Implementing and Reporting of the EPWP Project Data Process

Pre-Project Implementation

Align the EPWP Principles in the Contractual Agreement of the service provider's (Refer to the Ministerial Determination: Expanded Public Works Programme document, the EPWP Infrastructure Guidelines Document for the implementation of Infrastructure Projects)
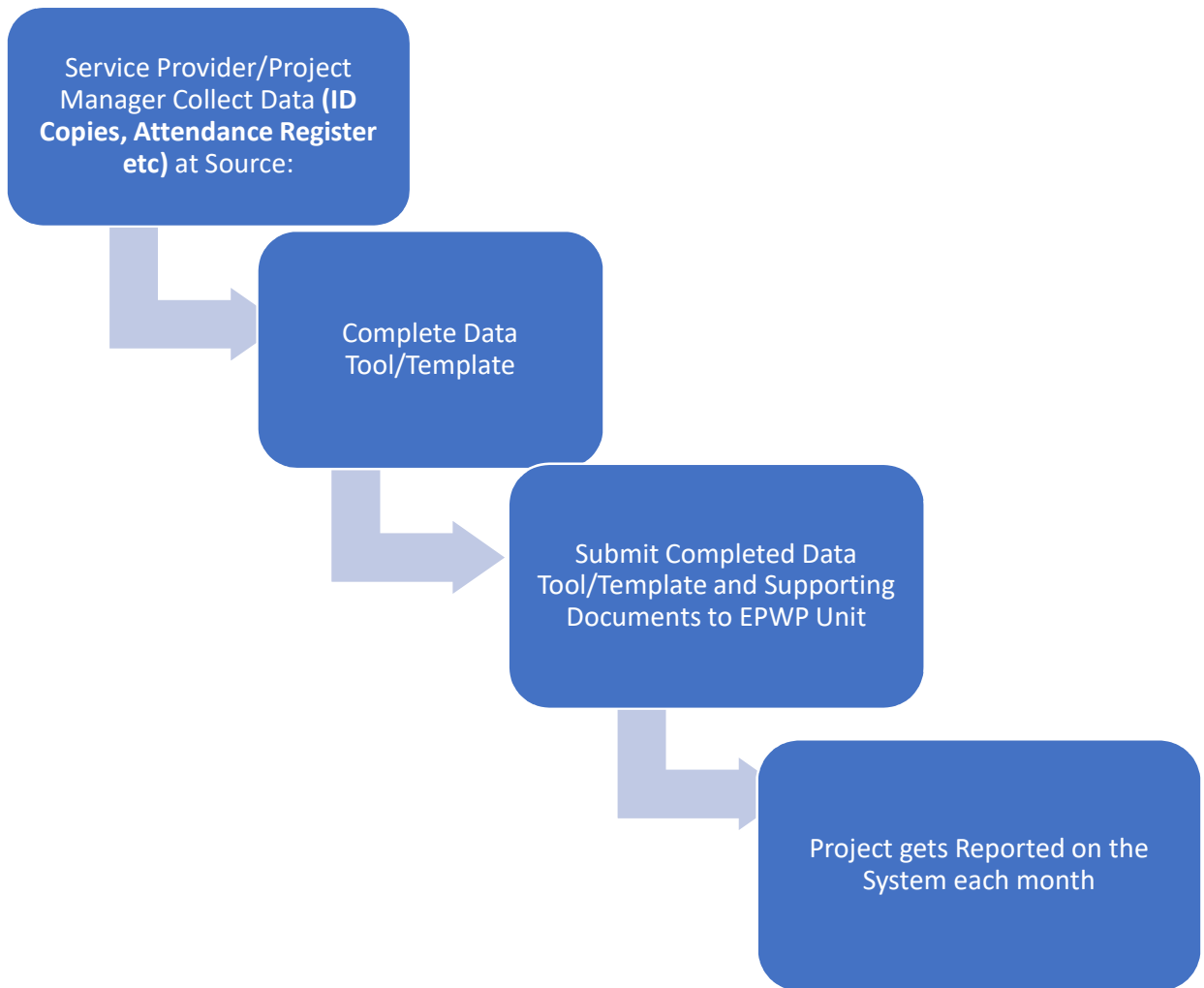
Project Inception

- The service provider/ contractor should sign the EPWP Employment contract with the Participants (Refer to the Template of the EPWP Employment Contract).
- Induct the Participants on the condition of the contract (Wage rate, Duration and Special Conditions of employment)
- Provide the PPE to the participants
- Erect the Project Sign board inclusive of the EPWP branding

During Project Implementation

- Participants must Sign the Daily Attendance registers and supervisor signoff
- Participants Verification List (which is compared against the daily attendance registers)
- Train participants (Accredited, Non-Accredited and On the Job Training)
- Keep record of documentation:
  - Proof of Payments and/or Acknowledgement of receipt of wages of the participants
  - Certified ID Copies of the Participants
  - UIF Registration proof
  - COIDA Registration Proof
- Submit EPWP report to EPWP Unit before 5th of each month (using the EPWP Data Collection Template):
  - Complete the EPWP Data Collection Template (Submitted once)
  - Participant (Workers) List (Submitted once)
  - Certified ID copies according to FICA standards (Submitted once)
  - Proof of payment (Monthly)
  - Attendance registers signed by employees and the supervisor (Monthly)
  - Employment contracts. (Submitted once)
  - Reporting on the training of the participants

EPWP Reporting Data Flow Process

Service Provider/Project Manager Collect Data **(ID Copies, Attendance Register etc)** at Source:

Complete Data Tool/Template

Submit Completed Data Tool/Template and Supporting Documents to EPWP Unit

Project gets Reported on the System each month

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Detailed Instruction for the Completion of the EPWP v2 Data Collection Template

1. EPWP v2 Data collection Template for reporting on the *EPWP Reporting System*.

- <u>Sheet one – Cover Page</u>

Explanation of how to and the Summary of the information completed in the data tool

- <u>Sheet two - Project Details</u>

The information and details about the project

- <u>Sheet three – Business Plan</u>

Plans about the project budget breakdown and quarterly budget breakdown

- <u>Sheet four – locality information</u>

Area where the project being implement is located: GPS coordinates

- <u>Sheet Five – Participants Information</u>

It should indicate the list of the participants, the payment of each participant and number of days worked – and is to be completed and *submitted each month*

- <u>Sheet Six & Sheet Seven– Planned & Actual Training</u>

Any training participants attendant – accredited or non-accredited

- <u>Sheet Eight– Output</u>

The measures of output of assets delivered

2. The following supporting documents are required (needs to be compliant and submitted).

- Recent (not more than 3months to date) Certified ID copies of each participant on the participant list *(*only submitted once)
- Attendance registers of each participant on the list
- Proof of payment
- Progress report and monthly expenditure report (green highlight sheet)

The above supporting documents can be scanned and submitted electronically (especially ID copies)

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