WORKING DRAFT

GUIDELINES FOR THE IMPLEMENTATION OF LABOUR INTENSIVE INFRASTRUCTURE PROJECTS UNDER THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP)

THIRD EDITION 2014

Updated 13 June 2014)
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Foreword

The Expanded Public Works Programme (EPWP) is one of government’s medium-to-long term programmes aimed at alleviating and reducing unemployment. The EPWP will achieve this aim through the provision of work opportunities coupled with project based training where possible. It is a national programme covering all spheres of government and state-owned enterprises (SOE's). The programme spans four Sectors comprising Infrastructure, Social, Non-State and Environment and Culture.

Government’s medium-to-long term programmes to address unemployment include increasing economic growth, improving skills levels through education and training, and improving the enabling environment for industry to flourish. The EPWP will continue to exist until these medium-to-long term programmes are successful in reducing unemployment.

The programme involves the use of line function budgets so that government expenditure results in more work opportunities, particularly for unskilled labour. EPWP projects will therefore, be funded through the normal budgetary process, through the budgets of line-function departments, provinces and municipalities. The National Department of Public Works (NDPW) has the mandate for overall coordination of the programme.

Opportunities for implementing the EPWP have been identified in the Infrastructure; Environment and Culture; Social and Non State Sectors. In the Infrastructure sector the emphasis is on optimising the creation of work opportunities through the use of labour-intensive construction and maintenance methods. Labour-intensive construction methods involve the use of an appropriate mix of labour and machines, with a preference for labour where technically feasible and economically viable, without compromising the quality of the product.

All public bodies involved in infrastructure provision are expected to contribute to the programme. As part of this initiative, the national government has through the Division of Revenue Act (DORA) placed some additional conditionalities on infrastructure grants. The grants call for increased focus in the cost efficient use of labour absorptive methodologies in the provision of infrastructure. These additional conditionalities will require Provinces and Municipalities to use the "Guidelines for the implementation of labour intensive infrastructure projects under the EPWP" for identification, design, construction and maintenance of assets. This document contains those guidelines.

International and local experience has shown that, with well-trained supervisory staff and an appropriate employment framework, labour-intensive methods can be used successfully for infrastructure projects such as those involving low-volume roads, sidewalks, stormwater drains, trenches, buildings, water and sanitation. On the basis of this experience, and in the context of high levels of unemployment, the national government has directed that these infrastructure projects must contribute to employment creation.

These guidelines aim to provide Government and its partners implementing Infrastructure Sector programmes/projects with the necessary tools to successfully implement these projects using Labour-Intensive Construction (LIC) methods. These guidelines have been designed with the aim of minimising the additional work required from provincial and municipal officials. The National Department of Public Works is working with the Construction Education and Training Authority (CETA) to develop the capacity of the construction industry to design and manage labour-intensive infrastructure projects successfully.
Preface

The guidelines contain sections which should be copied into the relevant parts of the contract documentation for consulting engineers and contractors. These sections introduce a requirement that certain construction activities must be carried out by hand, under certain conditions. Furthermore, both consultants and contractors are required to comply with reporting frameworks. These requirements were formulated on the basis of a thorough review of international and local experience of labour-intensive construction and maintenance, in order to identify the activities for which it is technically feasible and economically viable to use labour-intensive methods. The guidelines therefore conform to the Public Finance Management Act requirement for assessing the cost-effectiveness of capital projects. The normal tender evaluation processes should be followed when using guidelines, and it is not necessary to apply any special additional preferences for employment creation.

- The guidelines include the contents of the Code of Good Practice for the Expanded Public Works Programme, which has been gazetted by the Department of Labour, and which provides for special conditions of employment for these EPWP projects.

- In terms of the Code of Good Practice for the Expanded Public Works Programme, training is regarded as an important component of the EPWP. Each project should have a clear training programme for its workers to improve their work performance. Training will focus on needs and will be implemented based on a programme by programme basis.

In order to develop the capacity of the construction industry to manage labour-intensive projects, these guidelines also include an eligibility requirement for the appointment of contractors and consulting engineers, i.e. that their key staff involved in the project must undergo special NQF-accredited training programmes in labour-intensive construction.

As an additional means of addressing the capacity in the labour-intensive construction sector, DPW together with the CETA has established a labour intensive contractor learnership programme called the Vuk'uphile Contractor Learnership Programme. The aim of this learnership programme is to develop emerging contractors to execute work in accordance with these guidelines. As part of this learnership programme, learner contractors need to execute projects to gain practical experience under the guidance of a mentor. Partnering provinces and municipalities may allocate projects identified and designed using these guidelines to the learner contractors on a negotiated price basis.

Whereas during Phase 1 of the EPWP the main parameter for measuring the employment created was work opportunities, in Phase 2 another parameter, Full Time Equivalent (FTE) employment was added. FTE refers to employment that is equivalent to employing one person for one year of 230 effective working days. Employment targets were also set for government bodies based on allocated grants. Another feature that was introduced in Phase 2 of the EPWP is the Incentive Grant. This is intended to incentivise public bodies to perform beyond their EPWP targets. In EPWP Phase 3 the reporting on labour intensity (expenditure on wages expressed as a percentage of total expenditure) and quantity and impact of assets created was introduced.

The latest electronic version of these guidelines and electronic copies of the following documents can be downloaded from www.epwp.gov.za:

- Code of Good Practice for Employment and Conditions of Work for the Expanded Public Works Programme
- Ministerial Determination for the Expanded Public Works Programmes issued in May 2012 by the Minister of Labour
EPWP conditions as gazetted in the Division of Revenue Act (DORA)

Amendments to the Second Edition incorporated in this Third Edition

Amendments to the text of the second edition have been made to:

i. align the text to developments and changes to EPWP policy and institutional arrangements;

ii. align the text with the requirements of the Construction Industry Development Regulations; and

iii. delete text that has now become redundant.

iv. Update applicable labour conditions to EPWP workers as per the latest Ministerial Determination for EPWP
Abbreviations

CETA: Construction Education and Training Authority
CIDB: Construction Industry Development Board
ECSA: Engineering Council of South Africa
EPWP: Expanded Public Works Programme
FIDIC: French acronym for the International Federation of Consulting Engineers
FTE: Full Time Equivalent
GCC: General Conditions of Contract
JBCC: Joint Building Contracts Committee
MIS: Management Information System
NDPW: National Department of Public Works
NEC: New Engineering Contract
NQF: National Qualifications Framework
SANS: South African National Standard
WO: Work Opportunities
**Terminology**

**By hand:** refers to the use of tools which are manually operated and powered.

**EPWP Project:** refers to a project that incorporates the following elements to the extent possible: employment creation, labour intensive methods, resource optimisation (only use equipment for activities that cannot be effectively done by the use of labour), quality is not compromised, skills development and transfer, community ownership, optimisation of quality cost and time, decent working conditions (fair wages, appropriate provision for safety and health and freedom of association) and lays the foundation for sustainability.

**Expanded Public Works Programme:** refers to a programme to provide public or community assets or services through a labour intensive programme initiated by government and funded from public resources.

**Form of contract:** refers to a document (conditions of contract) published by industry which establishes the rights, liabilities and obligations of the contracting parties and the procedures for the administration of the contract.

**Full Time Equivalent (FTE) Employment:** refers to one person-year of employment. One person year is equivalent to 230 person days of work. The 230 days are effective days of work after subtracting provision for non-productive days in a year (e.g. leave, holidays).

