

PART 3: SCOPE OF WORK

Document reference	Title	No of pages
C3.1	This cover page	1
C3.1	<i>Employer's Scope</i>	
C3.2	<i>Consultant's Scope</i>	
Total number of pages		

C3.1: EMPLOYER'S SCOPE

Background

Eskom is responsible for generating electricity supply to meet the ever-increasing electricity demand of South Africa. Eskom infrastructure constitutes an important interface between man and wildlife in South Africa. Interactions between Eskom infrastructure and wildlife often results in negative impacts to ecosystems and/or specific endangered species. This in turn creates operational, financial, and reputational risks/challenges for Eskom. The scope of this contract will include the following:

OVERSEE, HAVE ACCESS, AND MAINTAIN THE CENTRAL DIVISIONAL WILDLIFE INCIDENT REGISTER/DATABASE

- Ensure that the reporting & recording of incidents are captured for data analysis and identification of high priority areas.
- Use key performance indicators to monitor the incident management system progress with regards to incident investigations, recommendations, and implementation of mitigation measures
- produce and update a collision and electrocution risk map which will indicate areas where Eskom should proactively install mitigation measures
- Review the structure of the CIR to ensure data integrity of all incidents are recorded and supported

UNDERTAKE INCIDENT INVESTIGATIONS, AND PROVIDE RECOMMENDATIONS-AS AND WHEN REQUIRED BASIS

- Investigate wildlife related incidents with Eskom infrastructure timeously when needed
- Review incident investigation procedure and protocol to ensure effectiveness
- Ensure the recommendations are implemented timeously
- Access the adequacy of the implementation of mitigation measures

CONDUCT MONTHLY WILDLIFE INCIDENTS REPORTING

- Investigate wildlife-related incidents with Transmission infrastructure timeously when needed
- Review incident investigation procedure and protocol to ensure effectiveness
- Ensure that recommendations are implemented timeously
- Assess the adequacy of implementation of mitigation measures

SPECIALISTS ADVISE ON LATEST TRENDS IN ECOSYSTEMS AND BIODIVERSITY MANAGEMENT PRACTICES

- Identify, share and support the integration of all relevant existing and new national, provincial and local biodiversity legislation, strategies, plans and frameworks
- Quantify the organisational impact of wildlife interactions
- Testing and implementation of the current and new technologies to reduce negative wildlife interaction with electricity infrastructure
- Survey existing powerline infrastructure to determine the mitigation implementation status in areas of biological operational significance

PROVIDE DETAILED SPECIFIC WILDLIFE INTERACTION TRAINING THAT IS ALIGNED TO HAZARDS AND RISKS ASSOCIATED WITH SITE ACTIVITIES AND OR AWARENESS AS AND WHEN REQUIRED.

- Mainstream biodiversity considerations into the Environmental strategy and operations across the value chain
- Provide input and oversight into biodiversity management in Transmission through policy, plans, guidelines and strategies
- Identify, share and support the integration of all relevant existing and new national, provincial and local biodiversity legislation, strategies, plans and framework

- Qualify the specialist studies that have been conducted on flora and fauna, quantify the impact of wildlife interaction

PROVIDE DETAILED SPECIFIC WILDLIFE INTERACTION TRAINING THAT IS ALIGNED TO HAZARDS AND RISKS ASSOCIATED WITH SITE ACTIVITIES AND OR AWARENESS AS AND WHEN REQUIRED.

- Develop and implement a site-specific wildlife interaction training for the specific personnel

PROVIDE SERVICES OF REMOVAL, HANDLING AND RELOCATING OF RED DATA SPECIES IN ACCORDANCE WITH ENVIRONMENTAL BEST PRACTICES

- Relocation of red data species as and when required

PROVIDE INPUT AND OVERSIGHT INTO BIODIVERSITY MANAGEMENT IN ESKOM THROUGH POLICY, PLANS, GUIDELINES AND STRATEGIES, AS AND WHEN REQUIRED BASIS

- Identify operational impacts and transfer results into policy, guidelines and strategies
- Assess the adequacy of mitigation measures once these have been implemented

AWARENESS CREATION & NETWORKING-TRANSMISSION DIVISION INTERNAL/GENERAL PUBLIC/INTERNATIONAL INITIATIVES

- Raise awareness among the general public on issues of wildlife interactions with electricity infrastructure through various forums
- Develop and implement a communication plan for public communication
- Build biodiversity capacity and create appropriate biodiversity awareness amongst Transmission staff

CONDUCT MONTHLY WILDLIFE INCIDENTS REPORTING AND SKILLS TRANSFER TRAINING, REQUIRED ON ANIMAL/WILDLIFE INTERACTION

- Ensure that reporting and recording of wildlife incidents are captured for data analysis and identification of high priority areas
- Use key performance indicators to monitor the incident Management system progress with regards to investigations, recommendations and implementation of mitigation measures
- Produce and update a collision and electrocution risk map which will indicate areas where Transmission should proactively install mitigation measures
- Review the structure of CIR to ensure data integrity of all incidents are recorded and supported

CONDUCT MONTHLY WILDLIFE INCIDENTS REPORTING AND SKILLS TRANSFER TRAINING, REQUIRED ON ANIMAL/WILDLIFE INTERACTION

Conduct verification of mitigated incidents if it is according to Specification

TRAVEL, ACCOMMODATION AND OR MISCELLANEOUS

BENEFITS TO ESKOM

In partnership with Endangered Wildlife Trust, a number of key benefits have and will continue to be achieved.

