



International
Labour
Organization

Terms of Reference (ToR)

RFP: 018-HIMO/MINTP-2025-Relaunch

The recruitment of an implementing partner to facilitate the practical application of theoretical knowledge (Chantier Ecole) for learners of the Employment Intensive Investment (EII) approach in the project intervention areas.

Through

The execution of building construction works, by constructing a market shed of 20 counters at Nchingon, Babessi Subdivision Ngoketunjia Division.

CONTEXT

The International Labour Organization through an African Development Bank funding is implementing in Cameroon a project titled **'Implementing activities to support the employability of young people through the EIIP Approach and to create jobs for young people within the framework of the support programme for the transport sector - phase III: construction of national road no. 11 - Ring Road in the Northwest Region'**.

The socio-political crisis in the North-West and South-West regions of Cameroon which has entered its seventh year, has deteriorated overtime with violent clashes between armed forces and Non-State Armed Groups (NSAG) leading to loss of lives and property, internal displacement, attacks on education and a growing climate of fear and uncertainty. Much of this violence is targeted at local communities and at schools, with teachers frequently facing attacks in the form of kidnapping, harassment, decapitation and killing, while children have been exposed to several protection risks such as harassment, exploitation, abuse, and recruitment into arm groups and some have been killed due to the crisis. This has led to the loss of livelihood sources for bread winners in most families and has destroyed the cooperative spirit that existed in such communities. Men who used to be bread winners are now targets to both the State Security Forces (SSF) on the one hand and the Non-State Armed Groups (NSAG) on the other hand. This has completely broken and disrupted the peaceful coexistence that used to exist as well as the deterioration of roads and other small infrastructures. To this end, the ILO has been asked to provide technical assistance to the project owner. This ILO's technical assistance will focus on.

- Training of young people in the PIZ in labour-based techniques and road maintenance in view of their integration into existing or future Communal Road Committees (CRCs).
- Diagnosis of the situation of the CRCs, their capacity to take on road maintenance or rehabilitation and capacity building in labour-based approaches with a view to their effective participation in public contracts for road maintenance.
- Sensitisation of local administrations to the problem of post-rehabilitation maintenance works and strengthening their capacity to manage road maintenance contracts; (iv) analyses of the agricultural value chain in the Project Intervention Zone (PIZ) to boost agricultural production to create more jobs for young people.
- Structuring young people into CRCs, economic interest groups and/or cooperatives with a view to integrating them into the links in the identified value chain.
- The development and implementation of a strategy and action plan for the development of the identified value chain.
- The strengthening of the skills of local institutions for the supervision of farmers, CRCs, EIGs (Economic Interest Groups) and youth cooperatives to improve the services offered to the value chain actors.

Since inception, the project has successfully carried out the training of council development officers and youth representatives on cooperatives and economic interest groups, in which 10 women and 32 men were trained. In addition, 18 women and 68 men were sensitised on the advantages of EIIP approach and how it can contribute immensely to youth employability. Furthermore, as part of the activities of the baseline studies a total of 795 women and 905 men were sensitised on the EIIP approach and more specifically two key studies have been carried out. A baseline study of the project intervention zones to determine the need for rehabilitation and maintenance of small infrastructure such as roads, warehouses, and markets. An agriculture value chain study to identify some economically viable agriculture value chains that can be valorised to improve upon the economic situation of the inhabitants along the ring road.

Moreso, the project just completed feasibility studies for the creation of a public works trade center in Nkambe and has successfully carried out a refresher training of 17 MINADER extension workers who in turn have train 4 cooperative each per council area as well as Economic interest groups on production and processing technique on the selected value chain. In addition, the project has planned and completed its next phase of activities which is to train three executives from each of the four cooperatives in the 17 council areas in processing and marketing of pulses, tubers, spices, and cereals. A workshop as well as has been organized, training and supporting three councils along the ring road on decent work. In conclusion, a training of trainers aimed at building the capacity of communal road committees (CRCs) of all the 17 council areas was completed and a field training initiated to register those unregistered and group some to functionality. The procurement of labour-intensive tools and equipment's is in progress to support these CRCs with adequate equipment's to take responsibility of their local road maintenance structures. This year the project initiated five Chantier Ecole's in which three have been completed whereas two are in progress with estimated date close date being the 31st of December 2025. To continue this practical training for youths on road and building construction using the EIIP approach, ILO seek to launch kick start five more project sites in Nkambe, kumbo, Jakiri, Bafut and Babessi.

One of the key activities of this project is to ensure that learners are trained on public works trades to prepare them for potential employment in this domain, and this is to be realised through the execution of the **"Chantier Ecole."** In line with **activity 01.02.04 organize project training sites for the application of theoretical knowledge**. In this light we seek to bring in a local partner, civil society organizations operating in the localities, competent enough to lead the implementation and execution of this process hitch free.

