

AGREEMENT

APPENDIX 1: SCOPE OF SERVICES

1. PROJECT CONTEXT

1.1 PROJECT DESCRIPTION

The catchment of the Groot Letaba River has many and varied land uses with their associated water requirements. These include significant use by agriculture in the form of irrigated crops, commercial afforestation, tourism (particularly linked to the Kruger National Park, which lies partially within the catchment), as well as primary demands by the population in the catchment. The water resources available in the catchment are limited, and considerable pressure has been put on these resources in the past, with periods of severe and protracted water restrictions occurring over the past 25 years. This situation has been investigated at various levels by the Department of Water and Sanitation (DWS).

The first major study undertaken for this area was the Letaba River Basin Study in 1985 (DWAF, 1990), which comprised the collection and analysis of all available data on water availability and use, as well as future water requirements and potential future water resource developments. This was followed by a Pre-feasibility Study (DWAF 1994), which was completed in 1994. The focus of the Pre-feasibility Study was the complete updating of the hydrology of the Basin. The next study undertaken was the Feasibility Study of the Development and Management Options (DWAF, 1998), which was completed in 1998.

The Feasibility Study proposed several options for augmenting water supply from the Groot Letaba River. These included some management interventions, as well as the construction of a dam at Nwamitwa and the raising of the Tzaneen Dam. These options would enable additional water to be allocated to the primary water users, would allow the ecological Reserve to be implemented and could also improve the assurance of supply to the agricultural sector.

The Bridging Study (2010) was initiated by the DWS in order to re-assess the recommendations contained in the Feasibility Study in light of developments that have taken place in the intervening 10 years. Other contributing factors to the DWS's decision to undertake Bridging Studies were the promulgation of the Water Services Act and the National Water Act in 1997 and 1998 respectively, and the Reserve Study on the Letaba River.

This Bridging Study is initiated by the DWS in order to re-assess the recommendations contained in the Feasibility Study in light of developments that have taken place in the intervening 14 years and to update critical existing information and address identified information gaps in the feasibility study for the Nwamitwa Dam.

The focus of the Feasibility Study (1988) was the Groot Letaba catchment, with the catchments of the other rivers being included to check that environmental flow requirements into the Kruger National Park were met, and international agreements regarding flow entering Mozambique were met. This focus should be kept for this Bridging Study.

1.2 ENVIRONMENTAL AUTHORISATIONS AND AMENDMENTS

An environmental impact assessment (EIA) of the recommended preferred option has been received for both the raising of Tzaneen Dam and the Nwamitwa Dam. The Review Study shall however include screening of the proposed options for fatal flaws and negative impacts.

1.3 GENERAL OBJECTIVES

The purpose of this bridging study is to update critical existing information and address identified information gaps in the feasibility study for the Nwamitwa Dam. This study is not

intended to re-plan the project but rather to ensure that all necessary data is current and aligned with prevailing requirements. The bridging study is a critical step in ensuring the successful implementation of the Nwamitwa Dam, addressing key data gaps while aligning with current planning requirements.

1.4 PROJECT LOGISTICS

The Consultant will be required to communicate and work well with TCTA, including DWS, and Water Users, and perform all the Services using a comprehensive programme (**Appendix 4: Time Schedule for Services**) and cost (**Appendix 3: Remuneration and Payment**). The Consultant must provide their own quality assurance measures.

TCTA will establish and manage a Project Committee, which will have Project Partners' (DWS, and Water Users) participating in developing and implementing the most cost-effective solutions to their water needs. This will be undertaken in a transparent and consultative manner.

The study area comprises the water resources of the catchment of the Letaba River. This area represents the tertiary catchments B81, B82 and B83. Adjacent areas supplying water to this catchment or getting water from this catchment are also part of the study area. The Letaba River Catchment is located in the northeastern corner of South Africa, where it borders Mozambique along the eastern side. It falls entirely within the Limpopo Province and adjoins the Olifants to the south.

The Letaba catchment forms part of the Limpopo River Basin, an international river shared by South Africa, Botswana, Zimbabwe and Mozambique. Approximately 35% of the land area of the catchment along the eastern boundary falls within the Kruger National Park. The rivers flowing through the park are of particular importance to the maintenance of ecosystems.

The three main branches of the Middle Letaba River, the Klein and Groot Letaba, have their confluence on the western boundary of the Kruger National Park. The Letaba River flows into the Olifants River just upstream of the border with Mozambique.

