



International
Labour
Organization

CALL FOR PROPOSAL

NGO to Implement Remedial Response Plan for Combatting Child Labour in Tomato Supply Chain

**“Accelerate the Action for the Elimination of Child
Labour and Improving Compliance in Tomato
Supply Chain in Egypt” (ACCEL Egypt)”**

Terms of Reference (TOR)

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1.1 GENERAL BACKGROUND AND INTRODUCTION

Under the project “**Accelerate the Action for the Elimination of Child Labour and Improving Compliance in Tomato Supply Chain in Egypt**” (ACCEL Egypt), this project aims to improve compliance with eliminating child labour standards and regulations in tomato supply chain in governorates of Upper Egypt, Alexandria, Fayoum and Al-Minya through the implementation of a remedial response plan targeting up to **1500** children engaged in child labour or children at risk along with their families, with the following components:

- (1) Screening, profiling and withdrawing children engaged in tomato supply chains.
- (2) Provision of **child protection and case management services** including psychosocial support if required, literacy support, and coordination for re-integration of children in formal or informal educational facilities. In addition, engage children in ILO Supporting Child Rights through Education, Arat and Media (SCREAM) activities aimed at raising awareness of child labour and the fundamental principles and rights at work including sports, arts or media.
- (3) Provision of **temporary cash assistance/in-kind contribution to parents** to cover the earns of child engaged in child labour in tomato supply chain for one season and activation of **national referral pathways** to link targeted families to available governmental services for social protection, health, economic empowerment. Etc.
- (4) Community mobilization/ outreach activities for targeted audience through sensitization of parents, landowners, middle wo/men and farmers on Fundamental Principles and Rights at Work (FPRW), detriments of Child Labour (CL), Occupational Safety and Health (OSH), importance of education and the existing government service map.

The selected NGO shall support field implementation of the project in the targeted locations.

1.2 ASSIGNMENT MAIN OBJECTIVE AND SCOPE OF WORK

1. **Screening, electronic profiling and monitoring of children engaged in tomato supply chain in the targeted areas.**
 - Recruit and train **15-20** local monitors on developed data collection tools, weekly child listing forms through unannounced visits, child labour prevention, awareness-raising methods, and referral mechanisms.
 - Implement a full-scale screening and an electronic (tablet-based) needs assessment for targeted children and their families. This needs assessment shall result in a detailed case file/ profile for every screened child.
 - Conduct a mapping of available governmental and non-governmental services in the targeted districts/ centers.
 - Conduct weekly follow-up visits to targeted children in their homes/ schools and monthly monitoring visits to the field to detect/ report child labour cases (if any).
2. **Education and Child Protection:**

- Facilitate children withdrawal from the field and support enrolment/ re-integration of the targeted children in formal or informal educational facilities, ensuring their return to education is sustainable.
- Provide in-kind assistance for children to support their reintegration in education through issuance of official papers for children, covering tuition fees, provision of school supplies, literacy classes/ lessons...etc.
- Support safe child-friendly platforms including summer camps, life skills trainings, sports activities for employability and decent employment, child clubs, to help children develop their personal and professional skills.
- Case management of targeted children in accordance with their needs, referral to needed services in collaboration with Child Protection Committees of the NCCM.
- Facilitate psychological support programmes for children and their families if needed, including individual counselling and group sessions, to address emotional well-being.
- Organize SCREAM training sessions in targeted governorates/farms/ villages for children (aged 8-18), emphasizing the dangers of child labour and the importance of education.
- TOT for SCREAM Facilitators: Conduct **Training of Trainers (TOT)** for selected facilitators, ensuring they are equipped with the skills to deliver SCREAM training to children.
- Facilitate ongoing support and coaching for facilitators throughout the project to ensure high-quality delivery of SCREAM activities.
- Organize a **graduation ceremony** after each **50 children** complete their SCREAM training. The ceremony should include participation from the children's **parents**, celebrating their achievements and reinforcing the importance of continuing education and staying free from child labour through awareness sessions on Child Labour issues and services provided from relevant stakeholders.
- Facilitate access to employability skills for children at the legal training and working age through skills development applying the methodology sport for development. It refers to the use of sport as a tool for development and peace. Actors in sport, academia, private sector, non-profit and non-governmental organisations, government agencies, UN agencies and international organisations, the media, the general public as well as young people are increasingly interested in the potential of sport as a tool to reach personal, community, national and international development objectives. In this case the method will particularly blend sports with employability skills similar to approaches outlined here [AMANDLA EduFootball](#), and sportsanddev.org and as previously implemented by the ILO in collaboration with Aspire in Egypt.
- Provide children at the legal training and working age, those who cannot be reintegrated in the formal/informal educational system, with vocational training/apprenticeships following the ILO Recommendation R 208 on quality apprenticeship [Recommendation R208 - Quality Apprenticeships Recommendation, 2023 \(No. 208\)](#). This activity aims to provide technical skill training geared to income generating activities or direct placement in wage employment opportunities.

