



International
Labour
Organization



Request for Quotations¹

RAF/21/14/SWE – 003/2026

Decent Work in Construction Project Regional Knowledge Sharing Event

Terms of Reference

Event Facilitator

Responses should be received by 23:59hrs (SAST) on **10 February 2026**

This call is targeted at registered Organizations / Companies.
(Individual Consultants do not Qualify)

January 2026

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

1. Introduction

The rapidly growing urban development and increased infrastructure demand and including a backlog in housing for schools, hospitals, and office buildings, has led to a boom in construction across Southern Africa. This has brought with it many business opportunities and job opportunities at all occupational levels in the construction sector. The sector is characterised by poor labour rights adherence, decent work deficits with the most severe and fatal workplace accidents rates and low labour productivity. Young workers and women are the most affected in this regard with the highest percentage of informal workers, often lacking protections under the labour law, contract stability, limited access to trade unions representation and social protection.

Country-level construction sector market systems analyses on causes of decent work deficits and low productivity conducted in Mozambique, South Africa and Zimbabwe, identified the following root causes: (i) low levels of application of decent work focused costing and pricing in bids; (ii) informality of workers and limited access to social protection; (iii) limited incentives and information on decent work; (iv) limited skills development, recognition, and certification; and (v) limited labour inspections on SMME managed construction sites. A construction sector disaster in South Africa in May 2024, which saw workers losing lives and some critically injured clearly amplified these challenges. Preliminary investigations identified the following challenges, faulty engineering, use of unregistered contractors, improper hiring, and limitations in Labour inspections. All these are in line with the findings from the construction sector market system analyses which was conducted by the Project in 2023.

The Decent work in Construction Project, implemented by the International Labour Organization (ILO), in collaboration with the SADC Secretariat and with the support of Swedish International Development Cooperation Agency (Sida), is a response to the above-mentioned challenges and to the increasing demand for infrastructure in Southern Africa. The Project seeks to contribute towards increased compliance with labour rights and to enhance labour productivity in the SADC the construction sector.

The Project applies a market system development (MSD) to identify and address key sector constraints affecting the core construction market system, its supporting functions and the rules and regulations that government business conduct. The Project intervenes at both country and SADC level as follows:

- **At Country level:** In Mozambique, South Africa, and Zimbabwe, the project is working with construction sector actors to address key “systemic challenges which keep vulnerable workers in unsafe and precarious working conditions. The Project is piloting a portfolio of interventions in collaboration with government, the private sector, and the trade unions, and employer’s organisations. With these interventions, the Project seek to a) demonstrated the impact of catalytic actions and to generate lessons and good practice that can be shared with the wider SADC member states; and b) highlight the nexus the huge labour rights compliance challenge and low labour productivity in the Southern African Construction Sector.
- **At Regional level:** The project documents and leverages the knowledge, experience, lessons, and good practice generated through pilot country interventions, to support upscaling and replication of workable solutions across SADC member states with the view to influence policy changes that can support improvements in labour rights compliance and labour productivity across the SADC region and beyond. To this end the Project supports the implementation of the SADC Decent Work Programme (2021-2025).

In this context, a **Regional Knowledge Sharing Event (KSE)** will be convened to bring together t key sector stakeholders to reflect on lessons learned, share good practices, and agree on actions to advance decent work in construction across SADC. In this regard, the ILO is seeking the services of an Events Facilitator who will guide the interactions of the two days event.

2. About the Knowledge Sharing Event

The Knowledge Sharing Event will be a two-day, in-person, highly interactive regional conference, bringing together approximately 85 participants from across SADC. Participants will include representatives of government (Labour and Public Works), employers' organisations, trade unions, construction enterprises, Business Development Service Providers, local municipalities and Communication and Media Organizations.

The event will adopt innovative and participatory methodologies, including panel discussions, fishbowl dialogues, world café sessions, storytelling, gallery walks, interviews, and networking activities, designed to promote exciting engagement, reflection, and peer learning.