**EPWP Integrated Grant:** refers to funds payable to public bodies through a conditional grant to incentivise employment creation under the EPWP.

**EPWP Target:** refers to a target set by the National Department of Public Works specifying the number of work opportunities and FTEs that a public body should endeavour to create.

**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 involving a mix of machines and labour, where labour, utilising hand tools and light plant and equipment, is preferred to the use of heavy machines, where technically feasible and economically viable. (Note: The normal emphasis on the cost-effectiveness and quality of the asset must be retained.)

**Large Project:** It is an infrastructure project with a value of more than R 30 million (including VAT) that involves the use of labour-intensive methods on a significant scope of work to maximise the creation of work opportunities.

**Ministerial Determination:** refers to a determination issued by the Minister of Labour in terms of the Basic Conditions of Employment Act of 1997. It applies to Expanded Public Works Programmes. The Ministerial Determination must be read in conjunction with the Code of Good Practice for the Expanded Public Works Programme.

**Public body:** refers to a department, state owned entity, constitutional institution, municipality, public entity or municipal entity.

**Task rate:** refers to an approved quantity of work to be assigned to a worker(s) to complete in a working day.
**Scope of work:** refers to a specification and description of the services or construction works which are to be provided and any other requirements and constraints relating to the manner in which the contract is to be performed.

**Semi-skilled work:** refers to work requiring a person to have some degree of training or familiarisation with the task to be performed before being able to operate at optimal efficiency.

**Unskilled work:** refers to work that does not require a person to have received prior training related to the task to be performed being able to operate to a satisfactory standard.

**Wage Rate:** refers to the set wage to be paid to a worker who completes an assigned daily task.

**Work Opportunity:** refers to paid work created for an individual on an EPWP project for any period of time, within the employment conditions of the Code of Good Practice for Expanded Public Works Programme.
1 INTRODUCTION

The objectives of implementing labour-intensive infrastructure projects under the EPWP include:

- providing employment opportunities and distribution of income through injecting some project funds into the local economy in the form of wages to local poor and unemployed people;
- providing training or skills development to locally employed workers;
- building cost-effective and quality assets.
- development of labour intensive capacity in the construction industry.

This document is a guiding framework for the implementation of labour-intensive projects under the Expanded Public Works Programme. It provides the means by which labour intensive works can be implemented under the most commonly encountered delivery model, namely design by employer (i.e. the model in which the contractor undertakes construction on the basis of full designs issued by the employer.) It also assumes that the public body will appoint a consultant to design the works and to administer the contract. Local customisation of some elements of these guidelines will be necessary to accommodate other delivery models. Where no consultants are appointed, the staff of the public body needs to perform the activities assigned to consultants in this document.

The document in addition provides guidance on the:

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

Specific direction is given regarding contract clauses which must be included to amend or augment standard documentation, in order to implement labour-intensive projects.

These guidelines must be applied to all projects that are implemented under the EPWP. Appendix A provides sources of additional information.

The employment of locally recruited temporary workers on all EPWP labour-intensive infrastructure projects must be in accordance with the current Code of Good Practice for Employment and Conditions of Work for the Expanded Public Works Programme; issued in terms of the Basic Conditions of Employment Act, 1997 (Act No 75 of 1997) and promulgated in the Government Gazette. Extracts of this Code have been included in this Guidelines document. However, reference should be made to the full text of the latest versions of the Code of Good Practice and the related Ministerial Determination.
2 EPWP UNIVERSAL PRINCIPLES

Effective from 1 April 2014 the EPWP adopted four universal principles to guide the implementation of the programme. This is not an exhaustive list, but lays fundamental requirements that every EPWP project is expected to comply with. The M&E framework provides details on mechanisms to respond to non-compliance.

2.1 Workers Are Recruited Through a Fair and Transparent Process

The selection of each worker must be done based on a clear set of criteria and should follow a fair and transparent process to minimize patronage and abuse. The criteria for selection of participants in EPWP Phase 3 are that they: 1- Are willing and able to take up the offered work. 2- Can be categorised as poor, 3- Are unemployed or underemployed and 4- Live close to the project area (i.e. local).

2.2 Adherence to the Minimum Wage

This principle calls for adherence to the EPWP Minimum wage and employment conditions under the EPWP Ministerial Determination. The latest EPWP Ministerial Determination sets out a minimum wage and minimum conditions of employment for the EPWP and implementers must comply its requirements. All projects that are not complying must be identified and supported to achieve compliance. All EPWP Coordinating structures will collaborate with the DOL in monitoring compliance by implementers.

2.3 Work provides or enhances public goods or community services

The work output of each EPWP project should contribute to enhancing public goods or community services. A record of outputs forms part of reporting for all EPWP Phase 3 projects and programmes. All projects and programmes must measure and report the productivity and outputs of all work to achieve meaningful impact and ensure the state receives value for money. The M&E framework provides details of sector specific output indicators to be reported.

2.4 Compliance with minimum labour-intensity appropriate to Sector

A minimum labour-intensity benchmark appropriate to each sector has been set. Furthermore programmes within each sector have their own minimum labour intensity benchmarks. Projects that do not comply with this standard will be supported to increase their labour intensity. However, if they still fail to achieve their minimum labour intensity they shall be excluded from the final report. Appendix D provides details of minimum labour intensity benchmarks for each sector and their programmes.
3 RESPONSIBILITIES OF THE PUBLIC BODY

3.1 Selection of projects

The public body should implement the following types of civil infrastructure projects labour-intensively, in accordance with these guidelines:

- low-volume roads (typically less than 500 vehicles per day);
- sidewalks and non-motorised transport infrastructure
- stormwater drainage;
- trenching; and
- water and sanitation

- where such projects contain a significant amount of the construction activities for which the use of labour is specified in the Generic Labour Intensive Specification in section 4.3.5 below, i.e. excavation, loading, short-distance hauling, offloading, spreading, grassing, and stone-pitching.

There is also potential for additional employment creation in other types of infrastructure and buildings (see Appendix B). Public bodies are also encouraged to create additional work opportunities in these projects. These guidelines may be used for other labour-intensive projects other than those types of civil infrastructure projects specified above, as long as such projects involve a significant substitution of labour for machines.

The public body must be satisfied that sufficient local labour (willing to work) is available for the project, before proceeding with the project as a labour-intensive project.

The public body is encouraged to send its relevant managers on the applicable skills programmes in labour-intensive construction (See Appendix C).

3.2 Large Projects

For Large Projects only the scope of works that can be implemented using labour intensive methods should be reported under the EPWP. Large Projects should be designed and packaged to promote participation of small to medium term contractors.

3.3 Setting of rate of pay

In accordance with the Code of Good Practice for Employment and Conditions of Work for the Expanded Public Works Programme, the public body must set a rate of pay (not less than the minimum EPWP rate as stipulated in the Ministerial Determination) for workers to be employed on EPWP projects.

The following principles should be considered when setting rates of pay for workers:

- The rate set should take into account wages paid for comparable unskilled work in the local area per sector, if necessary.
- The rate should be an appropriate wage to offer an incentive for work, to reward effort provided and to ensure a reasonable quality of work. It should not be more than the average local rate to ensure people are not recruited away from other employment and jobs with longer-term prospects.
- Men, women, disabled persons and the aged must receive the same pay for work of equal value.
The minimum wage is reviewed annually effective 1\textsuperscript{st} November of each year. The review is based on the inflation and the new wage rate is announced six weeks before it becomes effective.