Continuity of electricity supply

Minimise Transmission trips, dips and line faults related to wildlife incidents.

Cost to company

Decrease in manpower costs related to incident investigations

Conservation

- Develop species specific action plans for Transmission sites with specialist input to enable Transmission to adhere to legislative requirements with respect to conservation.
- Undertake research initiative to reduce business risk of wildlife interactions leading to supply interruptions.

Compliance

- Better align our business processes to international conventions and best practice
- Assist Transmission to drive compliance in line with the South African Constitution and biodiversity legislation
- Minimize biodiversity safety risk to transmission staff during routine maintenance and repair of plant

Corporate Image

- Promote Transmission as a responsible corporate citizen in the field of biodiversity and conservation
- Encourage external communication and stakeholder engagement with civil society and government
- Provide advocacy for the National Biodiversity and Business Network

Community

- Promote site biodiversity goals/solutions inclusive of community involvement
- Identify sustainable projects to uplift the community quality of life
- Collaborate with the business and conservation community
- Employ local community members in undertaking work in the vicinity of all related projects through the project
- Drive specialist skills transfer between transmission and Endangered Wildlife Trust and local and international students

1 Description of the services

1.1 Executive overview

Eskom is responsible for generating electricity supply to meet the ever-increasing electricity demand of South Africa. Eskom infrastructure constitutes an important interface between man and wildlife in South Africa. Interactions between Eskom infrastructure and wildlife often results in negative impacts to ecosystems and/or specific endangered species. This in turn creates operational, financial and reputational risks/challenges for Eskom. Therefore Eskom – Transmission requires Provision of strategic and operational guidance on ecosystem and Biodiversity for Transmission Division.

The following abbreviations are used in this Scope:

Abbreviation	Meaning given to the abbreviation
ECSA	Engineering Council of South Africa
SACPCMP	South African Council for Project and Construction Management Professionals
ISO	International standardization of Organizations

2 Specification and description of the services

The content of this section is the meat of the scope of work and will depend on the nature of the services required. The *Consultant* may be appointed for a wide range of duties. The range is almost limitless but would typically include:

- Provide services of an advisory or specialist nature.
- Conduct training on an ad hoc basis.
- Manage a service or facility on behalf of the *Employer*.
- Utilise systems to maintain incident central database.

3 Constraints on how the *Consultant* Provides the Services.

3.1 Management meetings

The *conditions of contract* (e.g. Clause 15.2) and other sections of this Scope may require that a meeting be held. However the intention of all NEC contracts is that the Parties and their agents use the techniques of partnering to manage the contract by holding meetings designed to pro actively and jointly manage the administration of the contract with the objective of minimising the adverse effects of risks and surprises for both Parties.

Depending on the size and complexity of the services, it is probably beneficial for the *Employer's Agent* to hold a weekly risk register meeting (Clause 15.2). This could be used to discuss compensation events, subconsulting, overall co-ordination and other matters of a general nature. Separate meetings for specialist activities such as programming and activities of a technical nature may also be warranted.

Describe here the general meetings and their purpose. Provide particulars of approximate times, days, location, and attendance requirements, stipulating that attendees shall have the necessary delegated

authority to make decisions in respect of matters discussed at such meetings. The following text could be used as a model for this section:

Regular meetings of a general nature may be convened and chaired by the *Employer's Agent* as follows:

Title and purpose	Approximate time & interval	Location	Attendance by:
Transmission Environmental Operational Forum (TEOF)	Quarterly	At a location agreed by both parties	<i>Both Parties</i>
Overall contract progress and feedback	Quarterly & when required	At a location agreed by both parties	<i>Both Parties</i>
Study Committees Transmission (SCOT)	Quarterly	At a location agreed by both parties	<i>Both Parties</i>
Evirotech	Biannually	At a location agreed by both parties	<i>Both Parties</i>
Close out & Handover meeting	On contract End	At a location agreed by both parties	<i>Both Parties</i>

Meetings of a specialist nature may be convened as specified elsewhere in this Scope or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the *services*. Records of these meetings shall be submitted to the *Employer's Agent* by the person convening the meeting within five days of the meeting.

All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register shall not be used for the purpose of confirming actions or instructions under the contract as these shall be done separately by the person identified in the *conditions of contract* to carry out such actions or instructions.

3.2 Documentation control and retention

3.2.1 Identification and communication

All official documentation must adhere to document management process within Eskom.

3.2.2 Retention of documents

All records relating to this contract must be kept as per the record retention standard and be handed over to Eskom upon contract completion.