The working language of the event will be English, with provision for French and Portuguese interpretation.

3. Objectives of the Event

The overall objective of the Knowledge Sharing Event is to provide a structured, participatory platform for sharing evidence, good practices, and lessons learned from the Decent Work in Construction Project, and to motivate regional action towards improved labour rights compliance and productivity in the construction sector.

Specifically, the event aims to:

- Facilitate structured sharing of experiences, lessons learned, and good practices from the implementation of the Decent Work in Construction Project.
- Showcase validated tools, models, and approaches for improving labour law compliance and productivity.
- Promote peer learning and cross-country exchange among SADC Member States.
- Build regional consensus around a **SADC-wide Call to Action** on decent work, labour rights compliance, and labour productivity.
- Produce a Conference Communiqué capturing key messages, agreed positions, and recommended actions.

4. Scope of Work

The assignment is for a Facilitator who will be responsible for designing, guiding, and facilitating interactive and engaging dialogue processes throughout the two-day event. The Facilitator will play a central role in ensuring that discussions are interactive, inclusive, focused on learning, and oriented towards practical outcomes and actionable recommendations. The Facilitator will work in close collaboration with the ILO Project team, and session leads, (where applicable). **The Facilitator should ideally be supported by an assistant Facilitator/Moderator.** With the support of the Project Team, the Facilitator will be expected to manage the events' conversations, ensure balance, while keeping everything on track.

a) Preparatory Phase

- Review all relevant background documentation, including the Project Concept Note, agenda, tools, and knowledge products.
- Work with the Project team to refine the facilitation design, methodologies, and flow of the Event.
- Develop facilitation notes and guiding questions aligned to each session's objectives and expected outcomes.
- Guide preparatory briefings for key session contributors.
- Support the preparation of speakers and panellists to ensure alignment with participatory formats and learning objectives.

b) Facilitation During the Event

- Coordinate the entire event to ensure that it achieves intended objectives
- Facilitate selected plenary, thematic, and interactive sessions in line with the designed programme.
- Apply participatory methodologies (e.g. world café, fishbowl discussions, storytelling circles, group work) to stimulate dialogue and peer learning.

- Ensure inclusive and balanced participation, and engagement by all delegates.
- Guide discussions towards knowledge exchanges and information sharing of experiences practical lessons.
- Work closely with the Conference Rapporteur to ensure key insights, and recommendations arising from the interactions are well captured.
- Collaborate with the Events Rapporteur in synthesising the outcome of discussions which will lead to the Conference Communiqué and Call to Action.

c) Post-Event Engagement

- Participate in post-event debriefings with the Rapporteur and ILO Project team.
- Contribute to the consolidation of key outcomes, lessons learned, and recommendations from facilitated sessions, as required.

5. Expected Outputs

The Facilitator is expected to deliver the following outputs:

- Well-designed and finalized Agenda for the event
- Develop a detailed Moderator's script and "Run of the Show"
- Hold prep-sessions with all designated speakers/panellists ensure they understand what is expected on them
- Facilitator and moderate the activities of the two-day event in a lively and engaging manner.
- Facilitate smooth and organized transition of sessions and ensure overall coherent in the way the event will unfold.
- Inputs to the synthesis of conference outcomes, including the Conference Communiqué.

6. Timeline and Remuneration Structure

The assignment will be carried out over the period February – March 2026. An all-inclusive lump sum shall be paid to the Consultant upon delivery of the contracted services to the expectation of the ILO.

Deliverables	% of Contract Sum
Deliverable 1: Inception report detailing how the Consultant will undertake the assignment and the timeline for the expected deliverables	20%
Deliverable 2: Submission of a detailed Moderators Note and "Run off the Show" for the Event	40%
Deliverable 3: Briefing Notes for Designated Speakers and Panellists	20%
Deliverable 4: Summary Events Report and with recommendations for further improvements	20%
Total	100%

7. Contract management and ways of working

The Rapporteur will report to and work closely with the Project Manager of the Decent Work in Construction Project, and in close collaboration with the Project Policy Officer to ensure timely implementation of all aspects of the event.