As per the Code of Good Practice for Employment and Conditions of Work for the Expanded Public Works Programme, task rates are applicable with recommended rates as shown in Appendix G.

### 3.4 Appointment of consulting engineers and contractors

The public body must ensure that:

i) the design of the labour intensive works by consultants is overseen by persons in their employ who have completed the necessary skills training (see Appendix C);

ii) works contracts are administered by persons in the employ of consultants who have completed the necessary skills training (see Appendix C); and

iii) works contracts are awarded to contractors who have in their employ managers who have completed the necessary skills training (see Appendix C).

iv) Consultants are expected to sign an undertaking confirming they have complied with EPWP requirements at design and implementation stages. A sample is provided in (Appendix E).

Ideally, everyone involved in the implementation of EPWP projects should be competent in labour intensive methods of construction and/or maintenance as necessary.

### 3.5 Participants' Training

Public bodies are encouraged to ensure that beneficiaries employed on their EPWP projects receive accredited training whenever possible. This may be done through submission of training applications to the relevant Regional Office of the Department of Higher Education and Training. Personnel from the National Department of Public Works or Provincial Coordinating Department EPWP units will assist the Public Body prepare and submit the training applications to relevant Provincial office of the Department of Higher Education and Training or to any other funders like SETAs.

### 3.6 Monitoring and Reporting

Public bodies must ensure effective monitoring of the labour intensive activities and reporting of EPWP projects on the EPWP reporting system. For effective project monitoring, the Compliance Checklist provided in Appendix G is recommended for use by Public Bodies.
4 CONTRACT DOCUMENTATION FOR CONSULTING ENGINEERS AND CONTRACTORS FOR LABOUR-INTENSIVE CONSTRUCTION PROJECTS

4.1 General

All the standard forms of contract listed in the CIDB Standard for Uniformity in Construction Procurement may be used for labour-intensive projects. It is not necessary to create new forms of contract or to amend the approved forms of contract to implement labour based works.

Requirements for labour-intensive works need to be established in the scope of works, special conditions of contract and specifications associated with contract documentation.

The approved standard forms of contract for professional services use different terms to describe the parties to the contract. These guidelines use the terms employer and consultant for the parties engaged in professional service contracts and scope of work for requirements in both professional service and construction contracts.

4.2 Documentation for Professional Services Contracts

The scope of work must establish the manner in which the consultant is to provide the Professional services associated with labour intensive works.

All services relating to the implementation of the works which are to be provided in terms of the these Guidelines are normal services in terms of the Guideline Scope of Service and Tariff of Fees for Persons Registered in terms of the various Built Environment Professions Acts. Any changes in the design of the works to incorporate labour intensive works should not constitute a change in scope or an additional service where the scope of work is framed around such publications.

The following must be included in the scope of works in the contract of employment with a Professional services Consultant:

**Labour-intensive works**

1. The Consultant shall not perform any significant portion of a project involving labour-intensive works under the direction of a staff member who has not completed the NQF level 7 unit standard "Develop and Promote Labour Intensive Construction Strategies"

2. The staff member of the consultant who is responsible for the administration of any works contract involving labour intensive works must have completed the NQF level 5 unit standard "Manage Labour Intensive Construction Projects"

The Consultant must provide the Employer with satisfactory evidence (e.g. letter of competency) that staff members satisfy the requirements of 1 and 2.

3. The Consultant must design and implement the construction works in accordance with the latest version (download at www.epwp.gov.za) of Guidelines for the Implementation of the Labour Intensive Projects under the Expanded Public Works Programme (these Guidelines) published by the National Department of Public Works.
4. The Consultant shall, for monitoring purposes, keep monthly records and transmit to the Client data on the following indicators with regard to the EPWP projects implemented:

- Project budget and planned output
- Actual Project Expenditure and actual output
- Planned and achieved labour intensity
- Number of work opportunities created
- Demographics of workers employed (disaggregated by women, youth and persons with disabilities) • Wage rate earned on project
- Number of person-days of employment created
- Copies of Identity documents of workers
- Number of persons who have attended training and the nature of training provided.
- Labour Intensity
- Assets created, rehabilitated or maintained
- Services provided or delivered

5. The definitions for these indicators are contained in Appendix D of the latest edition of the Guidelines for the Implementation of Labour-Intensive Infrastructure Projects under the Expanded Public Works Programme (EPWP). The values for the indicators shall be submitted to the Employer on the prescribed reporting template (from the EPWP Unit in the DPW) and obtainable from www.epwp.gov.za.

6. The Consultant shall, before certifying a contractor’s payment certificate, ensure that the contractor has submitted labour information in a format and timeframe specified by the employer. If the information submitted by the contractor is inadequate the consultant shall not submit the payment certificate to the employer for payment of the relevant outputs.

7. The Consultant shall certify that the works have been completed in accordance with the requirements of the Guidelines and the Contract:

a) whenever a payment certificate is presented to the Employer for payment; and

b) immediately after the issuing of a practical completion certificate that signifies that the whole of the works have reached a state of readiness for occupation or use for the purposes intended although some minor work may be outstanding.
4.3 Contract Documentation for the Works

Applicable standard contract documents will apply incorporating specific EPWP conditions and specifications as outlined below.

EPWP documents and projects should be branded in accordance with the latest Corporate Identity Manual obtainable from www.epwp.gov.za

4.3.1 Notice and Invitation to tender / Conditions of tender

Public bodies must only award contracts to contractors who have suitably qualified senior and middle supervisory staff to supervise the labour-intensive works. Tenderers must be made aware of this requirement in tender documents. Those responsible for evaluating tenders must confirm that the contractor has such staff available for the contract during the tender evaluation process.

The following must be included in the notice and invitation to tender:

“Only tenderers who employ staff which satisfy EPWP requirements are eligible to submit tenders”.

The following must be included in the tender data in accordance with the provisions of the CIDB Standard for Uniformity in Construction Procurement:

<table>
<thead>
<tr>
<th>F.2.1</th>
<th>Only those tenderers who have in their employ management and supervisory staff satisfying the requirements of the scope of work for labour intensive competencies for supervisory and management staff are eligible to submit tenders.</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.2.18</td>
<td>The tenderer shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the labour-intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.</td>
</tr>
</tbody>
</table>

4.3.2 Contract Data

The following must be included in the contract data in the contract with the Employer:

Payment for the labour-intensive component of the works

Payment for works identified in the Scope of Work as being labour-intensive shall only be made in accordance with the provisions of the Contract if the works are constructed strictly in accordance with the provisions of the Scope of Work. Any non-payment for such works shall not relieve the Contractor in any way from his obligations either in contract or in delict.

Linkage of payment for labour-intensive component of works to submission of project data

The Contractor’s payment invoices shall be accompanied by labour information for the corresponding period in a format specified by the employer. If the contractors chooses to delay submitting payment invoices, labour returns shall still be submitted as per frequency and timeframe stipulated by the Employer. The contractor’s invoices shall not be paid until all pending labour information has been submitted.
The current Ministerial Determination (also downloadable at www.epwp.gov.za), Expanded Public Works Programmes, issued in terms of the Basic Conditions of Employment Act of 1997 by the Minister of Labour in Government Notice, shall apply to works described in the scope of work as being labour intensive and which are undertaken by unskilled or semi-skilled workers.

### 4.3.3 Scope of work

Applicable Standard specifications are to be utilised. It is necessary, however, to include certain requirements (special specifications) in the scope of works to implement labour-intensive works in accordance with the provisions of these Guidelines.