The catchment falls within the Mopani District Municipality, which is made up of six local municipalities. The four Local Municipalities, parts or all of which are within the catchment area, are Greater Tzaneen, Greater Letaba, Ba-Phalaborwa and Greater Giyane. The major town in the study area is Tzaneen, with Polokwane the provincial capital city of Limpopo located just outside of the catchment to the West.

1.5 STANDARDS AND SPECIFICATIONS

All dimensions and quantities shall be expressed in the SI system of units. The standards shall be those of the Department of Water and Sanitation (DWS), the International Standards Organisation (ISO), and the national standards.

1.6 REFERENCE MATERIAL FROM PREVIOUS STUDIES

Department of Water Affairs and Forestry, South Africa. 1990a. Water Resources Planning of the Letaba River Basin. Study of Development Potential and Management of the Water Resources. Basin Study Report. DWA Report No. P B800/00/0290.

Department of Water Affairs and Forestry, South Africa. 1990b. Water Resources Planning of the Letaba River Basin. Study of Development Potential and Management of the Water Resources. Basin Study Report : Annexure 16 : Sediment. DWA Report No. P B800/00/1890.

Department of Water Affairs and Forestry, South Africa. 1994. Main Report. Prepared for the Directorate of Project Planning by Steffen, Robertson & Kirsten Ltd Consulting Engineers as part of the Letaba Water Resource Development: Pre-feasibility Study. DWA Report No. P B000/00/0294.

Department of Water Affairs and Forestry, South Africa. 1998a. The Groot Letaba Water Resource Development: Volume 1 : Feasibility Study Main Report. Prepared by BKS Consultburo for the Directorate of Project Planning. DWA report no PB810/00/0298.

Department of Water Affairs and Forestry, South Africa. 1998b. The Groot Letaba Water Resource Development: Volume 2: Water requirements and system analyses Report. Prepared as part of the Feasibility Study by BKS Consultburo for the Directorate of Project Planning. DWA report no PB810/00/0398.

Department of Water Affairs and Forestry, South Africa. 2006. Surface Water Resources. Prepared by J R Hansford and A K Bailey as part of the Olifants River Water Resources Development Project. DWA Report No. WMA 04/B50/00/1704.

Pitman, W V. 1973. A mathematical model for generating monthly river flows from meteorological data in South Africa. Hydrological Research Unit. Report No. 2/73. Pretoria: HRU.

Department of Water Affairs, South Africa. 2010a. Groot Letaba River Water Development Project (GLeWaP): Technical Study Module: Water Resource Analysis : Volume 5. Prepared by Aurecon for the Options Analysis Directorate. DWA Report No.: P 02/B810/00/0608/5.

Department of Water Affairs, South Africa 2010b. Groot Letaba River Water Development Project (GLeWaP): Technical Study Module: Review of Water Requirements : Volume 2. Prepared by Aurecon for the Options Analysis Directorate. DWA Report No.: P02/B810/00/0608/2.

Department of Water Affairs, South Africa 2010b. Groot Letaba River Water Development Project (GLeWaP): Technical Study Module: GROOT LETABA RIVER WATER DEVELOPMENT PROJECT (BRIDGING STUDIES). Prepared by Aurecon for the Options Analysis Directorate. DWA Report No.: WMA 02/8810/00/0608/1.

The reports and documents are available on the websites: <https://www.dws.gov.za/iwrrp/GrootLetaba/TD.aspx> Copies not available on these websites will be made available by TCTA per the Consultant's or bidder's request.

2. DESCRIPTION OF CONSULTANT'S SERVICES

The document : Guidelines for Models to be used for Water Resources Evaluation was developed under the auspices of and for the Directorate: National Water Resources Planning through an interactive process in which a range of modelling-related specialists and water resource managers participated. The Guidelines are updated and enhanced from time to time as required.

The primary objective of these Guidelines is to guide the water resource modelling that will be required to quantify the allocable water for the purposes of compulsory licensing. Typical water resource assessment situations experienced by South African practitioners were identified and the Guidelines prescribe the appropriate models and methodologies to be employed.

Successful PSPs are expected to study the latest available version of the Guidelines and to follow the model selection prescriptions, as well as other sound modelling procedures contained therein, during execution of their tasks.

