



International
Labour
Organization



Request for Quotations¹

RAF/21/14/SWE - 004/2026

Decent Work in Construction Project Regional Knowledge Sharing Event

Terms of Reference

Event Rapporteur

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)** is planned to bring together key sector stakeholders to reflect on lessons learned, share good practices, and agree on actions to advance decent work in construction across the region. The ILO is therefore seeking the Services of a Rapporteur to document the proceedings of the event and to develop a forma Events Communiqué.

2. About the Knowledge Sharing Event

The Knowledge Sharing Event will be a two-day, in-person, highly interactive regional conference, bringing together approximately 110 delegates 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 as well as 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.

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. This includes:

- Facilitating structured sharing of experiences, lessons learned, and good practices from the implementation of the Decent Work in Construction Project.
- Showcasing 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.

3. Assignment Object and Scope of Work

The Objective of this assignment is for a Rapporteur to systematically synthesise, document and consolidate the discussions, conclusions, and recommendations that will emerge from the two-day Regional Knowledge Sharing Event into a formal Conference Communiqué. **The main Rapporteur should ideally work with an Assistant as activities will likely take place in multiple spaces.**

The Rapporteur will play a critical role of ensuring that the outcomes of the event are accurately captured and translated into the Conference Communiqué. In undertaking this assignment, the contracted Rapporteur will work closely with the ILO Decent Work in Construction Project Team, with the Conference Facilitator/Moderator.

In particular, the Rapporteur will be expected to undertake the following tasks:

a) Preparatory Phase

- Review all relevant background materials, including the Concept Note, agenda, project tools, and knowledge products.
- Participate in preparatory briefings with the ILO team to understand the objectives, structure, and expected outcomes of the event.
- Develop a Draft Communiqué outline aligned with the agenda of the event and the expected outcomes.
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b) During the Knowledge Sharing Event

- Participate in sessions of the two-day event and systematically capture key discussion points, recommendations arising from the various conversations, dialogues experience sharing exercises
- Summarise discussions of the first day and identify key take aways and emerging recommendations to be presented on the morning of the secondary.
- Document points of consensus, divergent views, and innovative ideas raised during discussions.

- Work closely with the Conference Moderator and KSE Facilitator to clarify key messages and session outcomes.
- Consolidate outputs and reflections from all sessions as inputs in the development of the Conference Communiqué and Call to Action.
- Prepare a draft contents of the Communiqué and Call to Action which will be shared during the last session of the Knowledge sharing Event.

c) Post-Event Deliverables

- In close collaboration with the ILO Project Team and the SADC Secretariat, finalize the **Conference Communiqué**, which will clearly outlining results of the Knowledge Sharing Event, agreed positions, key messages, and recommended actions for SADC Member States.

4. Expected Outputs

The following outputs are expected from the Rapporteur:

- A summary brief for Day 1 of the event highlighting key take aways and emerging recommendations.
- A draft Conference Communiqué with details of the outcomes of the events, recommendations and highlight the clarion call for action on Decent Work to be ready for presentation during the last session of the Event
- A Final Conference Communiqué reflecting consensus outcomes and agreed actions.

5. Timeline and Remuneration Structure

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

Deliverables	% of Contract Sum
Deliverable 1: Inception report detailing the Rapporteur's approach to the assignment and related timelines	20%
Deliverable 2: Outline of the Conference Communiqué and Day 1 Summary Takeaways capturing the substance and dynamics of the discussions. A clear, policy-oriented draft Communiqué reflecting the collective outcomes of the event.	40%
Deliverable 3: Finalized Conference Communiqué summarising the main points, decisions, and conclusions of the Knowledge Sharing Event.	40%
Total	100%

6. Contract management and ways of working

The Rapporteur will report to the Project Manager of the Decent Work in Construction Project, and in close collaboration with the Project Policy Officer and Project Team to ensure timely and accurate delivery of the Knowledge Sharing Event.

7. Qualifications, Experience and Language Requirements

Professional Experience: Minimum of 3–5 years of experience in proceedings, reporting, and rapporteur services at national or international conferences, seminars, or forums.

Educational Background: Experts with bachelor's degree or higher in Communications, Journalism, Public Health, Social Sciences, or a related discipline.

Writing and Editing Skills: Demonstrated ability in writing, editing, and proofreading technical documents.

Subject Matter Expertise: Familiarity with the labour market issues

Synthesis and Analysis: Ability to analyze diverse perspectives, summarize key points, decisions, and action items, and filter information into a cohesive outcome.

Time Management: Proven ability to work under pressure and deliver high-quality, edited reports within short, strict deadlines.

Technical Proficiency: Proficiency in computer applications and familiarity with notetaking or transcription tools.

Organization and Attention to Detail: Exceptional organizational skills for tracking speaker names, titles, and key takeaways.

Neutrality: Ability to maintain a neutral and objective stance, capturing the essence of discussions without adding personal opinions.

Sensitivity: Demonstrated cultural, gender, religion, and age sensitivity, with a commitment to respecting human rights.

Interpersonal Skills: Ability to work well with, or interview, diverse stakeholders, including government officials and donors.

Languages: Excellent command of English; working knowledge of Portuguese and French will be an advantage.

8. 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:**

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

(ii) **Financial proposal:**

- o 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	20
Relevant qualifications of experts to be used	10
Evidence of similar work demonstrating capability and experience: At least 3 years proven experience at synthesising and documenting outcomes of high-level conferences, meetings or events. organisational skills, ability to manage multiple sessions, deadlines, and outputs	25
Communication and Writing Skills: Demonstrated ability in accurately and concisely capture complex, technical, discussions and producing high quality reports in a short time	15
References: At least three Referees on related subject matter and with verifiable contact details; Sample of similar previous work done	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 (SAST) on 10 February 2026** and should be sent to the email address: dw4Construction@ilo.org with the subject line: **KSE Rapporteur**.

9. 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/legaldocuments/wcms_768752.pdf