



human settlements

Department:

Human Settlements

PROVINCE OF KWAZULU-NATAL

POLICY GUIDELINE FOR THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP)

Abbreviations

EPWP:	Expanded Public Works Programme
DEPARTMENT:	Kwazulu-Natal Department Of Human Settlements
DHS:	National Department of Human Settlements
NDPW:	National Department of Public Works
PM:	Project Management
SCM:	Supply Chain Management
IA:	Implementing Agent
FTE's:	Full time equivalent jobs

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1. INTRODUCTION

The Expanded Public Works Programme (EPWP) is a government strategic intervention programme aimed at alleviating poverty, reducing unemployment and providing livelihoods for the most disadvantaged sector of society. The Programme is focused on the unemployed, under-skilled and under-qualified persons and aims to address unemployment and increase economic growth, to improve skills levels through education and training and to improve the environment for industry to flourish.

The Policy Guideline is to ensure that there is active participation in achieving the targets set in terms of the Incentive Grant Agreement by highlighting and clarifying the roles and responsibilities of the relevant stakeholders.

1.1 BACKGROUND

In the State of the Nation Address by His Excellency Jacob G Zuma, President of the Republic of South Africa, concern was expressed that unemployment and poverty persist despite the economic growth experienced in the past 10 years. To address these concerns, 2011 was declared a year of job creation through meaningful economic transformation and inclusive growth.

The KZN Budget Speech of 2011/12, called for “all government departments to put appropriate programmes in place and to establish the right environment for the creation of many decent and sustainable jobs”.

The EPWP is one such programme that is related to Government programmes that are proposed to focus on unemployment and increase economic growth, to improve the level of skills and the environment for industry to flourish. It is aimed at alleviating poverty, reducing unemployment and providing livelihoods for the most disadvantaged sector of society.

On the 9th June 2011, an Incentive Grant Agreement was entered into between the KZN Department of Human Settlements and the National Department of Public Works as a commitment that the Department will contribute to job creation through EPWP, promote the objectives of the EPWP, utilise the incentive effectively and achieve the targeted number of full time equivalent jobs through EPWP by end of March 2012.

1.2 GUIDING PRINCIPLES

Compliance with the Province’s and Nation’s effort to create the right environment for job creation and economic growth.

Compliance with the Incentive Grant Agreement entered into between the KZN Department of Human Settlements and NDPW.

The Housing Sector can contribute directly to the Infrastructure Sector’s initiatives for job creation by increasing the labour-intensity of appropriate activities in the housing delivery process.

Effective and efficient processes need to be adopted to ensure successful implementation of the EPWP and contribution to the State President's efforts for job creation.

2. NATIONAL POLICIES AND IMPLEMENTATION GUIDELINES

The EPWP for Human Settlements is to be implemented in terms of the Guidelines as contained in the National Housing Code 2009 which explain the intention of the Programme as well as the processes and mechanisms in place to implement, monitor and evaluate. In terms of the Housing Code, the Housing sector is expected to apply the Guidelines for the Implementation of Labour-Intensive Infrastructure Projects under the EPWP. These guidelines provide the necessary tools to successfully tender these projects as labour-intensive projects. The guidelines contain sections which can be copied into the relevant parts of the contract documentation for consulting engineers and contractors. It also includes the contents of the Code of Good Practice for Special Public Works Programmes, which has been gazetted by the Department of Labour, and provides for special conditions of employment for these EPWP projects. The Code of Good Practice, addresses among others, issues of training, labour and determination of the rate of pay. A copy of these guidelines is attached as Annexure A.

The draft Provincial Policy Framework for the Implementation of phase 2 of the EPWP should also be consulted in the Department's implementation of EPWP once approved.

3. TARGETS AND THE INCENTIVE GRANT

In terms of the Incentive Grant Agreement, the Department's performance target for the 2011/12 financial year is 20 836 FTE's to be created with the minimum threshold being 20 787 FTE's.

The aim of the incentive grant is to motivate the Department to improve the labour intensity of its infrastructure programmes through labour intensive employment and the expansion of job creation in line with the EPWP guidelines. The grant is available for payment to the Department on a pro rata basis as the Department's performance reaches and meets the performance target.