The required Services have been divided into the following tasks:

Task 1: Inception Report

Task 2: Provide Technical Modelling Support for the Evaluation of the Current Situation

Task 3: Hydrological data and water demand updates

Task 4: Project Management

Task 5: Skills Development as per CIDB B.U.I.L.D Programme

The detailed requirements, obligations and responsibilities for each task (and sub-tasks) are specified below.

3. SCOPE OF SERVICES

The Consultant shall assemble a team(s) of engineers, environmentalists and other specialists experienced in the optimisation of the study and the development of the models.

3.1 TASK 1: INCEPTION REPORT

3.1.1 Review of Existing Feasibility Study Reports

- Assess previous feasibility study reports for the Nwamitwa Dam and identify any information gaps requiring updates.
- Also assess any Previous Socio-economic Studies completed for the project, and identify gaps that need to be assessed.
- This study is not intended to re-plan the project but rather to ensure that all necessary data is current and aligned with prevailing requirements. The bridging study is a critical step in ensuring the successful implementation of the Nwamitwa Dam, addressing key data gaps while aligning with current planning requirements.

3.1.2 Compliance with Infrastructure Planning Guideline

- Evaluate previous feasibility study reports against the latest National Treasury Infrastructure Planning and Appraisal Guideline and identify any information gaps requiring updates.
- Fiscal/DWS allocations for project preparation
- Annual project implementation costs and implementation timeline
- Operational declaration date
- Yield
 - Current yield
 - Incremental yield

3.1.3 Stakeholder Consultation

- Engage with potential funders, farmers, and other key stakeholders to understand their information requirements and identify any gaps in the previous feasibility study.
- Develop a list which identifies all users and split the list between social and commercial users [Primary (domestic, industrial), Irrigation, afforestation]

3.2 TASK 2: PROVIDE TECHNICAL MODELLING SUPPORT FOR THE EVALUATION OF THE CURRENT SITUATION

- Obtain and assess the most recent configurations of the WRSM2000, WRYM, and WRPM models used in the study area.
- Identify necessary improvements and/or refinements to these model configurations.

3.3 TASK 3: HYDROLOGICAL DATA AND WATER DEMAND UPDATES

3.3.1 Hydrological Data Updates

- Update monthly rainfall and streamflow records for all relevant rainfall and gauging stations within or in the proximity of the study area up to September 2024.
- Extend the hydrology and recalibrate the models to determine the current water balance and develop multiple future water balance scenarios for a 25-year planning horizon (up to 2050).
- Evaluate and update water allocations, requirements, and return flows.

3.3.2 Demographic and Water Demand Updates

- Collect the latest census data from Stats SA and other reliable sources for the project area and update water demand projections accordingly.

- The Current water demand must be split between social and commercial users. Commercial users can be further split if the user categories are treated differently. [Primary (domestic, industrial), Irrigation, afforestation]
- A projection of the water demand of beneficiaries for next 20 years. These must also be split between social and commercial users. Commercial users can be further split if the user categories are treated differently. [Primary (domestic, industrial), Irrigation, afforestation]

3.3.3 Additional information required

- Current and projected assurance of supply
- Current tariff of beneficiaries (and a profile of the beneficiaries) including the tariff split if the user categories are treated differently.

3.4 TASK 4: PROJECT MANAGEMENT

This section covers the tasks required to comply with the project management requirements and applies to all the other tasks, i.e. Services. The objectives of the task:

- i) Distribution of information, good communication, and coordination and integration of all activities related to the Services, including presentations to dignitaries, PoE and TCTA visitors.
- ii) Successful administration and management of the Agreement and all the contracts regarding the scope, programme, costs, quality and risks associated with the Project and Services.
- iii) Recruitment and participation of qualified and experienced personnel, e.g. engineers, environmental managers, programmers, scientists, administrators, etc.
- iv) Timeous procurement of goods, equipment and services from consultants.
- v) Fulfilment of any instructions issued by TCTA from time to time.

It should be noted that the Consultant will be required to render comprehensive and full-time Services under project management to ensure successful administration and management of the Services, including other contracts.

The Consultant shall manage and administer all the Services in this Agreement per the FIDIC Conditions of the Client/Consultant Model Services Agreement (White Book) (fourth edition, 2006).

3.4.1 Sub-Task 4.1: Integration Management

The Consultant's Project Manager shall be responsible for the proper performance and management of all Project activities per the Agreement, including processes and control methods to progress, monitor and control the Services, integrated change control, and completing the Services. The Consultant's Project Manager shall report directly to the TCTA's Project Manager.