REMARK: It is possible to bid with concrete sub-contractors / other institutions (including partner NGOs and community development associations (CDAs)) in mind that can

complement support in delivering these activities. The skills development activities should be conducted in close collaboration with Ministry of Youth and Sports and Ministry of Labour.

3. Social Protection and Family Support

- Provide temporary cash assistance/ in kind contribution and social protection linkages to families of working children to reduce economic vulnerability.
- Activation of **national referral pathways** to facilitate the access of targeted families to available government services for social protection, health, economic empowerment. Etc.
- Establish/strengthen community committees to monitor child protection efforts, support school reintegration, and address challenges collaboratively.

4. Awareness Raising:

- Sensitization of parents of working children on detriments of Child Labour (CL), Occupational Safety and Health (OSH), importance of education and the existing government service map.
- Conduct community and farm-based awareness sessions targeting landowners, middle wo/men and farmers on Fundamental Principles and Rights at Work (FPRW), detriments of Child Labour (CL), and Occupational Safety and Health (OSH).
- Promote the proper use of Personal Protective Equipment (PPE) and raise awareness on safe farming practices.

5. Documentation and Reporting:

- Establish children documentation and recording system at the targeted farms in tomato supply chains.
- Maintain systematic documentation of awareness activities, including participation records and key issues raised, to strengthen accountability and follow-up.
- Provide weekly and monthly reports on the progress of children withdrawal from the field, re-integration into education, SCREAM and other related activities, detailing participation, challenges, and outcomes.
- Timely provide all kind of documentation required to prove the use of dedicated funds including without limitations any financial or in-kind support to families in question.

****All data relating to beneficiaries will be disaggregated by gender, age (and disability where possible) and according to the database form to be provided by the project**

Selection Criteria for Children:

- Working children (permanent, seasonal, or temporary).
- Siblings of working children (2-3 children from the same family).
- Children with high rates of school absence or dropout risk.
- Children from families experiencing economic hardship, social disintegration, or without stable shelter.
- Children aged 8-18 years.

Deliverables:

1. **Training session for local monitors** on developed data collection tools, weekly child listing forms, child labour prevention, awareness-raising methods, and referral mechanisms.
2. Detailed **database** with case file/ profile for every screened child.
3. **Mapping** of available governmental and non-governmental services in the targeted districts/ centers.
4. Reports of **10** local awareness campaigns/events/sessions targeting parents of working children.
5. Reports of **10** local awareness sessions targeting land-owners, middle wo/men and farmers.
6. SCREAM training sessions for up to **1500** children in targeted farms and tomato growing areas.
7. Conduct a TOT for facilitators to ensure high-quality delivery.
8. Organize a graduation ceremony after each **50 children** finalize their SCREAM training, ensuring the participation of parents.
9. Report referred and managed cases.
10. Ongoing child friendly activities and psychosocial support services across the year.
11. Report children who received literacy classes, psychosocial support, engaged in summer activities, employability skills.
12. Report number of families received in-kind contributions/cash assistance and governmental services or non-governmental services.
13. Engage with MOETE to provide documentation for children attendance in school programs, to monitor the effectiveness of the remedial intervention.
14. Report number of children who received employability skills and children who received vocational training/apprenticeships and supported to qualify them for income generating opportunities.
15. Weekly and monthly reports detailing progress and child participation

Targeted governorates:

Alexandria, Minya and Fayoum governorates.

1.3 MANAGEMENT AND OTHER ARRANGEMENTS

Partners and counterparts:

The assignment will be implemented in close cooperation with ILO implementing partners in the targeted areas.