3.3 Invoicing and payment

Clause 50.2 states invoices submitted by the *Consultant* include the details stated in the Scope to show how the amount due has been assessed. Also state what must be shown on the Invoice. The following text is suggested.

The following details shall be shown on or attached to each Invoice to show how the amount due has been assessed:
 [List them]

The *Consultant* shall address the tax invoice to MabogoR@eskom.co.za and include on it the following information:

- Name and address of the *Consultant* and the *Employer's Agent*;
- The contract number and title;
- *Consultant's* VAT registration number;
- The *Employer's* VAT registration number 4740101508;
- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;
- (add other as required)

3.4 Quality management

3.4.1 System requirements

Clause 40.1 requires that the *Consultant* operate a quality management system as stated in the Scope. Include your requirements here

3.4.2 Information in the quality plan

Clause 40.2 requires that the *Consultant* provide a quality policy statement and quality plan which complies with requirements stated in the Scope. Include your requirements here

3.5 Health and safety

Clause 25.4 states that the *Consultant* acts in accordance with the health and safety requirements stated in the Scope. It is suggested that this part of the Scope address how the *Consultant* acts when doing his *services*. These requirements may be no more than just complying with the law. However if the *Consultant* is required to work on Eskom premises, then whatever requirements which personnel working in those premises need to comply with should be included here or referred to in an Annexure. If when doing his *services* the *Consultant* is required to carry out a design which needs to take account of certain health and safety criteria, then this should be included in the specification of that design service stated elsewhere in the Scope. A draft for this section could start as follows:

The *Consultant* shall at all times comply with the health and safety requirements prescribed by law as they may apply to the *services*.

[If the *Consultant* may be required to work on Eskom premises, such as a power station, where health and safety requirements additional to those prescribed by law apply, specify these here or state, The *Consultant* shall comply with the health and safety requirements contained in Annexure _____ to this Scope.]

3.6 Procurement

3.6.1 BBEE and preferencing scheme

Specify constraints which *Consultant* must comply with after contract award in regard to any Broad Based Black Economic Empowerment (B-BBEE) or preferencing scheme measures.

3.6.2 Other constraints

Delete if not required or state any other constraints that may be applicable to people employed by the *Consultant* and change the heading to suit the subject matter.

3.6.3 Preferred subconsultants

PSC3 does not make use of nominated subconsultants but the *Employer* may list which subconsultants or suppliers the *Consultant* is required to enter into subcontracts with. This is usually only required where very specialist services need to be obtained from a particular supplier or group of suppliers in order to comply with operational standards.

3.6.4 Subcontract documentation, and assessment of subcontract tenders

Specify any constraints on how the *Consultant* is to prepare subcontract documentation, whether use of the NEC3 system is compulsory or not (compulsory is recommended) and how subcontract tenders are to be issued, received, assessed (using a joint report?) and awarded.

3.6.5 Limitations on subcontracting

The *Employer* may require that the *Consultant* must subcontract certain specialised work, or that the *Consultant* shall not subcontract more than a specified proportion of the whole of the contract.

3.6.6 Attendance on Subconsultants

State requirements for attendance on Subconsultants, if any

3.7 Correction of Defects

First read clause 41.2 and if any particular additional constraints are required when correcting Defects, state them here. Otherwise delete this heading.

3.8 Working on the *Employer's* property

This part of the Scope addresses constraints, facilities, services and rules applicable to the *Consultant* whilst he is doing work on the *Employer's* property. Delete this section if not applicable.

3.8.1 *Employer's* entry and security control, permits, and site regulations

Sites such as Koeberg Nuclear Power Station have very strict entrance requirements which tendering consultants need to allow for in their prices, and the *Consultant* has to comply with. State these or similar requirements here. In addition to the above there may be other restrictions once on the site.

3.8.2 People restrictions, hours of work, conduct and records

Restrictions and hours of work may apply on some sites. It is very important that the *Consultant* keeps records of his people working on the *Employer's* property, including those of his Subconsultants. State that the *Employer's Agent* shall have access to these records at any time. These records may be needed when assessing compensation events.

3.9 Cooperating with and obtaining acceptance of Others

This sub-paragraph could be used to deal with two issues.
1) The cross reference from core clause 23.1 about cooperation generally as well as details about Others with whom the *Consultant* may be required to work. See clause 11.2(7) for the definition of Others.
2) Requirements for liaison with and acceptance from statutory authorities or inspection agencies.

3.10 Things provided by the *Employer*

Provide details of any facilities and equipment made available by the *Employer* for the *Consultant's* use during performance of the *services*. State any conditions relating thereto.

3.11 Cataloguing requirements by the *Consultant*

State whether cataloguing is applicable, if it is, reference the requirements for cataloguing that need to be satisfied by the *Consultant* (consult Procurement Instruction Number 1 of 2018 – Incorporating Cataloguing into the Procurement Environment, Unique Identifier 240-1289988974).

4 List of drawings

4.1 Drawings issued by the *Employer*

This is the list of drawings issued by the *Employer* at or before the Contract Date and which apply to this contract.

Drawing number	Revision	Title