<table>
<thead>
<tr>
<th>The following wording, as appropriate, must be included in the scope of work in the contract with the contractor</th>
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<tr>
<td><strong>DESCRIPTION OF THE WORKS</strong></td>
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<tr>
<td><strong>1. Employer’s objectives</strong></td>
</tr>
<tr>
<td>The employer’s objectives are to deliver public infrastructure using labour intensive methods in accordance with EPWP Guidelines.</td>
</tr>
<tr>
<td><strong>2. Labour-intensive works</strong></td>
</tr>
<tr>
<td>Labour-intensive works shall be constructed using local workers who are temporarily employed in terms of the scope of work.</td>
</tr>
<tr>
<td><strong>3. Labour-intensive competencies of supervisory and management staff</strong></td>
</tr>
<tr>
<td>Contractors shall only engage supervisory and management staff in labour intensive works that have completed the skills programme outlined in Table 1.</td>
</tr>
</tbody>
</table>
Table 1: Skills programme for supervisory and management staff.

<table>
<thead>
<tr>
<th>Personnel</th>
<th>NQF level</th>
<th>Unit standard titles</th>
<th>Skills programme description</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Use Labour-Intensive Construction Methods to Construct and Maintain Water and Sanitation Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use Labour-Intensive Construction Methods to Construct, Repair and Maintain Structures</td>
<td></td>
</tr>
<tr>
<td>Site Agent / Manager</td>
<td>5</td>
<td>Manage Labour-Intensive Construction Processes</td>
<td>Skills Programme against this single unit standard</td>
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<tr>
<td>(i.e. the contractor's most senior representative that is resident on the site)</td>
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EMPLOYMENT OF UNSKILLED AND SEMI-SKILLED WORKERS IN LABOUR-INTENSIVE WORKS

Requirements for the sourcing and engagement of labour

1. Unskilled and semi-skilled labour required for the execution of all labour intensive works shall be engaged strictly in accordance with prevailing legislation, in accordance with the Code of Good Practice for the Expanded Public Works Programme.

2. The following are some of the considerations that are elaborated in the Code of Good Practice for Expanded Public Works Programme.

4.3.4 Training of targeted labour

1. The contractor shall provide all the necessary on-the-job training to targeted labour to enable such labour to master the basic work techniques required to undertake the work in accordance with the requirements of the contract in a manner that does not compromise worker health and safety.

2. Accredited training may be provided before the commencement of a project.

3. The cost of accredited training of targeted labour will be funded through various funding sources such as National Skills Fund from the Department of Higher Education and Training, funds from the
Implementing Public body, funding from SETAS etc. This training should take place as close to the project site as practically possible. The Public Body implementing the project must ensure that training applications for beneficiaries are made by its relevant project manager assisted by relevant training officials from the National Department of Public Works.

4. The Public Body must ensure that preference of the training of beneficiaries in technical skills over life skills is made. In addition, the Public Body is required to maximize opportunities for training to beneficiaries to be carried out before the implementation of projects.

5. The Public body must ensure that workers who have received training will be placed on the project to work after receiving the training.

6. If a provisional sum for training is made in the contract the contractor shall pay an allowance equal to 100% of the daily wage rate to workers who attend accredited training.

4.3.5 Generic Labour-Intensive Specification

The Generic Labour-intensive specification below (informed by SANS 1921-5, Construction and management requirements for works contracts - Part 5: Earthworks) covers activities which are to be performed by hand, and should be included in the scope of works without amendment or modification as set out below.

This specification establishes general requirements for activities which are to be executed by hand involving the following:

- trenches having a depth of less than 1.5 metres
- stormwater drainage
- low-volume roads (typically less than 500 vehicles per day);
- sidewalks and non-motorised transport infrastructure
- water and sanitation

Precedence

Where this specification is in conflict with any other standard or specification referred to in the Scope of Works to this Contract, the requirements of this specification shall prevail.

Hand excavateable material

Hand excavateable material is:

a) granular materials:

i) whose consistency when profiled may in terms of table 2 be classified as very loose, loose, medium dense, or dense; or

ii) where the material is a gravel having a maximum particle size of 10mm and contains no cobbles or isolated boulders, no more than 15 blows of a dynamic cone penetrometer is required to penetrate 100mm;

b) cohesive materials:
i) whose consistency when profiled may in terms of table 2 be classified as very soft, soft, firm, stiff and stiff / very stiff; or

ii) where the material is a gravel having a maximum particle size of 10mm and contains no cobbles or isolated boulders, no more than 8 blows of a dynamic cone penetrometer is required to penetrate 100mm;

**Note**

1) A boulder is material with a particle size greater than 200mm, a cobble and gravel is material between 60 and 200mm.

2) A dynamic cone penetrometer is an instrument used to measure the insitu shear resistance of a soil comprising a drop weight of approximately 10 kg which falls through a height of 400mm and drives a cone having a maximum diameter of 20mm (cone angle of 60° with respect to the horizontal) into the material being used.

### Table 2: Consistency of materials when profiled

<table>
<thead>
<tr>
<th>GRANULAR MATERIALS</th>
<th>CONSISTENCY</th>
<th>DESCRIPTION</th>
<th>COHESIVE MATERIALS</th>
<th>CONSISTENCY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very loose</td>
<td></td>
<td>Crumbles very easily when scraped with a geological pick.</td>
<td>Very soft</td>
<td>Geological pick head can easily be pushed in as far as the shaft of the handle.</td>
<td></td>
</tr>
<tr>
<td>Loose</td>
<td></td>
<td>Small resistance to penetration by sharp end of a geological pick.</td>
<td>Soft</td>
<td>Easily dented by thumb; sharp end of a geological pick can be pushed in 30-40 mm; can be moulded by fingers with some pressure.</td>
<td></td>
</tr>
<tr>
<td>Medium dense</td>
<td></td>
<td>Considerable resistance to penetration by sharp end of a geological pick.</td>
<td>Firm</td>
<td>Indented by thumb with effort; sharp end of geological pick can be pushed in upto 10 mm; very difficult to mould with fingers; can just be penetrated with an ordinary hand spade.</td>
<td></td>
</tr>
<tr>
<td>Dense</td>
<td></td>
<td>Very high resistance to penetration by the sharp end of a geological pick; requires many blows for excavation.</td>
<td>Stiff</td>
<td>Can be indented by thumb-nail; slight indentation produced by pushing geological pick point into soil; cannot be moulded by fingers.</td>
<td></td>
</tr>
<tr>
<td>Very dense</td>
<td></td>
<td>High resistance to repeated blows of a geological pick.</td>
<td>Very stiff</td>
<td>Indented by thumb-nail with difficulty; slight indentation produced by blow of a geological pick point.</td>
<td></td>
</tr>
</tbody>
</table>
Trench excavation

All hand excavateable material in trenches having a depth of less than 1.5 metres shall be excavated by hand.

Compaction of backfilling to trenches (areas not subject to traffic)

Backfilling to trenches shall be placed in layers of thickness (before compaction) not exceeding 100mm. Each layer shall be compacted using hand stampers

a) to 90% Proctor density;

b) such that in excess of 5 blows of a dynamic come penetrometer (DCP) is required to penetrate 100 mm of the backfill, provided that backfill does not comprise more than 10% gravel of size less than 10mm and contains no isolated boulders, or

c) such that the density of the compacted trench backfill is not less than that of the surrounding undisturbed soil when tested comparatively with a DCP.

Excavation

All hand excavateable material including topsoil classified as hand excavateable shall be excavated by hand. Harder material may be loosened by mechanical means prior to excavation by hand.

