
Request for Quotations¹

RAF/21/14/SWE – 001/2026

Training Materials development (Workbook and Brochure) for the Decent Work in Construction Project

This call is targeted at registered organizations.

Responses should be received by 23:59hrs (SAST) on 27 January 2026

January 2026

¹ The term 'quotation' refers to any offer, bid or proposal submitted to the ILO in response to this solicitation.

1. Background and Rationale

The International Labour Organization (ILO) is implementing the Decent Work in Construction Project across Mozambique, South Africa, and Zimbabwe in collaboration with the Southern African Development Community (SADC). The project aims to promote labour rights compliance and improve productivity in the construction sector by piloting interventions with small enterprises, unions, and government partners. Through these interventions, the project supports improved working conditions for vulnerable workers and enhances the competitiveness of micro, small and medium enterprises (MSMEs).

The project is guided by a **market systems development (MSD) approach**, which seeks to bring about sustainable changes within the construction sector by addressing three levels:

- **Core market actors** such as enterprises and workers, improving business practices and working conditions.
- **Rules and regulations** including labour inspection and public procurement systems, strengthening enforcement and compliance mechanisms.
- **Supporting functions** such as training, social dialogue, and representation through trade unions and business development services.

By combining these layers, the project aims to create systemic and lasting improvements that benefit both workers and enterprises, while enhancing sector-wide productivity and competitiveness.

A core component of the project is capacity building through structured training delivered by partner institutions and service providers. To support this, a Training of Trainers manual has been developed to guide facilitators in delivering consistent, high-quality training on Decent Work principles in construction. To strengthen the effectiveness and usability of this training package, additional learner-facing and communication materials are required.

2. Objectives of the Assignment

The purpose of this assignment is to develop a set of coherent, professionally branded communication materials and Training Materials for the Decent Work in Construction Project.

This includes the development of a Trainees Workbook aligned to the existing Trainers manual, the finalisation of the Trainers manual's design, and the development of a related Decent Work in Construction training Brochure.

The assignment seeks to ensure strong visual and structural alignment across all materials, enabling easy navigation, cross-referencing, and practical use by trainers, trainees, and stakeholders.

3. Scope of Work

The consultant will be responsible for three interrelated design outputs.

- i) The first is the **finalisation of the design of the Trainer's manual**. While the technical content of the manual has already been developed, the consultant will be expected to refine and finalise the layout, visual structure, and graphic elements to ensure clarity, usability, and professional presentation to match the workbook.
- ii) The second is to **develop a Trainees Workbook linked to Trainer's manual**. The workbook will be directly based on the content and structure of the Trainers manual and should enable participants to engage actively with the training content through exercises, reflections, practical tools (outlined in the Manual) The Workbook should provide spaces for notes. The workbook must allow for easy reference back to the manual, using consistent numbering, icons, headings, and visual cues. The overall look and feel must align fully with the Training of Trainers manual design. This includes aligning typography, colour schemes, icons, diagrams, and page layouts with the Trainer's Manual to create a single, coherent training package.
- iii) The third component to develop visually appealing **Brochure on the Decent Work in Construction training (Based on the Manual)**. The brochure will be used for outreach and awareness-raising and for promotion of the Training Programme. The Brochure be de designed as a brief and succinct training promotion tool which should clearly explain what the training is about, the key benefits of the training enterprises, workers, and related institutions, The brochure should be visually engaging while remaining aligned with the Decent Work in Construction overall branding and messaging.

4. Target audience:

The primary audience for the Trainers manual and Workbook is providers of Business Development Services to small enterprises including its trainers, facilitators, and training participants. The brochure is aimed at a broader audience, including enterprises, workers' organisations, service providers, government counterparts, and potential implementing partners.

5. Process and Key Deliverables

The consultant is expected to deliver a finalized print ready Trainers Manual, a fully developed Trainees' Workbook aligned with the Training of Trainers manual, and a professionally designed brochure for the Decent Work in Construction training.

All materials should be delivered in both print-ready and editable formats, suitable for both digital dissemination and physical printing.

All materials must align with the Decent Work in Construction Project identity and branding. Visual consistency across the manual, workbook, and brochure is essential. The design should prioritise clarity, usability, , particularly for adult learners and practitioners.

6. Contract Management

The assignment will be conducted under the direction of the Project Manager, with oversight from the Monitoring and Results Measurement Officer and Communications Focal Point. The service provider will provide regular progress updates and participate in review meetings.

7. Required Qualifications and Experience

The selected consultant must demonstrate expertise in:

- Editorial and Content Development
 - ✓ Proven experience in editing, proofreading, and finalizing professional reports.
 - ✓ Ability to improve clarity, coherence, and readability of complex reports.
 - ✓ Strong understanding of labour issues, social protection, or construction sector (preferred).
 - ✓ Experience in developing training manuals.
- Graphic Design and Typesetting
 - ✓ Advanced skills in Adobe InDesign, Illustrator, Photoshop, or other professional design tools.
 - ✓ Experience in designing reports, research publications, and policy documents.
- Language
 - ✓ Fluency in English
- Past Experience and Portfolio
 - ✓ At least 3-5 years of experience in editing, graphic design, and publishing.
 - ✓ A portfolio of previous work.

8. Deliverables and Payment Schedule

Deliverable	Description	% of Contract Sum
Deliverable 1	Submission of the assignment work plan and timelines	20%
Deliverable 2	Submission of finalised training of trainer's manual and training workbook	40%
Deliverable 3	Submission of Decent Work in Construction training promotional brochure	40%

9. Proposal Submission Requirements

Interested service providers are invited to submit:

- A Technical Proposal (max 3 pages) outlining approach, work plan, and experience.
- CVs of team members.
- Portfolio of at least three similar assignments.
- A **Financial Proposal** with detailed budget.

10. Evaluation Criteria

Criteria	Weight (%)
Technical Approach & Understanding	40%

Criteria	Weight (%)
Relevant Experience & Portfolio	20%
Team Composition & Expertise	20%
Cost-Effectiveness	20%
Total	100%