8. Qualifications, Experience and Language Requirements

Education:

The Consultant must have the following qualifications -

- A University degree in journalism, social science, development studies or other equivalent qualification.
- Advanced degree in any related field will be an advantage.

Experience:

- At least 5 years of proven experience in facilitating high-level interacting and engaging regional or international conferences, and knowledge-sharing events.
- Demonstrated experience in designing and facilitating participatory and adult-learning methodologies, including but not limited to world café, fishbowl discussions, storytelling, group work, and peer-learning formats.
- Proven experience facilitating multi-country and multicultural events,
- Ability to translate complex technical content into easy-to-understand content and practice-oriented discussions that generates active engagement.
- Excellent communication, moderation, and synthesis skills, with the ability to manage group dynamics, time, and sensitive discussions.
- Knowledge of labour market dynamic decent work agenda, labour productivity, social dialogue, and private sector development will be an added advantage
- Experience working with or for international organisations, particularly the ILO UN system, or SADC will be an added advantage.

Languages:

- Excellent command of English; working knowledge of Portuguese and French will be an advantage.
- Outstanding communication and writing skills are required.

9. Submission of Your Offer

The ILO invites **interested organisations/consulting firms** to express their intentions to undertake the assignment by submitting a proposal. The submission should include a technical proposal detailing their understanding and proposed approach for undertaking the assignment, and a financial proposal with a detailed breakdown of fees and related expenses. The offer may be submitted via email to the following Email Address: dw4Construction@ilo.org

9.1 Required Documentation

To be eligible for consideration, the submission must include:

(i) **Technical proposal:**

- Max. 5 pages, summarizing proposed approach.
- Updated curriculum vitae(s), evidence of experience and similar work done, and at least three references.

(ii) **Financial proposal:**

- With detailed budget breakdown of fees and expenses.

(iii) **Annex I: Certification** – Signed copy of Organization's registration details, background, and contact persons.

(iv) **Annex II: Past Experience:** Signed copy of details of at least four (4) Contracts undertaken in the past two (2) years relevant to this request.

9.2 Proposal Evaluation Criteria

The evaluation of the submitted proposals will be based on the criteria indicated in the table below

TECHNICAL OFFER	SCORE
Understanding and Responsiveness of proposal to TORs	10
Methodology and proposed assignment implementation strategy	10
Relevant qualifications	10
Evidence of similar work demonstrating capability and experience: at least 5 years of professional experience, with excellent facilitation, moderation, and synthesis skills; ability to manage group dynamics, time, and sensitive discussions.	25
Communication and Writing Skills: Demonstrated capacity to translate complex information, and outstanding verbal and written communication skills.	15
References: At least three Referees on related subject matter and with verifiable contact details	10
Financial Proposal	20
Total	100

9.3 Clarifications

Bidders requiring any clarifications on technical, commercial, or legal aspects of the RFQ documents may submit their queries to the email address: dw4Construction@ilo.org by **03 February 2026**

9.4 Registration as an ILO Supplier

Please Note: - The ILO only contracts individuals or companies in its Suppliers Database. Interested individual bidders should submit at their earliest convenience a duly filled ILO Supplier forms. Click on this



ILO Supplier Record
Form.pdf

to access the supplier's forms. Once completed, filled in and signed suppliers' forms should be submitted to dw4Construction@ilo.org.

The proposals must reach the ILO no later than **23:59hrs midnight (SAST) on 10 February 2026** and should be sent to the email address: dw4Construction@ilo.org with the subject line: **KSE Facilitator.**

10. Terms and Conditions Applicable to ILO Contracts

Terms and conditions application to ILO Contracts are available at:

https://www.ilo.org/sites/default/files/wcmsp5/groups/public/@ed_mas/@inter/documents/legaldocument/wcms_768752.pdf