The excavation of any material which presents the possibility of danger or injury to workers shall not be excavated by hand.

Clearing and grubbing

Grass and small bushes shall be cleared by hand.

Shaping

All shaping shall be undertaken by hand.

Loading

All loading shall be done by hand. Haulage equipment should be selected in a manner that allows loading by hand to the extent possible.

Haul

Excavation material shall be hauled to its point of placement by means of wheelbarrows where the haul distance is not greater than 150 m.

Offloading

All material, however transported, is to be off-loaded by hand, unless tipper-trucks are utilised for haulage.
Spreading

All material shall be spread by hand.

Compaction

Small areas may be compacted by hand provided that the specified compaction is achieved. Appropriate rollers should be used where higher (than can be achieved by hand) levels of compaction are required.

Grassing

All grassing shall be undertaking by sprigging, sodding, or seeding by hand.

Stone pitching and rubble concrete masonry

All stone required for stone pitching and rubble concrete masonry, whether grouted or dry, must to be collected, loaded, off loaded and placed by hand.

Sand and stone shall be hauled to its point of placement by means of wheelbarrows where the haul distance is not greater than 150m.

Grout shall be mixed and placed by hand.

Manufactured Elements

Elements manufactured or supplied by the Contractor, such as manhole rings and cover slabs, precast concrete planks and pipes, masonry units and edge beams shall not individually, have a mass of more than 320kg. In addition the items shall be large enough so that four workers can conveniently and simultaneously acquire a proper hand hold on them.

4.3.6 Bill of quantities

Labour-intensive works must be highlighted in the bills of quantities for the payment items relating to labour-intensive works. The following wording, as appropriate, should be included in the pricing Instructions and in the bills of quantities in the pricing data:

1. Those parts of the works to be constructed using labour-intensive methods should be marked in the bill of quantities with the letters LI in a separate column against every item so designated (as illustrated in the table below). The works, or parts of the works so designated are to be constructed using labour-intensive methods only. The use of plant to provide such works, other than plant specifically provided for in the scope of work, is a deviation from the contract. The items marked with the letters LI are not necessarily an exhaustive list of all the activities which must be done by hand, and this clause does not over-ride any of the requirements in the generic labour intensive specification in the Scope of Works.

2. Where minimum labour intensity is specified by the design the contractor is expected to use their initiative to identify additional activities that can be done labour intensively in order to comply with the set minimum labour intensity target.

3. Payment for items which are designated to be constructed labour-intensively (either in this schedule or in the Scope of Works) will not be made unless they are constructed using labour-intensive methods. Any unauthorised use of plant to carry out work which was to be done labour-intensively will not be condoned and any works so constructed will not be certified for payment.
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>33.07LI</td>
<td>Removal of unsuitable material (including free-haul to 0.5km)</td>
<td>m³</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5 PLANNING AND IMPLEMENTATION CHECKLIST

Cognisance of the following should be taken in the design of labour-intensive works:

1. Earthworks must be designed taking consideration of the labour intensive construction methodology.
2. Vertical and horizontal alignment of the works (roads, trenches, pipelines and stormwater channels) should be such to optimise cut and fill, minimise deep or hard excavation or areas requiring specialist engineering input for example dewatering or specialist ground stabilisation.
3. During the design of gravel roads, suitable construction material should be sourced in close proximity to the site of the Works.
4. Drawings must be produced and presented in a clear easily understandable way. Where setting out information is provided in the form of coordinates it should be backed up with methods, not relying on sophisticated surveying instruments, such as offsets measurable with the use of a standard tape. Where possible and appropriate drawings should be produced using a background of ortho photos to provide for easily identification of surrounding features.
5. Where the haul distance is greater than 150m, and less than 5000m the use of small volume local transport, should be considered.
6. Excavation in material which may constitute a safety hazard for workers should not be done using labour.
7. All pre-manufactured materials which are incorporated into the Works must be sized such that the mass of individual elements does not exceed 320kg. Men should not lift individual loads exceeding 55kg and for women the limit is 35kg.
8. Pregnant women should be assigned light duties.
9. Stone masonry and grouted stone pitching should be included wherever suitable material is available and structurally suitable, to the exclusion of pre-cast or cast in situ concrete stormwater structures.
10. Where compaction of road layer works is required, it must be carried out using conventional compaction equipment (mechanised pedestrian rollers where possible). Compaction of small areas and in trenches may be carried out using hand stampers.
11. Consideration must be given to alternative design of trenches to reduce depth of excavation.
12. Where there is an indication of local skills, e.g. bricklaying, structures should be designed to make use of such skills.
13. There are appropriate designs for labour-intensive construction of low-cost surfacing for low-volume roads. Refer to Appendix A for further details.

6 REPORTING

EPWP projects have to be registered and progress reports submitted according to agreed formats and timeframes. Appendix H provides forms that are recommended for use by public bodies, consultants and contractors implementing the EPWP.
# 7 APPENDIX A: SOURCES OF ADDITIONAL INFORMATION

The following sources provide comprehensive information in respect of the following topics:

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>REFERENCE</th>
<th>OBTAINABLE FROM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Besa building system</td>
<td>Agrement South Africa’s Guideline 1, The Manufacture of BESA Blocks</td>
<td>Agrement South Africa <a href="http://www.agrement@csir.co.za">www.agrement@csir.co.za</a></td>
</tr>
<tr>
<td></td>
<td>Part 3: Section 2- The BESA Building System</td>
<td></td>
</tr>
<tr>
<td>Conditions of Employment</td>
<td>Code of Code of Good Practice for Employment and Conditions of Work for EPWP Ministerial Determination</td>
<td>EPWP Unit of the Department of Public Works</td>
</tr>
<tr>
<td>Concrete roads</td>
<td>Low-volume concrete roads by Bryan Perrie</td>
<td>Cement and Concrete Institute <a href="http://www.cnci.org.za">www.cnci.org.za</a></td>
</tr>
<tr>
<td></td>
<td>• Part 2: Labour-based construction methods for earth works</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Appendix 1: Quantitative Employment Data on Selected Construction Activities</td>
<td></td>
</tr>
<tr>
<td>TOPIC</td>
<td>REFERENCE</td>
<td>OBTAINABLE FROM</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>• Appendix 1: Quantitative Employment Data on Selected Construction Activities</td>
<td>Development Board (CIDB) website: <a href="http://www.cidb.org.za">www.cidb.org.za</a> under the section “job creation”</td>
</tr>
<tr>
<td>Minimum wages</td>
<td>• Wage determination for the Civil Engineering Sector</td>
<td><a href="http://www.safcec.org.za">www.safcec.org.za</a> under the section “human resources”</td>
</tr>
<tr>
<td></td>
<td>• Ministerial Determination:</td>
<td>EPWP Unit of the Department of Public Works</td>
</tr>
<tr>
<td>Monitoring the employment of workers / compliance with the provisions of SANS 1914-5</td>
<td>SANS 10396, Implementing Preferential Procurement Policies Using Targeted Procurement Procedures</td>
<td>Standards South Africa (division of the South African Bureau of Standards)</td>
</tr>
<tr>
<td></td>
<td>• Annex G: Implementing employment intensive infrastructure projects which target the increase of employment opportunities generated per unit of expenditure</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Annex J: Third party management support</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Part 3: Section 1- Pre-cast Concrete Products, Brick and Block Making</td>
<td></td>
</tr>
<tr>
<td>TOPIC</td>
<td>REFERENCE</td>
<td>OBTAINABLE FROM</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
  • Part 2: Labour-based construction methods for earthworks  
  • Part 4: Section 4 - Foam bitumen gravel  
  • Part 4: Section 5 - Cast in-situ block pavements (hyson cells)  
  • Part 4: Section 6 - Emulsion treated gravel  
  • Part 4: Section 7 - Waterbound macadam  
  • Part 4: Section 8 - Slurry bound and composite macadams  
  • Part 4: Section 9 - Labour-based methods for unsealed roads  
  • Appendix 1: Quantitative Employment Data on Selected Construction Activities  
EPWP Website: www.epwp.gov.za |
  • Part 4: Section 2 – Rubble masonry dam construction technology  
  • Part 4: Section 3 – Rubble masonry concrete arch bridge construction technology | Construction Industry Development Board www.cidb.org.za under the section “job creation” |
  • Part 4: Section 1 – Labour-based Open Channel Flow Technology | Construction Industry Development Board www.cidb.org.za under the section “job creation” |
<table>
<thead>
<tr>
<th>TOPIC</th>
<th>REFERENCE</th>
<th>OBTAINABLE FROM</th>
</tr>
</thead>
</table>
  - Part 2: Labour-based construction methods for earthworks  
  - Appendix 1: Quantitative Employment Data on Selected Construction Activities | Construction Industry Development Board www.cidb.org.za under the section "job creation” |
APPENDIX B: TYPES OF INFRASTRUCTURE WHICH ARE SUITABLE FOR CONSTRUCTION USING LABOUR INTENSIVE METHODS