3.1 CONDITIONS ON THE USE OF THE INCENTIVE GRANT

- a) The grant cannot be used for any other purpose except EPWP and must be applied to continuing or expanding job creation programmes in the sector.
- b) The EPWP target group may not be paid below the minimum wage rate of R60 per person day of work and comply with all conditions in the Ministerial Determination for Public Works Programmes.
- c) Supplementary capacity for EPWP management and reporting can be contracted using a maximum of 5% of the grant.
- d) The EPWP incentive grant expenditure must be reported to the Provincial Treasury in the monthly In-Year-Monitoring tool and a copy sent to the NDPW.

4. CLASSIFICATION OF EPWP PROJECTS

EPWP projects are all housing projects or phases of projects that go out to tender from the date of approval of these guidelines. It also includes existing projects that are currently creating job opportunities through the implementation of labour intensive methods.

5. PROVINCIAL PROCESSES

In order to ensure effective implementation of the EPWP in the province, all role-players need to actively participate through their respective functions to achieve Provincial targets as well as comply with reporting procedures.

5.1 ROLES AND RESPONSIBILITIES

Role-player	Responsibility
Project Management	Identification of projects, registering of projects with EPWP, monitoring & collation of data
Contracts	Ensure that all contracts and tender documents include EPWP requirements
Municipal Support & Consumer Education	Mentorship or Training of participants
Supply Chain Management & Municipalities	Ensure that all tender documents include EPWP requirements
Implementing Agents/ contractors	Implement projects in terms of EPWP and report on EPWP beneficiary information
Integrated Planning	Project prioritization , funding allocation & identification of capacity needs
Monitoring & Evaluation	Assess reports to monitor & evaluate implementation. Reporting of EPWP data as per attached template or any other template developed over time
Finance	Manage, disburse and report on EPWP grant

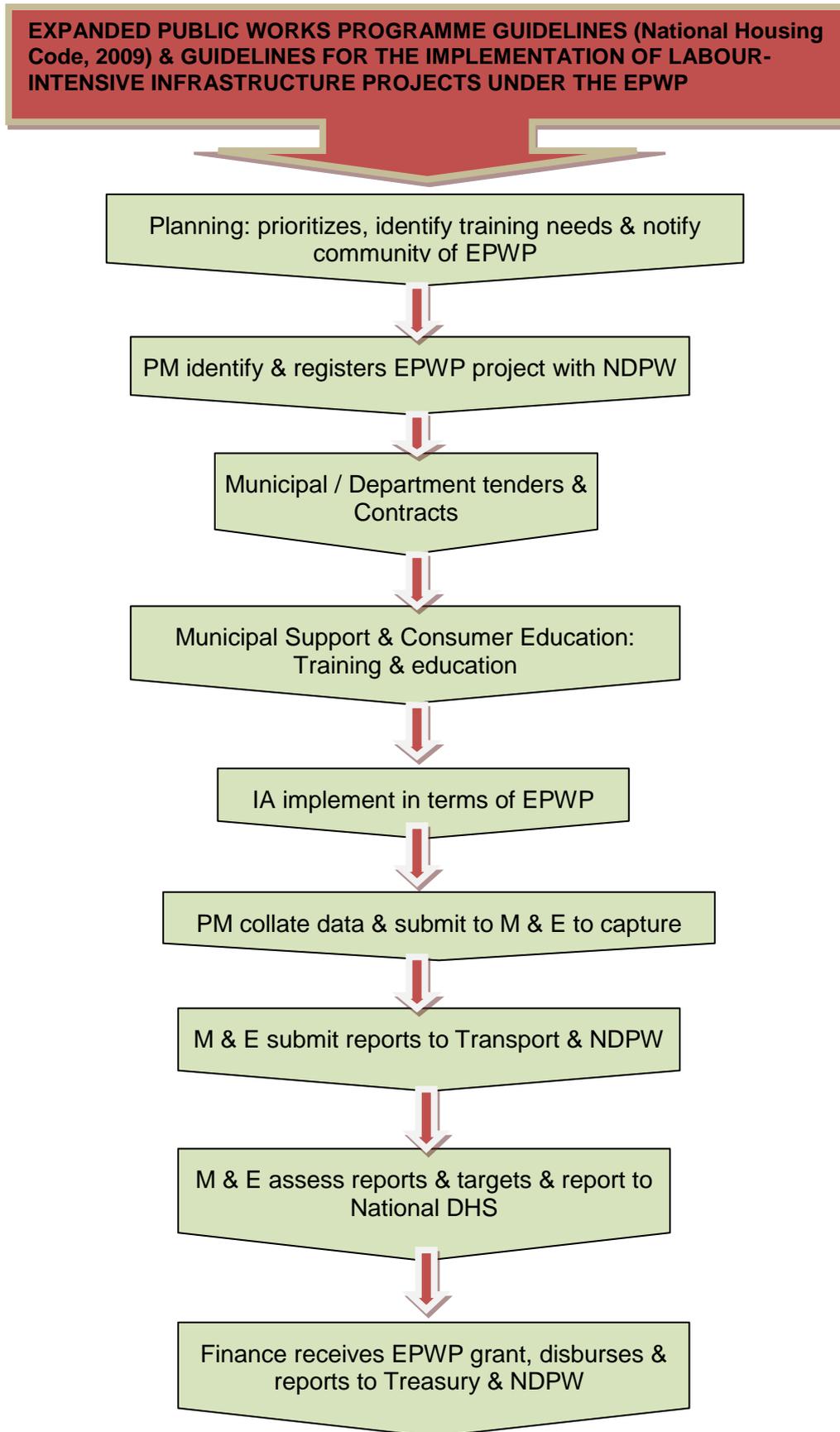
- a) The Integrated Planning directorate ensures that projects are identified and prioritized in the Housing Sector Plans and funding allocated in terms of the respective municipalities plans. The process of community facilitation should ensure that capacity needs are identified as well as issues and opportunities for EPWP are addressed with community members and captured in the Social Compact.
- b) Project Management identifies at the prefeasibility stage how projects can absorb a lot of local labour suitable for the adoption of the EPWP’s labour intensive methodology.
 - PM registers the projects with EPWP by submitting the registration form, business plan form and the beneficiary information. The said information will be captured by the data capturers from National Public Works.
 - PM collates monthly EPWP data on all applicable projects and submits to the Monitoring and Evaluation Directorate for capturing on the EPWP templates through the National Department of Public Work’s database or any other template developed over time.