The Consultant will be responsible for integrating all disciplines within their team throughout the Services per the Agreement.

The governance structure of the study will mainly consist of the committees discussed in the following sub items:

3.4.1.1 Study administration committee (SAC)

The SAC comprise of the TCTA Study Manager, DWS and the PSP Study leader team. The committee is responsible for the day to day administration and management of the study. The SAC meetings are to be held on a six weekly basis, commencing with a Mobilisation Meeting and a meeting at the end of the Inception Phase. SAC meetings will normally be scheduled to coincide with Technical Support Group Meetings described in the following item.

3.4.1.2 Technical Support Group (TSG)

The TSG comprise of the TCTA Study Manager, the PSP Team, DWS Technical Teams and other external technical teams that provide input into the first order detailed assessments and analysis of the strategy. As already mentioned in the item above, the TSG will hold meetings on a six weekly basis, commencing with a Mobilisation Meeting and a meeting at the end of the Inception Phase. A meeting of this committee will be held just before the Study Steering Committee (SSC) meeting in a form of a Dry Run to that specific SSC meeting.

3.4.1.3 Study Steering Committee (SSC)

The Study Steering Committee (SSC) is a forum for stakeholder consultation and public participation. The SSC, comprising of senior representatives of TCTA, relevant DWS Directorates, the Limpopo and Mpumalanga Provincial Offices, NWRIM Northern Operations, other relevant National and Provincial Government Departments, relevant district and local municipalities, the proto CMA, the Letaba Irrigation Board and other interested parties identified during the course of the study, will provide high-level direction and guidance with support of the SAC and TSG. It will monitor the progress with the Study, recommend adjustments to the Study when required and communicate to all stakeholders and the public about the progress with the implementation of the Study findings recommendations.

3.4.2 Sub-Task 4.2: Scope Management

The Consultant shall define, develop a work breakdown structure, monitor, control and ensure that the scope of Services complies with all the requirements of the Project, and keep a detailed record of all the scope changes.

3.4.2.1 Scope Variance Analysis

The Consultant shall continuously review the scope of the Services and bring to the attention of TCTA any discrepancies, errors, omissions or problems, and make recommendations supported by relevant details for remedial action for the approval of TCTA.

3.4.3 Sub-Task 4.3: Time Management

The Consultant shall use a programme to review, monitor and manage the progress of the Services.

3.4.3.1 Programme

The Consultant shall review TCTA's programme (**Appendix 4: Time Schedule for Services**) when bidding and planning for the Services and prepare and submit a comprehensive programme with activities, tasks and dates for approval by TCTA.

3.4.3.2 Updating the Programme

The Consultant shall monitor the programme and update it monthly. Variances must be highlighted, and corrective measures must be proposed in case of delays. If the redevelopment of the programme is required, a revised programme shall be prepared and submitted for approval.

3.4.3.3 Programme Variance Report

In the monthly progress reports, the Consultant shall provide variance reports explaining changes and revisions of the programme.

3.4.4 Sub-Task 4.4: Cost Management

3.4.4.1 Cost Control

The Consultant shall be responsible for preparing, reviewing and monitoring all the costs and approved budgets related to the Services (i.e. Consultant's personnel by task, all the direct reimbursable costs, provisional sums, escalation, etc.). Forecasted cash flows must be prepared, considering the effect of escalation, additional scope and variances, claims and notices thereof, resources, programme etc., every month. All cost reports, statements and accruals are due to TCTA by the 1st day of every month.

The Consultant shall also prepare a comprehensive report on the financial status and the estimated cost of completing the Services and all other contracts. The cost estimate for the Services shall be resource-based and up to the end of the Services. The comprehensive report figures need to be kept live and updated monthly and be viewed by TCTA when requested at any given time. The report must be submitted in August of each year.

The Consultant shall ensure that there is no unauthorised expenditure as per National Treasury instruction note 3 of 2016, i.e. actual costs exceeding the approved budgets, at all times, and advise TCTA in advance of any additional funds required.

The format and structure are to be agreed upon with TCTA.

3.4.4.2 Assistance to TCTA

This task allows TCTA to instruct, or agree to, Additional or Exceptional Services that may be required due to unforeseen and other circumstances such as expanding available

information and data. The extent cannot be reasonably defined on or before the bidding/tender process. A Provisional Sum for these Additional or Exceptional Services is provided in **Appendix 3 of the Agreement**.