B.1 Roads

The following operations may be carried out using labour intensive methods:

1. Site clearance

2. Layer work construction including loading, hauling and spreading material.
   
   **Note:** All compaction should be done using conventional compaction equipment and where necessary the use of heavy machinery may be employed to loosen material for excavation by hand. Where significant use of blasting is indicated, then the Works are probably not suitable for labour intensive methods.

3. Labour intensive methods may be used when carrying out the following operations:
   
   - Macadam base course either dry, water bound or emulsion bound; foamed bitumen gravel; emulsion treated gravel; or slurry bound or composite macadams.
   
   - Application of bitumen bound surface treatment (cold) including spreading and dragging of chips.
   
   - Slurry treatments to existing or new road surfaces.
   
   - In situ concrete roads.
   
   - Segmented block paved roads.
   
   - Cast in-situ concrete pavements (including Ultra-Thin Reinforced Concrete)
     
   - hyson-cells;

   - Road markings.

4. Fencing.

5. Erection of road signs.


7. Road reserve maintenance.

8. Rubble masonry bridges, culverts and retaining walls
B.2 Stormwater

The following operations may be constructed using labour intensive construction methods:

1. Gabions and Reno mattresses.
2. Small diameter pre-cast concrete elements (pipes and arches).
3. Grassed or lined water channels

B.3 Sewers

The following operations may be constructed using labour intensive construction methods:

1. Sewer manholes either in brickwork or using specially manufactured pre-cast manhole rings (individual mass less than 320kg).
2. Sewer manhole covers and lids using specially designed pre-cast units.
3. Maturation or flocculation ponds with least dimension not exceeding 100m.

B.4 Water

The following operations may be constructed using labour intensive construction methods:

1. Laying of water pipelines, fittings and house connections in all materials (including steel) where the mass of individual pipe lengths does not exceed 320kg.
2. Construction of Ferro-cement reservoirs.
3. Excavation for membrane lined and floating roof reservoirs.
4. Construction of small masonry reservoirs.
5. Spring and well protection measures

B.5 Haul of Material

Where the haul of any material exceeds 150m, consideration should be given to the use of local resources.
for transporting material. This includes the use of animal drawn vehicles and small trailer combinations utilising locally sourced tractors. All loading and offloading can be done by hand.

**B.6 Electricity**

The following operations may be constructed using labour intensive methods:

1. Excavation of trenches for reticulation of all voltages.
2. Excavation for and erection of poles for overhead lines.
3. Installation of all electricity cables (joints and terminations by qualified persons).

**B.7 Houses, schools and clinics**

Housing is seen as labour-intensive, but the number of local people that could be employed may be enhanced by one or more of the following:

1. Manufacture of masonry elements on site.
2. Excavation of all foundation trenches by hand.
3. Manufacture of roof trusses on site.
4. Adoption of the BESA System

**Note:**

1) In the BESA system walls are constructed using bitumen emulsion stabilised adobe blocks and mortar. External and internal wall surfaces can be finished in a variety of ways using a mortar mix or a cement/sand plaster.

2) The BESA Building System is the subject of an open certificate issued by Agrement South Africa. The concept of an open certificate is that the technology is not the intellectual property of any company or individual and the information is available to anyone who wishes to use it. Any competent person, company or institution who wishes to use this system and is capable of carrying out this work in accordance with the terms and conditions of certification and undertakes to do so, may apply to Agrement South Africa to be registered as a holder of this open certificate.
9 APPENDIX C: REQUIRED SKILLS PROGRAMMES

C.1 Client/ Employer

It is recommended that personnel within public bodies complete skills programmes for NQF registered unit standards, as set out in Table C.1.

Table C.1: Skills programme for client / employer staff

<table>
<thead>
<tr>
<th>Personnel</th>
<th>NQF</th>
<th>Unit Standard Title</th>
<th>Skills Programme Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior management and professionals</td>
<td>7</td>
<td>Develop and Promote Labour-Intensive Construction Strategies</td>
<td>Skills Programme against this single unit standard</td>
</tr>
<tr>
<td>Middle (technical)</td>
<td>5</td>
<td>Manage Labour-Intensive Construction Projects</td>
<td>Skills Programme against this single unit standard</td>
</tr>
</tbody>
</table>

C.2 Consultants

The person responsible for the design and documentation of the labour intensive works, must have completed the NQF level 7 unit standard "Develop and Promote Labour Intensive Construction Strategies". (see Table C.2).

The Employer’s Representative must have completed the NQF level 5 unit standard "Manage Labour Intensive Construction Projects". (see Table C.2).

Table C.2: Skills programme for consultants

<table>
<thead>
<tr>
<th>Personnel</th>
<th>NQF</th>
<th>Unit standard Title</th>
<th>Skills Programme Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer’s Representative / Site Supervisor</td>
<td>5</td>
<td>Manage Labour Intensive Construction Projects</td>
<td>Supervisor Skills Programme against this single unit standard</td>
</tr>
<tr>
<td>Designer</td>
<td>7</td>
<td>Develop and Promote Labour-Intensive Construction Strategies</td>
<td>Skills Programme against this single unit standard</td>
</tr>
</tbody>
</table>
### C.3 Contractors

The unit standards for contractors are outlined in Table C.3.