The scope of this implementing agreement shall encompass the training of youths on how to construct and maintain a local facility such as **market shed** using local materials available in the communities. The project site is in the **Babessi council area Nchingon, Ngoketunjia Division.** **(Contact the Council Development officer of the Babessi Council for more details on the project site dimensions Mr Poufoun: 670105875 or Mr Mama: 676183175). Site visit dates have been slated for the 13th and 20th of December 2025.**

OBJECTIVES

The selected implementing partner in the project intervention zone shall enhance the smooth organization and execution of the Chantier Ecole/practical training execution and most particularly.

- Facilitate and carry out stakeholder mapping, community engagement of relevant stakeholders in the project implementation site, dissemination of key information.
- Set up a competent functional team to effectively carry out the training of trainees at the project implementation site using EIIP approach.
- Negotiate access for all site personnels, trainees, supervisors, site engineers and inspection team.
- Realize all site installation and preparatory works within the timeframe stipulated.
- Develop and share progress reports in line with reporting formats and timelines.
- Improve skill development using the employment intensive investment approach through the execution of the practical training proper.
- Ensure trainee participation in the program is 100% for the designated period and compliance to statutory regulations of ILO.
- Support all project trainees with adequate incentives to ensure they are motivated to learn.

EXPECTED RESULTS

Under the supervision of ILO, the implementing partner will be required to facilitate the on-the-job training of trainees on building and construction of market sheds using the EIIP approach. **(See appendix 001 Technical specifications for the construction of market shed of 20 counters at Nchingon, Babessi.** The following results shall be expected:

- a) At least 150 youths with not less than 40% of them being women are trained on practical building and construction techniques of market sheds using the EIIP.
- b) More young girls are engaged and motivated to carry out public work trades most specifically building construction using EIIP approach.
- c) An increased number of skilled youths who are versed with building construction and maintenance using the EIIP and can seize opportunities to raise income thus sustaining a living.
- d) Trained youths are moulded into cooperatives that can take responsibility of labour-intensive building constructions in the council area.

IMPLEMENTING PARTNER RESPONSIBILITIES

BUILDING CONSTRUCTION RESPONSIBILITIES

- Put in place a relevant human resources and coordination team containing relevant key persons such as the coordinator, Finance officer, Site engineer, site foremen, Builder, Carpenter, store keeper and guards with the support of ILO. At least 2 of these persons must have proven back ground in **architecture, civil/structural engineering** with proven work done.
- Carry out community engagement and access negotiation. Continuously sensitising stakeholders in the project intervention zone on EIIP approach.
- Carry out all preparatory works and site installations that is the installation of light equipment's, materials, tools, and safety kits where need be.
- Carry out soil testing, topographic design, geotechnical investigations, and verification of the building construction site.
- Identify electrical, water and telephone networks. Ensure accurate placing of signalisation. Carry out environmental assessment.
- Prepare and carry out site cleaning, that is cutting of trees, excavation of foundations trenches, realisation of the foundation, backfilling and compacting with laterite, formwork for pillars, preparation of reinforcements for pillars, beams and lintels, concreting, brick fabrication, mixing of mortar for block works in compatibility with EIIP approach. **(See appendix 002 Sample work plan for the activities to be executed by the bidder)**
- Preparation of materials for site use, transportation of materials, production and pre fabrication of blocks at the site.
- Masonry structures: produce masonry blocks, raising of walls, preparation of formwork for pillars, plastering/rendering with cement mortar, reinforce concrete for lintels, beams and columns. Digging and building of R.C gutters round the building.
- Execute roofing and wood works, cutting of planks purlin and battens at gable with fascia boards using wood installations, install and set up fascia boards alongside top ridding where necessary fabricate windows and doors beams.
- Carry out finishing works such as wiring, painting, drainage and metallic works where required.
- Care for all working tools and work equipment's.
- Responsible for periodic rentals and hiring of temporal machinery and equipment's.
- Train at least 150 youths in the process for a continuous period of 40 working days and or 60 calendar days.
- Ensure that trainees are present at work site and carry out assigned duties as prescribed.

- Produce daily work attendance sheets and statistics to ILO to approve a decent incentive for trainees. Prepare and submit monthly work plans for easy monitoring.
- Ensure the respect of labour and protection standards in the sites.
- Justify any funds made available to them by the ILO within agreed periods.
- Provide systematic activity reports of the project execution and training progress daily, weekly, monthly, and quarterly.
- Work closely with ILO and its representatives towards a holistic realization of the project.
- Direct disbursement of stipend incentive to 150 trainees at the close out of the week to be provided by ILO according to standards rates.
- Submit financial liquidation reports in accordance with agreed financial processes and procedures and reporting timelines stated in the signed agreement.

