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Organization

DWT/CO–Pretoria: ILO DWT for Eastern and Southern Africa and Country Office for South Africa, Botswana, Lesotho, and Eswatini

RFP025/2026

Request for Proposals (RFP):

Title: Conduct a Cooperative Development Workshop for Circular Economy (e-waste) project beneficiaries in Limpopo, using the ILO's Think. Coop & Start. Coop Training Tools

Deadline: proposals should be sent to the following email:

ilo/epwp_procurement@ilo.org by **17h00** (5:00 pm), Wednesday **4th February 2026**. **Late bids** and proposals submitted by any other means will be **rejected**.

Eligibility: Qualified registered entities or companies should submit:

- Updated Company and/or institutional profile.
- A detailed technical and financial proposal for undertaking assigned tasks.

The ILO DWT/CO-Pretoria for Eastern and Southern Africa and Country Office for South Africa, Botswana, Lesotho, and Eswatini are seeking proposals from Qualified National Cooperative Trainers to Conduct a Cooperative Development Workshop for Circular Economy (e-waste) project beneficiaries in Limpopo, using the ILO's Think. Coop and Start.COOP Training Tools. Think.COOP and Start.COOP is designed for people who are interested or starting a cooperative.

This training will contribute towards increasing the support for enterprises especially micro and small enterprises to achieve decent work and Improve productivity.

These Terms of Reference (1) provide background information on the assignment; (2) describe the specific inputs and outputs required from the Service Provider and (3) list the terms and conditions of the assignment.

► Background and Objective

The International Labour Organization (ILO) is the United Nations Agency tasked with the promotion of social justice through employment and decent work, especially for women, the youth, and other marginalised groups. It has extensive experience in implementing technical cooperation projects (funded by specific donors) around the world. Its Circular Economy and E-Waste for Youth Employment projects in Limpopo Province, are some of the projects, which aims to support the formalization of small economic units and workers in the waste management value chain, by addressing the twin challenges of youth employment and environmental degradation through structures e-waste recycling and entrepreneurship programme.

The transition to a circular economy is critical for economic diversification, sustainable development, resource efficiency, and environmental protection. There is growing interest in promoting circular economy practices, to address waste management challenges, create economic opportunities and jobs, and reduce environmental degradation. To support this transition, there is a need to provide relevant skills, through re-skilling and up-skilling of local training institutions in order to close the skills gaps, thereby providing opportunities for skills development in entrepreneurship and in joining circular economy sectors.

The overall objective of this assignment is for a Think.COOP and Start.COOP Trainers to prepare and conduct a Training of Trainees workshop and support the development of the cooperative constitution and business plan and facilitate their registration with the CIPC.

► Scope of Work and Tasks

Under the overall supervision and guidance of the ILO, the service provider shall perform the following tasks:

- 1) Prepare the agenda and resource materials for the training and conduct a Training of Trainees workshop, undertake coaching/supervision during training of Enterprises, and conduct competency re-enforcement workshops.
- 2) Conduct baseline data collection of the training beneficiaries and post training survey report.
- 3) Train 35 Trainees in Think. COOP and START.COOP tools. The training shall be held for all participants in one central location, following adult learning principles.
- 4) Provide effective and efficient coaching/supervision to the trainees to compile their cooperative constitution and business as well as registering their cooperative.
- 5) Provide two follow up mentoring sessions with the established cooperative at 3 and 6 months after the training.

► ILO Responsibilities

The ILO will be responsible for the following:

- Facilitate access to Trainees and pre-selection of the training participants.
- Provide venue and refreshments for the training workshop.
- Provide accommodation for the trainees and 2 Trainers in the selected venue.

► Expected Deliverables

The deliverables from the above task will be the following:

1. A detailed training plan with timelines for the Think. COOP and Start. COOP Modules.
2. Selection of candidates to participate in the training program based on the ILO Standards and requirements criteria.
3. Training materials for the trainers' workshop.
4. Conduct regular follow-up call with trainees and answer their queries during their preparations for the constitution preparation and registration of the cooperative.
5. At the end of the training, the service provider will provide a detailed report on the training, and registration documents.

► Assignment Duration and Remuneration

The assignment is estimated to commence on **15th February 2026** and will conclude on **15 March 2026**.

(The duration of the assignment should be limited to maximum 15 non-consecutive days)

An all-inclusive fee should be paid to the service provider as follows:

1. 50% upon submission of Inception report including a detailed training plan with timelines. Selection and confirmation of candidates to participate in cooperative training program and training materials for the Trainees.
2. 35% upon submission of training report on the including support to develop the constitution, and draft business plan for the cooperative enterprise.
3. 15% upon submission of a detailed report on the training, copy of the constitution, draft business plan and Registration Certificate of the cooperative enterprise.

► Qualifications and Experience

The preferred service provider should demonstrate the following qualifications and expertise:

- Advanced University degree in the business studies, economics, development studies or a related field.



- At least 5 years of progressive experience working in capacity/skills development, and programme implementation, and at least 5 years' experience in conducting cooperative workshops or training.
- Focusing on skills development and other related fields and having strong understanding of the Social and Solidarity Economy in the context of South Africa would be an asset.
- Advance experience in business development, training methodology, training materials development, and Training of Trainers.
- Certified Think.COOP, Start.COOP Trainer based on the ILO's standards.
- Excellent communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders.

► Application Process

Interested companies are invited to submit the following:

- A cover letter outlining relevant experience in similar work
- CVs of the Trainer (s) and information about the company
- Technical proposal on the understanding of the TOR, methodology and suggested workplan
- List of proposed key activities, level of effort, and timeframes
- Evidence of similar assignments previously conducted
- Financial Proposal
- At least 3 reference letters from previous related assignments.
- Confirmation of availability for the assignment period and ability to travel to project location.

► Proposal Evaluation Criteria

1. Technical and Financial Offer

Criteria	Maximum Score
Technical Proposal	80
Financial Proposal	20
TOTAL	100

The financial scoring and calculations will be based on the following:

The maximum number of points assigned to the financial proposal is allocated to the lowest priced proposal. All other price proposals receive pro-rated points according to the following formula: $p = y (x/z)$

where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal



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x = price of the lowest priced proposal

z = price of the proposal being evaluated.

The proposal obtaining the overall highest score, after adding the score of the technical and the financial proposals, is the one that offers best value for money.

Please ensure your submission email has the subject heading: **“Conduct a Cooperative Development Workshop for Circular Economy (e-waste) project beneficiaries in Limpopo, using the ILO’s Think. Coop & Start. Coop Training Tools.”** to ilo/epwp_procurement@ilo.org by **17h00 (5:00 pm), Monday 4th of February 2026**. Late bids and proposals submitted by any other means will be **rejected**.