<table>
<thead>
<tr>
<th>Personnel</th>
<th>NQF</th>
<th>Unit standard Titles</th>
<th>Skills Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreman / Supervisor</td>
<td>4</td>
<td>Implement Labour-Intensive Construction Systems and Techniques</td>
<td>This unit standard must be completed, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use Labour-Intensive Construction Methods to Construct and Maintain Roads and Stormwater Drainage</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use Labour-Intensive Construction Methods to Construct and Maintain Water and Sanitation Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use Labour-Intensive Construction Methods to Construct, Repair and Maintain Structures</td>
<td>any one of the 3 listed unit standards must be completed</td>
</tr>
<tr>
<td>Site Agent / Manager</td>
<td>5</td>
<td>Manage Labour-Intensive Construction Processes</td>
<td>Skills Programme against this single unit standard</td>
</tr>
</tbody>
</table>
APPENDIX D: PROGRAMME INDICATORS AND MINIMUM LABOUR INTENSITY TARGETS

D.1: DEFINITIONS OF PROGRAMME INDICATORS

Person-days of Employment Created

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

Full Time Equivalent (FTE) of Employment Created

FTE refers to one person-year of employment. One person year is equivalent to 230 person days of work. The 230 days are effective days of work after subtracting provision for non-productive days in a year (e.g. leave, holidays).

\[ 1 \text{ FTE} = \frac{\text{person days}}{230} \]

Job Opportunities

1 job opportunity = paid work created for an individual on an EPWP project for any period of time. In the case of social sector projects, learnerships will also constitute job opportunities. The same individual can be employed on different projects and each period of employment will be counted as a job opportunity.

Project Wage Rate

Minimum Daily Wage Rate = daily wage (whether task-rated or time-rated) per individual project. This wage rate must be inserted in the Project tender document as per the EPWP Guidelines.

Training Person-Days

Training should be reported as follows;

1. Number of people trained
2. Number of people that received accredited training
3. Number of people that received non-accredited training
4. Profile of the beneficiaries (Women, Disabled, Youth)
5. Percentage of people placed i.e. percentage of people who worked after receiving the training.
   This information is provided by the Project Manager of the project.
No of Person days of training which are calculated as the number of people attended training x the number of days of training.

**Project Budget**

The project budget = the price tendered by the contractor + the professional fees for the professional service provider appointed to design and supervise the project. The project budget excludes government management & administration costs.

**Actual Expenditure**

Actual expenditure = the expenditure on the project by the contractor + the expenditure by the professional service provider appointed to design and supervise the project. The actual expenditure excludes expenditure on government management & administration.

**Planned Output**

Planned output = planned physical quantities (e.g. km or road, pipeline) corresponding to the planned budget.

**Actual Output**

Actual output = achieved physical quantities (e.g. km or road, pipeline) corresponding to the actual expenditure.

**Planned Labour Intensity**

Planned labour intensity = planned budget on wages expressed as a percentage of the total planned budget for activities to be implemented labour-intensively

**Actual Labour Intensity**

Actual labour intensity = actual expenditure on wages expressed as a percentage of the total actual expenditure on activities implemented labour-intensively

**Demographic Characteristics of Workers**

The number of workers that fall within the following categories must be recorded:

- Youth (i.e. 16 – 35 years of age)
• Women

• People with disabilities

The definitions contained in the Preferential Procurement Regulations of 2001 for these categories of beneficiaries will be utilised.

Identity Documents

South African identity registration document for each individual will be required.
## D.2: Indicators and Recommended Labour Intensity for Infrastructure Projects

<table>
<thead>
<tr>
<th>Category</th>
<th>Sub-Category</th>
<th>Indicators</th>
<th>Recommended Minimum LI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings</td>
<td>Construction</td>
<td>No., m²</td>
<td>5-20%</td>
</tr>
<tr>
<td></td>
<td>Maintenance</td>
<td>No., m²</td>
<td>20-70%</td>
</tr>
<tr>
<td></td>
<td>Landscaping</td>
<td>m²</td>
<td>40-70%</td>
</tr>
<tr>
<td>Roads – High Volume</td>
<td>Construction/Rehabilitation</td>
<td>Upgrading/</td>
<td>5-30%</td>
</tr>
<tr>
<td></td>
<td>Maintenance – Routine</td>
<td>Km., lane-km</td>
<td>40-90%</td>
</tr>
<tr>
<td></td>
<td>Maintenance – Periodic</td>
<td>Km., lane-km, m²</td>
<td>15-40%</td>
</tr>
<tr>
<td></td>
<td>Fencing</td>
<td>Km., m</td>
<td>20-50%</td>
</tr>
<tr>
<td>Roads – Low Volume</td>
<td>Construction/Rehabilitation (Gravel/ Sealed)</td>
<td>Upgrading/</td>
<td>10-30%</td>
</tr>
<tr>
<td></td>
<td>Maintenance - Routine</td>
<td>Km., lane-km, m²</td>
<td>70-90%</td>
</tr>
<tr>
<td></td>
<td>Maintenance - Periodic</td>
<td>Km., lane-km, m²</td>
<td>20-50%</td>
</tr>
<tr>
<td>Non-Motorized Transport/Walkways*</td>
<td>Reticulation</td>
<td>Km., m²</td>
<td>10-30%</td>
</tr>
<tr>
<td>Stormwater</td>
<td>Construction</td>
<td>Km.</td>
<td>15-25%</td>
</tr>
<tr>
<td>Water Reticulation</td>
<td>Construction</td>
<td>Km.</td>
<td>10-30%</td>
</tr>
<tr>
<td>Bulk Water Supply</td>
<td>Construction</td>
<td>Km.</td>
<td>5-15%</td>
</tr>
<tr>
<td>Sewer Reticulation</td>
<td></td>
<td>Km.</td>
<td>10-30%</td>
</tr>
<tr>
<td>Sanitation</td>
<td>Construction</td>
<td>No.,</td>
<td>10-30%</td>
</tr>
<tr>
<td>Reticulation Maintenance</td>
<td>Maintenance</td>
<td>Km., No.</td>
<td>15-40%</td>
</tr>
</tbody>
</table>

*(Exclusive of Rehabilitation of Structures)*
<table>
<thead>
<tr>
<th>Category</th>
<th>Sub-Category</th>
<th>Indicators</th>
<th>Recommended Minimum LI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid Waste</td>
<td>Management</td>
<td>Land Fill Sites</td>
<td>m³, m², No.</td>
</tr>
<tr>
<td>Electrification</td>
<td>Reticulation</td>
<td></td>
<td>Km., No. of Households/ Units</td>
</tr>
<tr>
<td>Railway</td>
<td>Lines Refurbishment</td>
<td></td>
<td>Km.</td>
</tr>
</tbody>
</table>
### D.3: OTHER INDICATORS FOR INFRASTRUCTURE SECTOR SERVICES AND ASSETS

#### National Youth Service

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>INDICATORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment</td>
<td># Work opportunities</td>
</tr>
<tr>
<td>Class room Training</td>
<td># certificates issued</td>
</tr>
<tr>
<td>Work placement</td>
<td># youth placed</td>
</tr>
<tr>
<td>Exits</td>
<td># workshops held, youths exit</td>
</tr>
</tbody>
</table>

#### Vuk'uphile Contractor Development Programme

<table>
<thead>
<tr>
<th>ASSET</th>
<th>INDICATORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment</td>
<td># Work opportunities</td>
</tr>
<tr>
<td>Learnership</td>
<td># of people trained</td>
</tr>
<tr>
<td>Work placement</td>
<td># contractor entities developed</td>
</tr>
<tr>
<td>Exits</td>
<td># learners exited</td>
</tr>
</tbody>
</table>

#### State Owned Enterprises

<table>
<thead>
<tr>
<th>ASSET</th>
<th>INDICATORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water pump stations</td>
<td># pump stations</td>
</tr>
<tr>
<td>Dams</td>
<td># dams</td>
</tr>
<tr>
<td>Power stations and substations</td>
<td># number</td>
</tr>
<tr>
<td>Railway station maintenance</td>
<td># of stations</td>
</tr>
</tbody>
</table>
**APPENDIX E: CONSULTANT’S COMPLIANCE DECLARATION**

Public bodies may use the form as a guideline for agreements with consultants or project managers (E1) responsible for designing and (E2) supervising implementation of labour intensive projects.