ILO RESPONSIBILITIES

- Provide all the funding needed for the execution of the project.
- Provide training modules, expert advice, and guidance on the training of youths on EIIP approach.
- Support the Implementing partner to disburse weekly incentive to all retained trainees.
- Support the implementing partner in briefing and orientation of trainees.
- Work with councils and other stakeholders to select and retain the trainees.
- Follow up the procurement of all working materials, equipment's and supplies to the trainees to ensure that they meet the required standards.
- Provide external consultants for studies and works where need be.
- Ensure ILO code of conduct is read understood and signed by all trainees and partners.
- Receive, review, and approve all reports from the implementing partner regarding the implementation progress.
- Monitor and evaluate monthly progress and report accordingly.
- Alongside MINTP control the technical execution and work closely with MINJEC, MINEFOP, MINTP and MINTSS as need be.

SCHEDULE AND REPORTING

The reporting schedule shall be as follows.

Months 1	Weeks	Reports and description	Submission Date
	Week One	Activities executed for the week and activities planned for the next week	End of week 1
	Week Two	Activities executed for the week and activities planned for the next week	End of week 2
	Week Three	Activities executed for the week and activities planned for the next week	End of week 3
	Week Four	Activities executed for the week and activities planned for the next week	End of week 4
	Main Report	Activities implemented for the month and activities planned for the next month	Before the 02 nd of new month
Months 2	Weeks	Reports and description	Submission Date
	Week One	Activities executed for the week and activities planned for the next week	End of week 1
	Week Two	Activities executed for the week and activities planned for the next week	End of week 2
	Week Three	Activities executed for the week and activities planned for the next week	End of week 3

	Week Four	Activities executed for the week and activities planned for the next week	End of week 4
	Main Report	Activities implemented for the month and activities planned for the next month	Before the 02 nd of new month
Months 3	Weeks	Reports and description	Submission Date
	Week One	Activities executed for the week and activities planned for the next week	End of week 1
	Week Two	Activities executed for the week and activities planned for the next week	End of week 2
	Week Three	Activities executed for the week and activities planned for the next week	End of week 3
	Week Four	Activities executed for the week and activities planned for the next week	End of week 4
	Main Report	Activities implemented for the month and activities planned for the next month	Before the 02 nd of new month
Months 4	Weeks	Reports and description	Submission Date
	Week One	Activities executed for the week and activities planned for the next week	End of week 1
	Week Two	Activities executed for the week and activities planned for the next week	End of week 2
	Week Three	Activities executed for the week and activities planned for the next week	End of week 3
	Week Four	Activities executed for the week and activities planned for the next week	End of week 4
	Main Report	Activities implemented for the month and activities planned for the next month	Before the 02 nd of new month
Months 5	Weeks	Final Reporting and description	Submission Date
	Week One	Activities executed for the week and activities planned for the next week	End of week 1
	Week Two	Activities executed for the week and activities planned for the next week	End of week 2
	Week Three	Activities executed for the week and activities planned for the next week	End of week 3
	Week Four	Activities executed for the week and activities planned for the next week	End of week 4
	Final Report	Complete activity report of the project activity including all attachment and pictures	Before the 02 nd of new month
Months 6	Weeks	Final Reporting and description	Submission Date
	Week One	Activities executed for the week and activities planned for the next week	End of week 1
	Week Two	Activities executed for the week and activities planned for the next week	End of week 2
	Week Three	Activities executed for the week and activities planned for the next week	End of week 3
	Week Four	Activities executed for the week and activities planned for the next week	End of week 4
	Final Report	Complete activity report of the project activity including all attachment and pictures	Before the 02 nd of new month

COMPLETION CRITERIA

All bidders are to read through this ToR that is **Annex III: RFP_Terms of Reference**. Follow and execute the instructions in the Request for Proposal RFP which is the overall guiding document; **Annex I: Instructions to Bidders**. Bidders must complete and sign **Annex II-A Acknowledgement of proposal**, sign, and stamp **Annex II-B: Bidders Declaration Form**. Enter the required information in **Annex II-C the Bidders information form**, bidders as well must fill out **Annex II-D Recent references**. **Annex II-E: Technical offer and Annex II-F: Financial offer form**. Then read carefully **Annex IV Terms and conditions applicable to ILO contracts which has been provided as a link in the RFPs Annexes**.

