Theoretical technical Training**

The training will be based on CETA unit standards and shall be conducted by an accredited service provider. A list of unit standards that already exist within the CETA that can be applied for this programme.

During the technical training the learners will be given stipends of R55 per day to cover their ancillary expenses.

### **7.3 Job Placement or Attachment to the project**

The workers will spend a minimum of four weeks on the job placement so that they gain experience in the trade they have chosen. The learners 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 learners will be supervised by the artisan/works inspector on site/supervising consultant whom will be employed by the department or through a normal tender process. The difference being that the tender process will set different criteria for the contractor and will include requirements for willingness to work closely with the youth development team members additionally the budget requirements will differ, where payment to the workers during attachment will be based on a learner allowance to cover transport and food rather than a full wage.





The workers will be paid a stipend of R55, 00 per day for the duration of the project. In addition they will be given safety clothing and equipment as well as the tools they require on the job.

#### **7.4 Exit Opportunities/Placement**

During the 2 and half months that the project is being implemented, the project manager will look for exit opportunities for the workers who will not form part of the staff, but who were employed to renovate the facilities. At the point at which the accreditation certificates have been handed to the workers 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. Some, a small percentage (based on national statistics only 3%) of the learners will wish to become entrepreneurs and run their own businesses. In such case the learners will be encouraged and helped to list on the LIBSA and DoL data base on programmes designed to assist entrepreneurs.

Participating CIDB registered contractors will also be encouraged to employ some of the young people in their firms. Provincial government and the EPWP programme will be targeted to provide the young people with exit opportunities

#### **7.5 Programme Management**

The EPWP Infrastructure and Environment Sector Coordinating Directorate will be responsible for the overall management and coordination of the project including the recruitment, training as well as job placement of workers. In addition the Unit will:

- work with the Building Maintenance and Capital Works Projects Management directorates in managing the renovation;
- in collaboration with LIBSA project managers (PM) and LDPW GIO , identify and engage training service providers, and

By virtue of building contraction and' involvement of contractors in the supervision of the workers on a projects there may be a need to compensate them for their additional inputs. In such cases the necessary changes will be written into contract document for the works or separate agreement will be drawn for the same. If there are two separate companies engaged for the construction and provision of management services then a clause must be added in their respective contract documents to oblige them to work closely and in harmony to achieve the programme objectives collectively. In both the above cases the GIO Directorate will be responsible to streamline the contract documents to reflect the situation in the project.

The LDPW project managers (PM) will co-ordinate and synergize the construction work in such a way that it enables the workers to complete all aspects of their training, the skills training, the other training and the practical experience components.



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

- LDPW EPWP head office
- LDPW , Building Maintenance and Capital Works Projects Management )
- School Governing Body
- LDPW District office representative
- DoL
- CETA
- Contractors and/or Service Provider Organization (SPO) involved on project implementation
- Project Steering Committee members

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.

#### 7.6 Roles and responsibilities

Partner	Roles and Responsibilities
<b>LDPW</b>	<ul style="list-style-type: none"> <li>- Oversee overall project implementation through the EPWP unit</li> <li>- Provide funding for construction and maintenance works</li> <li>- Provide funding for allowances and transport for learners</li> <li>- Establish and Chair Management committee meetings</li> <li>- Prepares training plans</li> <li>- Participate in the engagement of training service providers</li> <li>- Supervise the training and work attachment of learners</li> <li>- Liaise with DoL, Municipality project managers, LIBSA to ensure smooth running of the skills development programme.</li> <li>- Identifying exit opportunities and strategies</li> </ul>
<b>PROJECT Management Committee</b>	<ul style="list-style-type: none"> <li>- Provide project content</li> <li>- Coordinate the selection of learners</li> <li>- Assist in the preparation of training plans</li> <li>- Participate in the engagement of training service providers</li> <li>- Oversight of the training and work attachment of learners</li> </ul>