Required experience:

- Experience in implementing child labour prevention and child protection programs.
- Experience in case management of vulnerable cases in coordination with concerned governmental and non-governmental entities.
- Experience in overseeing and guiding field data collection and monitoring.
- Experience in implementation of social assistance programs targeting most vulnerable families.
- Experience in conducting awareness raising and advocacy sessions.

Expected duration:

It is expected that all deliverables will be completed **within 9 months** from the date of signing the contract to the satisfaction of the ILO and obtaining all necessary approvals.

1.4 HOW TO APPLY

The following documents/information are required to apply for this designation:

- 1- Technical proposal.
- 2- Financial proposal.

It is the responsibility of applicant NGO to ensure that a proposal is submitted to the ILO in full compliance with the conditions contained in the solicitation documents.

Proposals must be received on or before **14 December 2025 /16:00 pm Cairo local time**. Proposals and amendments to proposals received after the proposal receipt deadline will be rejected.

Proposals must include all documents required in these Instructions to applicant NGOs and must be submitted by:

The ILO could select one implementing partner or more based on the need to cover additional target groups or geographical areas. This will be identified based on the proposals received for this TOR.

- Registered mail (official postal service) to: International Labour Organization
9 Taha Hussein Street, Zamalek, Cairo, Egypt, 1211

- **Hand delivered** (including by courier services) directly to the above ILO address in return for a signed and dated receipt, or
- **Via email** on CAI_CLP@ilo.org with subject "Technical and Financial Offers- NGO to implement Remedial Response Plan for Combatting Child Labour in Tomato Supply Chain"

Proposals submitted by any other means will be rejected.

Proposals must be submitted using the double envelope system, i.e., the outer parcel containing two separate, sealed envelopes, one bearing the words **"Envelope A - Technical Proposal"** and the other **"Envelope B - Financial offer"**.

For remotely submitted offers, two separate documents must be attached for technical and financial proposals.

Where there is any infringement of these instructions (e.g., envelopes are unsealed or references to prices are included in the Technical offer) the proposal will be rejected.

Clarification Questions

A prospective applicant NGO requiring any clarification of the Call for Proposal documents may notify the ILO in writing. The ILO's response will be provided in writing to any request for clarification received by the deadline indicated as table below. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective applicant NGOs that received the ToR document.

- Clarification questions, if any, related to this call for proposal must be submitted to CAI_CLP@ilo.org **COB by 2nd of December 2025.**
 - **The ILO will conduct an information session to address received clarification questions** by **4th of December 2025.**
 - **Proposals Receipt Deadline**
14th of December 2025 /16:00 pm Cairo local time
- Technical meeting** will be conducted for all **technically passed organizations** after submitting your technical and financial proposals.

Proposal evaluation

The project team shall hold an information session for interested NGOs on the 4th of December 2025.

The proposals will be evaluated according to the criteria described below

Technical Proposal

- a) Depth and quality of response to the ToR
- b) Technical compliance with the Terms of Reference and its planned deliverables
- c) The qualifications and experience of the applicant NGO and proposed key personnel
- d) The proposed implementation and management plan

Financial Proposal

- a) The budget and its overall costs are realistic
- b) The budget breakdown and costing per budget lines
- c) The percentage of and indirect costs to the total budget

The process of evaluating the proposals will be based on the following percentage combination of Technical and Financial elements:

	Percentage
Technical Proposal	70%
Financial Offer	30%
Total	100%

A two-stage procedure will be utilised in evaluating the Proposals, with an evaluation of each Technical Proposal being completed prior to any Financial Offer being opened and compared. Financial Offers will be opened only for applicant NGO submissions that meet or exceed the minimum technical score of (70 per cent) of the obtainable score during the evaluation of Technical Proposals. Where the assessment of a Technical Proposal results in the minimum specified score not being achieved, the corresponding Financial Offer will not be eligible for further consideration.

Logistical arrangements:

The implementing partner will implement the task under the supervision of the ACCEL Egypt project's National Officer and general guidance from ILO National Project Manager of Eliminating Child Labour Projects.

The ILO will facilitate the necessary technical and methodological information, technical documentation and project information, and partner meetings to assist the implementing partner in achieving its expected outputs.