This term of reference seeks to guide the bidders on what is expected of them; thus, all bidders are required to submit their proposals as indicated in the RFP document. Bidders must carefully read **Appendix 001: Technical specifications for the construction of a market shed of 20 counters at Nchingon, Babessi Ngoketunjia division** and **Appendix 002: Sample work plan for the activities to be executed by the bidder**, to develop their technical proposal for the market sheds construction. The sample work plan must be filled and attached **alongside Annexe II-E: Technical proposal**.

Submission Criteria

The instructions under submission and Receipts of Proposals remains same. Note that **Appendix 002: Sample work plan for the activities to be executed by the bidder** must be completed and submitted inside **Envelope A**, for those submitting in hard copy or inside **File one** for those submitting by electronic mail.

Site Visit is compulsory for all interested bidders. It shall take place on the 13th and 20th of December 2025. This is to ensure that those who could not meet up on the 13th can do so on the 20th of the same month. The Babessi council shall supervised the site visit and demonstrate to all interested parties where the structure shall be built. The contact details are as follows: Mr Poufoun: 670105875 or Mr Mama: 676183175).

DISBURSEMENT MODALITY

Fund disbursement shall be done in three instalments. The first instalment being **40%** of contract value upon signing of contract. The second instalments being **55%** of contract value upon receipt of approved expenditure report of the first **40%** of funds initially disbursed, as well as after confirming training progress of at least **40%** implementation rate. The last and 3rd disbursement shall be **5%** after the completion of work and submission of work report and previous justifications of funds received confirming a works progress of **100%**. **Included in these disbursements is the value designated for trainee incentive per week.**

This term of reference seeks to guide the bidders on what is expected of them; thus, all bidders are required to submit their quotations as indicated in the RFP document.

EVALUATION CRITERIA

The bid shall be evaluated using the following criteria:

1. Understanding of the Terms of reference
2. Presentation of good working methodology for the work. **(According to the Technical and special specifications document in the appendix below)**
3. Proof of legal existence.
4. Existence of sound organizational policies and Manuals.
5. Good knowledge of the working area and proven experience of having worked in the region in the last 2 years.

6. Proof of experience in HIMO project execution, organisation and or staff with good knowledge of the HIMO approach.
7. Proof of experience demonstrating that the bidder has done a similar job.
8. Demonstrated ability to manage donor fund and good financial records.
9. Reasonable and modest financial proposal that matches with the proposed activities to be carried out.

BUDGET

The financial offer shall be completed respectively following a feasible budget range. Bidders shall complete the template with values they feel can execute the training. In the form as provided in **Annex II-F**. Note that this is HIMO approach we wish to realize a labour-intensive execution, trainees shall provide the necessary labour and only very few mandatory tools shall be procured.

• DURATION

The contracting period shall be 6 months whereas the training of trainees regarding the construction of market sheds shall be for a duration of **(40 working days)**.

• ELIGIBILITY CRITERIA

The implementing partner is required to possess the following requirements which shall be required to qualify them for technical evaluation.

- The implementing partner should have legal registration, having the status of either an NGO, CIG, Cooperative group/associations, cooperatives, Training or research institution, local association etc.
- Present an access and security reports clearly proving beyond reasonable doubt to be having community acceptance by all stakeholders within the project area.
- Present a list and proof to be having the following team of experienced professionals Civil engineer, Site foreman, Carpenter, Builder, Finance & Admin officer among others.
- The implementing partner must have realised with success within the last two years any related works (construction or training on public works trade)
- Have not less than 2 years of experience executing community driven activities in the areas of interest above and experience working with young people. Demonstrate proof of previous experiences with Construction projects. Experience in related public works trades in the past and current years is an added advantage.
- Have experience managing donor funded project and more specifically UN agency affiliations.
- Experience with HIMO/EIIP project and demonstrated organisation is an added advantage.
- Have a mastery of the area of intervention through the presentation of site reports and photos etc.
- Posses' financial capacity to execute the project.
- complete submission requirements (Presence of a Technical and financial file with all annexes as requested in the RFP document.)

• ELIMINATORY CRITERIA

The implementing partner whose institutions will caught by the following will be eliminated, they are:

- Falsification of administrative or technical documents.
- Does not have legal registration, is not having the status of either an NGO, CIG, Cooperative group/associations, cooperatives, Training or research institution, local association etc

- Omission or modification of any quantity on the quantitative estimate.
- Have abandoned or excluded from public command within the last two years.
- The person signing the bid should be the legal representative of the company.
- Suspended or banned by UN Organization for 2024/2025

- **APPENDICES**

The following appendices are attached herewith they are to guide in completing the technical proposal.

Appendix 001: *See Technical specifications for the construction of market shed of 20 counters at Nchingon, Babessi.*

Appendix 002: *Sample work plan for the activities to be executed by the bidder.*