**E.1: EPWP Project Design Compliance Declaration**

*(to be inserted in Consultancy Agreement and filled-in by Consultant/Project Manager)*

<table>
<thead>
<tr>
<th>Name of Implementing Agency: ……………………………………………………………………</th>
<th>FY…………………………</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name: ………………………………………………………………………………………</td>
<td>Project/Contract No.: ……………………………</td>
</tr>
<tr>
<td>Consulting Firm: ………………………………………………………………………………………</td>
<td>Project Manager: ……………………………</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage/Element/Process</th>
<th>Procedure and/or Activity</th>
<th>Compliance requirement</th>
<th>Reference: EPWP Guidelines, DORA Frameworks &amp; Business Process</th>
<th>Compliant? Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification of Service Providers</td>
<td>Consultant Qualified in terms of EPWP Guidelines</td>
<td>Design- NQF 7; Supervision: NQF5</td>
<td>Annex C.2, Table C.2</td>
<td>13</td>
</tr>
</tbody>
</table>

Design

- Design compliance to EPWP | Design amenable to use of Labour Intensive Methods | EPWP Clause 4 | Page 20 |

- Labour intensity (LI) | Minimum L.I. Set & included in Tender document |

- Optimization of employment Creation
  - Use of materials with high LI
  - Identification of L.I. work items in Bills of Quantities
  - Labour Intensive Work Methods
  - Appropriate Tools and Equipment
  - Applicable task rates based on site conditions |

Standard EPWP-compliant Tender Contract Document

- Standard EPWP-Compliant Procurement Doc. adapted to specific project | Rate of pay set by Implementing Agency in Tender Document | EPWP Clause 2.2 | Page 2 |

- Tender Eligibility | EPWP Clause 3.3.1 | Page 6 |

- Contract Data | EPWP Clause 3.3.2 | Page 6 |

- Scope of Works | EPWP Clause 3.3.3 | Page 6 |

Demographic requirements
<table>
<thead>
<tr>
<th>Code of Good Practice for EPWP; Applicable labour laws, health &amp; safety and environmental requirements</th>
<th>3.3.2</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pricing Instructions on L.I.</td>
<td>3.3.4</td>
<td>19</td>
</tr>
<tr>
<td>SANS 1914-5 Recruitment of Local Labour</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>Generic L.I. Specification</td>
<td></td>
<td>16-18</td>
</tr>
</tbody>
</table>

Declaration:

I, ...........................................(Name of Designer) hereby certify that the above-mentioned project has been appropriately designed; procurement documents and reporting templates prepared in accordance with the “Code of Good Practice for EPWP” and the latest edition of “EPWP Guidelines for Implementation of Infrastructure projects”, in order to optimise employment creation to achieve the stipulated minimum project Labour Intensity(LI).

Signature: .................................................. Date: ..............................
E.2.: EPWP Project Supervision Compliance Declaration

*(to be inserted in Consultancy Agreement and filled-in by Consultant/Project Manager)*

**Name of Implementing Agency:**

..................................................................................................................

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Project/Contract No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>..................</td>
<td>........................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Consulting Firm:</th>
<th>Project Manager:</th>
</tr>
</thead>
<tbody>
<tr>
<td>..................</td>
<td>........................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage/Element/Process</th>
<th>Procedure and/or Activity</th>
<th>Compliance requirement</th>
<th>Reference: DORA Frameworks &amp; Business Process</th>
<th>Compliant?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management</td>
<td>Supervision, Monitoring &amp; Evaluation</td>
<td>Records per EPWP Reporting System</td>
<td>EPWP Guidelines, EPWP Clause 3.2 Page 5</td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registration of Project on Reporting System</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Compliance on:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Code of Good Practice for EPWP</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- L.I items</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Quality standards achieved</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Certification of Works: Payment Certificates include EPWP Report</td>
<td>EPWP Clause 6 – Consultant Scope of works Page 13</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

**Declaration:**

I, .................................................. *(Name of Supervising Consultant/ Project Manager)* do undertake to supervise the project in compliance with all EPWP requirements in accordance with the “Code of Good Practice for EPWP” and the latest edition of “EPWP Guidelines for Implementation of Infrastructure projects”, in order to optimise employment creation to achieve the stipulated minimum project Labour Intensity(LI)

**Signature:** .......................................................... **Date:** ..........................................................
### EPWP Compliance Checklist

**Checklist 1:** to be filled in by Implementing Agency (I.A.)

Name of Implementing Agency: .......................... 
Reference: EPWP Guidelines, DORA Frameworks & Business Process 

<table>
<thead>
<tr>
<th>Institutional / Business Process</th>
<th>Procedure and/or Activity</th>
<th>Compliance requirement</th>
<th>Reference:</th>
<th>Compliant?</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDP/Strategic Planning</td>
<td>Project Selection/Prioritization</td>
<td>Policy Statement on Construction Method for applicable IDP Projects</td>
<td>EPWP Clause</td>
<td>2.1</td>
<td>2</td>
</tr>
<tr>
<td>Institutional Capacity</td>
<td>Institutional Structure</td>
<td>Political &amp; Administrative Structure in Place</td>
<td>EPWP Policy Guideline</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EPWP Champion Appointed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EPWP made part of Key Performance Areas(KPAs) of Senior Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qualification of Staff</td>
<td>I.A. Staff meet qualification requirements</td>
<td></td>
<td>Annex C. Table C.1</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>SCM &amp; Business Process &amp; Procedures</td>
<td>Qualification of Service Providers</td>
<td>Service Providers database: Qualification Requirements for Consultants</td>
<td>Annex C. Table C.2</td>
<td>13</td>
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<tr>
<td></td>
<td></td>
<td>EPWP-Compliant Standard documents for Appointment of Consultants</td>
<td>3.2; Annex C, Table C.2</td>
<td>4-5; 26</td>
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<tr>
<td></td>
<td></td>
<td>EPWP Reporting requirements for Consultants &amp; Contractors</td>
<td>3.2</td>
<td>26</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Service Providers database: Qualification Requirements for Contractors</td>
<td>Annex C, Table C.3</td>
<td>26</td>
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<tr>
<td></td>
<td></td>
<td>Streamlined Payment Procedures</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Standard Procurement Documents</td>
<td>EPWP-Compliant Standard Procurement Documents used</td>
<td>3.3</td>
<td>6-19</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EPWP Project Document- Branding</td>
<td>NDPW Branding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prioritization of EPWP Projects</td>
<td>Project Budget from Conditional Grants sufficient to meet EPWP Projects</td>
<td>DORA Conditional Grant Frameworks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project List/Annual Business Plan</td>
<td>Employment targets estimated per project</td>
<td>Business Plan Annex 1.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Annual Business Plan</td>
<td>Aligned to EPWP Conditional Grant Framework Timelines</td>
<td>DORA Conditional Grant Frameworks</td>
<td></td>
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<tr>
<td>Project management</td>
<td>Business Plan</td>
<td>Business Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Procedure for Registration of Projects on IRS</td>
<td>IRS Procedure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project Bill Boards have EPWP Branding</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments</td>
<td>Timely payments for work done</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Payment Certificates include EPWP Report</td>
<td>Project Compliance Checklist</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*EPWP Guidelines

Name………………………………..Title……………………………..Signature……………………………Date…………..