The probable Additional and Exceptional Services that may be required include but are not limited to the following (subject to approval by TCTA):

- i) Further or additional surveys, studies, tests or investigations identified by the Consultant or TCTA.
- ii) Lessons learnt workshop, i.e. venue hire and consumables.

3.4.4.3 Cost Estimate and Cashflow

In consultation with TCTA, the Consultant shall prepare and submit a detailed cost estimate and cash flow for the Project considering the requirements below.

- i) Format to be suitable for presenting to financial institutions.
- ii) The cost of the Services per the Agreement.
- iii) Prepared using resource-based costing as far as possible. The Consultant may use rates and prices from similar projects where resource-based costing cannot be used. The use of such rates must be highlighted.
- iv) Cashflow prepared from cost estimates and includes escalation.

3.4.5 Sub-Task 4.5: Quality Management

The Consultant shall prepare a Quality Plan for the Services. The plan should include, among other things, the following and be submitted to TCTA for approval before commencement of any Services:

- i) Management and supervision, administration, monitoring, document control, procurement, engineering, environmental, social and quality assurance per the latest recognised standards (ISO 9001).
- ii) Deal with aspects of contract management, including variation orders and claims to ensure compliance to national and local statutes with particular emphasis on the Public Finance Management Act (Act 1 of 1999) and contract documents.
- iii) The minimum sign-offs on all the reports and documents (all draft and final revisions) must be by the Consultant's project manager, senior engineer(s) of the relevant discipline(s), environmental manager/specialist(s) and health and safety manager/specialist(s). This requirement aims to ensure integration across all disciplines and superior quality management Services.
- iv) Signing or certifying of reports, documents and agreements shall be digital on softcopy files such as Portable Document Format (PDF). In general, signing, initialling or certifying hard copy reports, documents and agreements using wet signatures will not be permitted. To this end, Adobe Acrobat Pro (or similar software, but compatible with Adobe Acrobat) certificate-based electronic/digital signatures must be used. This type of signature shall have the actual signature including labels ("digitally signed by"), identity (name and surname), and date and time stamp.

The Quality Plan shall be audited every six months by an independent auditor, and the report submitted to TCTA. The Consultant must make provision for an independent auditor. TCTA, or its representative, may, on an ad-hoc basis, audit the Consultant's quality management system.

3.4.6 Sub-Task 4.6: Human Resource Management

The Consultant shall provide adequately qualified and competent human resources or personnel such as engineers, environmental managers, a project manager, and other specialists experienced in the general modelling and water resource evaluation services for allocable water quantification and to support integrated water resource planning. Some of the particular skills that would be required are:

- Experience in setting up and updating systems models.
- Experience in setting up and utilizing the Water Resource Yield Model (WRYM) and Water Resource Planning Model (WRPM).
- Experience in developing water requirement scenarios for municipalities, industries and irrigators.
- Experience and good understanding of water resources planning including hydrology, geohydrology, water quality and to assess their impacts on the system yields.
- Good understanding of how to undertake assessments of the Reserve and to assess its effect on system yields.
- Good understating of the implications and effectiveness of implementing WC/WDM measures and its impacts on system yield.
- Experience in the determination of the environmental and social impacts of interventions, and in formulating mitigation measures.
- Ability to utilize selection processes to identify the most appropriate series of augmentation options to meet various water requirement scenarios within the system constraints.
- Ability to synthesize recommendations in a complex environment.
- Ability to interact with and successfully manage multidisciplinary teams.
- Ability to communicate and interact with senior government officials, decision makers and the public.
- Ability to manage public participation processes.
- Proven ability to do the required training on the different models and water resource planning aspects listed

The Consultant will be required to compose and manage the entire team to ensure the successful implementation of the Project and execution of all the Services. It should be noted that the Consultant will be required to provide a dedicated full-time project manager.