- c) Upon procurement, the Municipality under guidance of Project Management ensures tender call documents inform prospective service providers of the EPWP compliance. This is also applicable to the Department's SCM Directorate in work undertaken directly by the Province.
- d) The Contracts directorate must ensure the inclusion of the EPWP conditions in all applicable contracts.
- e) The implementing agent or contractor will implement projects in terms of the National EPWP guidelines. They must report on EPWP beneficiary information, including personal details of beneficiaries with more emphasis on beneficiaries who are youth, women and beneficiaries with disabilities, person's days of work per month, person's days of training, stipends & any other information that may be required for reporting.
- f) The Municipal Support and Consumer Education directorate should arrange and administer training programmes where capacity needs are identified during the facilitation stage. The existing training programmes must be coordinated and linked to the EPWP to ensure achievement and success of their efforts. The incentive grant may provide a source of funding for training programmes for EPWP. The Housing Consumer Education Programmes and any stakeholder fora such as the Amakhosi and Councillor Training on Human Settlements Development must clearly articulate how communities can access such employment opportunities.
- g) The Monitoring and Evaluation directorate will monitor submission of data and assess targets to determine success and challenges as well as the impact of the EPWP on the housing sector.
 - Capture monthly data submitted by PM on the templates through the National Department of Public Work's database or any other template developed over time. The NDPW templates are attached as Annexure B.
 - A consolidated sector progress report, with the updated beneficiary information, must be forwarded to the Provincial Department of Transport, the province's coordinating department for the EPWP and to the National Department of Public Works as the champions of EPWP.
 - Quarterly progress reports must be submitted to the National Department of Human Settlements for statistical purposes.
- h) The Finance directorate will manage and disburse the EPWP incentive grant received from the provincial Treasury after implementation of the identified projects. The directorate will also report on the incentive grant expenditure to the provincial Treasury and the NDPW.

6. IMPLEMENTATION

The provincial Policy Guideline for EPWP must be read and implemented in conjunction with the Guidelines as contained in the National Housing Code 2009 and the Guidelines for the Implementation of Labour-Intensive Infrastructure Projects under the EPWP.

7. KWAZULU-NATAL EPWP PROCESS



ANNEXURE A:

**NATIONAL HOUSING CODE 2009 EPWP GUIDELINES &
GUIDELINES FOR THE IMPLEMENTATION OF LABOUR-INTENSIVE
INFRASTRUCTURE PROJECTS UNDER THE EPWP**

ANNEXURE B:

NDPW REPORTING TEMPLATE