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	<ul style="list-style-type: none"> <li>- 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.</li> </ul>
<b>DoL</b>	<ul style="list-style-type: none"> <li>- appoint training service providers/skills trainers</li> <li>- provide funding for the accredited skills training</li> <li>- monitor the service providers/skills trainers</li> </ul>
<b>Skills Facilitators/Trainers</b>	<ul style="list-style-type: none"> <li>- Prepare training plan</li> <li>- conduct training plan</li> <li>- Provide mentorship on site</li> </ul>
<b>Contractor/LDPW Artisans</b>	<ul style="list-style-type: none"> <li>- Carry out construction work</li> <li>- Supervise the learners during attachment</li> <li>- Provide on site quality control</li> <li>- Provide building project management</li> <li>- Provide building related components such as insurance, tools, safety equipment &amp; clothing</li> <li>- Provide building materials</li> <li>- Provide on site for training</li> </ul>
<b>Service Provider Organisation (SPO)</b>	<ul style="list-style-type: none"> <li>- Coordination of building and youth activities</li> <li>- On site support for young people</li> <li>- Case management</li> <li>- Ensure the best integration of the skills training, youth development and work experience possible</li> <li>- Provide training on building materials</li> <li>- Assist in identifying exit opportunities and strategy</li> <li>- Post project tracking</li> <li>- Reporting against project objectives</li> </ul>



### **7.7 Case Management & Mentorship**

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

- Qualifications that the women has prior to the project
- RPL that the woman 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
- 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 Service provider Organisation (SPO) 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.

### **8. Sustainability of the Programme**

These projects are being implemented by the LDPW which has a once off budgets pertaining to political pronouncements by the Executive Authority. The project should be sustainable once the much needed training and infrastructure needed has been provided.



## 9. 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 Steering committee through the LDPW every quarter.
- Reporting will be made against the measurable goals. Impacts will be assessed both quantitatively and qualitatively. Managers and 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 utilised for all reporting.
- Post project tracking will continue to measure the success of the programme once the implementation phase has been completed and the Multi-Cultural Project work a designed

## 10. Project Budget

The total budget for the Raluswielo and Phaswana Renovation Project is R 360, 000 to be defrayed from Vote 9 Programme 3 EPWP with a virement from Equipment to Capital which represents the direct inputs in reorientation budgets to meet objectives of EPWP, this will fund related activities to project construction material and management, stipends, transport allowances and other cost related to the project. This cost excludes cost of works and tools, protective clothing and equipment to be used by workers. The breakdown of the required budget is presented in the table below:

Description	Expenditure type	Total Budget (R'000')	Quarterly Budget (R'000')			
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Project management				R100,000	R130,000	R130,000
Contingency						
		<b>R360,000</b>	<b>-</b>	<b>R100,000</b>	<b>R130,000</b>	<b>R130,000</b>



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## 11. Time Plan

<b>Recruitment and Induction</b>	The EPWP Unit submit approved plan and the project steering committee will be formed and commence with recruitment once the business plan has been approved, target date is 15 September <b>2007</b>
<b>Theoretical technical Training</b>	Theoretical and Technical training will be done by an accredited service provider appointed by Department of Labour, target date to commence training is 15 September <b>2007</b>
<b>Job Placement/Attachment to Projects</b>	On 1 October <b>2007</b> The project should be officially launched and on 1 October the workers and project team should report on site to commence with project execution.
<b>Monitoring and Evaluation</b>	Monitoring will be done continuously on a daily basis by LDPW supervisors, Monthly by the Project Mmanagement.Committee, Quarterly by LDPW EPWP Unit, DOL, CETA, and stakeholders at community level, target date for final evaluation is 31 January <b>2007</b>
<b>Exit Opportunities</b>	All stakeholders will work exit strategies for each individual based on outcomes of his/her participation on the programme. Target date will be 31 January <b>2007</b>



## **12. 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.

## **13. Recommendation**

The Limpopo Department of Public Works EPWP Programme recommends that the business plan for the implementation of the 2 schools renovation be approved for implementation under Programme 3 of the Departmental Vote 9 of the Limpopo Provincial Administration.

Submitted for consideration by:

.....  
**General Manager EPWP  
T. Malele**

.....  
**Date**

Recommended/Not Recommended

Funds Available/Not Available

.....  
**Chief Financial Officer  
PW Kekana**

.....  
**Date**

.....  
Approved/Not/Approved  
.....  
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.....

.....  
**Head of Department  
J.M Rantete**

.....  
**Date**



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**Annexure 1**

Annexure 1 Bill of Quantities .....