The Consultant's human resources must be presented in an organogram and submitted to TCTA before or soon after the commencement of the Services. All the changes to the organogram must also be submitted to TCTA, i.e. revised organogram. The organisational structure (organogram) must conform to, amongst other things, the following:

- i) The representative details (refer to Clause 14 of the FIDIC Client/Consultant Model Services Agreement).
- ii) An organisational chart that indicates interfaces between the Consultant's team and:

- its own home office;
 - survey and mapping team;
 - draftspersons;
 - sub-consultants and sub-contractors; and
 - the TCTA.
- iii) The organisational and functional relationships between all members of the joint venture or consortium (if relevant).
- iv) The exact manner in which any members of the joint venture or consortium would participate in the Services and contribute to the work, including their respective percent participation numerically stated. The mere fact of a joint venture or consortium will not be considered an adequate response in this respect.
- v) The following data should be submitted for each member entity of the joint venture or consortium and the entity:
- Name and designation of persons who will be authorised to represent the Consultant.
 - Name of entity/company auditor(s).
 - A signed joint venture or consortium agreement.

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3.4.7 Sub-Task 4.7: Communication Management

The Consultant shall ensure that there is appropriate and timeous planning, collection, creation, distribution, storage, retrieval, management, control and monitoring of Project information:

- i) between the Consultant and TCTA.
- ii) within the Consultant's organisation(s).

All hardcopy records and documents must be scanned into suitable electronic format and be kept/filed in a fire-resistant facility.

3.4.7.1 Reporting

At pre-determined milestones, the Consultant shall submit two hard copies and one soft copy (original format and pdf) of all deliverables to TCTA. The Consultant shall identify the report milestones in its programme. The preparation of these reports shall be carried out as part of the tasks, and no separate remuneration shall be made to produce such information.

The Consultant shall prepare and present to TCTA, amongst other things, the following reports:

Item	Description
0	Literature review

1	Inception Report
2	<i>Middle Letaba, Klein Letaba and Groot Letaba sub reports on Hydrology</i>
3	<i>Middle Letaba, Klein Letaba and Groot Letaba sub reports on Assessment of rainfall and river flow gauging stations</i>
4	<i>Middle Letaba, Klein Letaba and Groot Letaba sub reports on Systems' Operations</i>
5	<i>Middle Letaba, Klein Letaba and Groot Letaba sub reports on Systems analysis report – updated Water Resource Yield Model and Water Resources Planning Model</i>
6	<i>Middle Letaba, Klein Letaba and Groot Letaba sub reports on Ecological requirements</i>
7	<i>Middle Letaba, Klein Letaba and Groot Letaba sub reports on Land use and water requirements</i>
8	<i>Middle Letaba, Klein Letaba and Groot Letaba sub reports on Assessment of water quality</i>
9	<i>Middle Letaba, Klein Letaba and Groot Letaba sub reports on Assessment of Alien invasive vegetation</i>
10	Yield modeling report
10b	Ground water quality and statistics report
11	Climate change scenarios report
12	Final Water Availability Assessment Report
13	Executive Summary
14	News Letter(s)
16	Study Management Meetings – reports and minutes
17	Study Technical Support Group meetings - reports and minutes
18	Study Steering Committee meetings - reports and minutes
19	Stakeholder Workshops
20	Quarterly progress reports

3.5.7.1.1 Monthly Progress Reports

The Consultant shall provide monthly progress reports summarising the status, risks, and progress during the month on a quantitative and cost basis (including variation orders, issues/disputes, and claims) with appropriate graphical presentations. Progress shall be compared with the programmes and provide updates in the report. Reasons shall be given for any discrepancies, anomalies and delays. Furthermore, recommendations on the proposed remedial measures and action must be included.

In addition to the above, the Consultant shall monitor and report accurately on the skills development obligations throughout the Project.

The Consultant shall submit monthly progress reports to TCTA on the 1st day of each month, followed by a monthly progress meeting with TCTA. Reports on unusual occurrences should be submitted promptly to appropriate higher levels of management/supervision personnel or TCTA.

3.4.7.2 Meetings

The Consultant shall arrange and attend regular and ad-hoc meetings as requested by TCTA or the Consultant (see table below) to ensure good communication. Per the table below, these meetings may be in-person (TCTA offices in Centurion and at construction sites in KZN) or virtual (audio-visual telecommunication).

Meeting	Frequency	Responsibility for Minutes/Notes	Chairperson
Project Committee	Monthly	TCTA	TCTA
Management Meetings	Quarterly or as required	Consultant	TCTA
SAC	Six weekly	Consultant	Consultant
TSG	Six weekly	Consultant	TCTA
SSC	Quarterly or as required	Consultant	
Note * The meetings are for coordination and to ensure integration of requirements and the scope of work in this Agreement.			

The Consultant shall prepare minutes or notes of the relevant meetings and distribute them within seven (7) calendar days from the meeting date.

3.4.8 Sub-Task 4.8: Risk Management

In consultation with TCTA, the Consultant shall develop (i.e. identify/determine, analyse and control), maintain and continuously update a risk register for the Services and implementation of the Project. The risk register must also include a list or log of assumptions. The updated or revised register for the Services must be included in the monthly progress report.

The format and structure are to be agreed upon with TCTA.

3.5 TASK 5 SKILLS DEVELOPMENT

Task 5 -Skills development for South African people as per the CIDB B.U.I.L.D program.

3.5.1 Training and Skills Development: South African Black People

The Consultant shall achieve in the performance of this Agreement, the Contract Skills Development Goal (CSDG) established in the CIDB standard for developing skills through infrastructure contracts. As such, the Consultant's skills development shall be in accordance with the **Appendix 9: Government Gazette No. 48491 of 28 April 2023: CIDB Standard for Developing Skills through Infrastructure Contracts (31 March 2023)** and comply with the set requirements and contract skills development goals. The Consultant shall achieve the credits towards CSDG by using the one or a combination of methods 3 and 4 in the CIDB standard above.

The Consultant must develop and submit to TCTA a detailed and comprehensive training baseline plan(s) to develop the skills of South African people, which must be implemented for the period of this Agreement. The plan(s) must cover the entire duration of the Project and prioritise skills development of South African black people.

3.5.2 Sub-Task 6.3: Non-Conformance Penalties

The penalty (low performance damages) for **Sub-Task 6.2 Skills Development** will be calculated as follows: $\text{Penalty amount} = (\text{Contracted Target hours} - \text{Actual hours}) \div 150$.

3.5.3 Monitoring and Reporting

In addition to the above, the Consultant shall comply with the requirements under sections 4 (Compliance with Requirements) and 5 (Records) of **Appendix 9: Government Gazette No. 48491 of 28 April 2023: CIDB Standard for Developing Skills through Infrastructure Contracts (31 March 2023)**. All the training baseline plans and reports shall be submitted to TCTA for review and acceptance. The Consultant shall incorporate all the queries and comments by TCTA, before submitting the plans and reports to CIDB.

The Consultant must use the relevant CIDB forms for compliance reports and training baseline plans, which are available on the CIDB website. Forms not available on CIDB website will be made available by TCTA per the Consultant's or bidder's request.

3.5.4 Sub-Task 5.3: Non-Conformance Penalties

The Consultant will be penalised if he/she fails to achieve the specified skills development targets for each category/sub-task at the Services' completion date. The penalty amounts shall be calculated based on the individual category per sub-task spent and their respective targets.

The penalty for **Sub-Task 6.2 Training and Skills Development: South African Black People** will be R450,000.00 for each person not registered as a professional.

3.5.5 Sub-Task 5.4: Monitoring and Reporting

For interim monitoring, the Consultant shall submit to TCTA, on the 1st day of each month, throughout the Agreement, a progress report on the implementation of skills development programmes and targets stipulated above. The format and structure of the progress report shall be agreed upon with TCTA. The Consultant shall sign the progress report and ensure that the information is accurate and correct. The progress report shall also include the participation of South African black people (including female, youth and persons with disabilities) – the number and percent of person-months thereof in the following categories: specialist; MANCO; internal review panel; environmental; engineering (natural and social) and project management.

Within 60 days after the completion of the Services, an audited statement verifying that agreed targets for each skills development programme and category have been met shall be submitted to TCTA. During the execution of the Agreement, the same shall also be audited annually and submitted to TCTA, including the participation of South African black people.

The auditing shall be carried out by an independent external auditor appointed and paid by the Consultant. However, TCTA reserves the right to appoint an independent external auditor at the Consultant's cost should the Consultant fail to appoint an independent external auditor in time or if TCTA is not satisfied with the independent external auditor's qualifications or independence. The terms of reference for the independent external auditor shall be agreed upon with TCTA before the appointment.

The derived data will be the figures by which final penalties, if any, will be calculated after the Services.

3.5.6 Sub-Task 5.5: Measurement and Payment

The costs for complying with the Consultant's obligations regarding implementing and managing all the skills development requirements shall be allowed in the Consultant's bid submission, i.e. price returnable and **Appendix 3: Remuneration and Payment**. The Consultant shall also include the costs for a dedicated part-time skills development manager to manage this aspect and ensure compliance with and enforcement of the specified requirements.