



Request for Quotations¹

RFQ383/2026

Provision of translation and interpretation services

This call is targeted at registered organizations providing Interpretation & Translation Services.

Responses should be received by 17:00hrs (SAST) on 20 February 2026

February 2026

DISCLAIMER

By responding to this tender, you consent to the processing of your personal data, including any future update, by the ILO for purposes of this tender. The ILO applies a data protection policy in conformity with international standards. Should you require further information on your personal data, please contact pcrt@ilo.org indication "personal Data Protection-RFQ No. x/20xx in the subject."

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



Terms of Reference

Provision of translation and interpretation services

I. Background

The SADC Employment and Labour Policy Framework (2020-2030) is the region's sectoral policy response to promote decent work in the region, within the framework of RISDP. In line with RISDP (2020-2030), the policy framework outlines SADC Member States' commitment to advance decent work through five thematic areas on employment creation, rights at work, social security, social dialogue, and labour migration. This new generation of the SADC Decent Work Programme compliments the regional policy framework as an action-oriented strategy that facilitates implementation of targeted and catalytic SADC-ILO activities during the crucial take-off phase of the policy framework, from 2021 to 2025. To this end the DWP emphasises implementation of focused strategies and actions, rather than general policies or interventions.

To this end, the International Labour Organization (ILO), has secured funding from the Swedish International Development Cooperation Agency (Sida) to support SADC in advancing the above objectives by implementing a three-year regional project on promoting decent working conditions and labour rights for young and vulnerable workers with pilot interventions in the construction sector. The Project will use a market systems approach to drive long-lasting and large-scale improvements in working conditions of vulnerable workers especially young women and men.

Southern Africa's growing population, urban development, and middle class is creating increasing demand for schools, business premises, hospitals, housing, and shopping malls. These factors have generated a boom in construction across Southern Africa which has brought and will continue to bring many job opportunities. Despite this construction boom and the new job opportunities, working conditions have been characterised by poor labour rights and decent work deficits for most of the sector's workers. Low-level workers have temporary, high-risk, physically demanding and poorly paid jobs on construction sites. Young employees and women in general are often worse off in this regard. The construction sector has the most severe and fatal workplace accidents, and the highest percentage of informal workers who lack legal protections, contract stability, access to trade unions and social security protections.

The Project is implementing interventions by adopting a Market Systems Development Approach. This means that the Project aims to work with local actors to pilot new tools and approaches that are sustainable over time, replicable, and able to create large-scale, systemic change in the way the sector operates. Following this framework, the Project aims to support organizations providing business services to integrate decent work elements in their service offer to small businesses in the construction sector to address the specific constraints that small enterprises in this sector face.

II. Objective of the assignment

The objective of the assignment is for registered organization to:

The ILO is seeking the services of an experienced consulting firm to provide translation and interpretation, document revision, and proofreading services as and when required. The services are aimed at supporting the Decent Work in Construction Project Team to reach stakeholders and target audiences successfully and effectively with required information and services in the relevant languages, in the best possible quality, and in the most efficient manner.



III. Scope of the assignment

The consultant is expected to provide the above-mentioned services as and when required with quick turnaround time and to use applicable modern technology in the provision of the services for each assigned task. In particular, the Consultant is expected to undertake the following tasks:-

- Translate documents (letters, reports, power point presentations, policy briefs, technical guidance notes, etc) into the SADC Official languages.
- Translate media materials (Press releases, brochures statements, media advisories, fact sheets.)
- Provide revision and proof reading of documents to ensure that they professionally presented.
- Provide any other translation related services including clarification of terminologies.
- Provide interpretation services during project organized meetings and conferences

IV. Assignment Duration and Remuneration

The Contract shall commence on 24 February 2026 and shall conclude no later than 20 March 2026 after which this contract will expire. The costing for this Consultancy is based on a “per-word” per activity for translation services, and per hour for interpretation services, arrangement in which the Service Provider will be paid a pre-agreed fee for each given assignment or activity.

For written documents, the Consultant will receive the assignments in electronic format and will be expected to deliver the completed work in electronic editable format. The scope of each task, deadline for completion and other modalities will be agreed in writing in advance of each assigned task.

An all-inclusive lump sum fee based on the agreed rate shall be paid to the Consultant upon completion of each task delivered to the satisfaction of the ILO.

V. Required Qualifications and Experience

The organisation must have translators and interpreters with the following qualifications and experience: -

- A recognizable qualification in applied linguistics, translation, or related field
- Demonstrated knowledge and mastery of the French, English and Portuguese languages
- Proficiency in translation methods and techniques
- Evidence of having done similar assignments
- Excellent drafting skills and good written style;
- Good communication skills, analytical skills and ability to do research;
- Sensitivity to the cultural context and the target audience

The organisation should provide examples of similar work undertaken and referees who can authenticate his/her competency.



VI. Management arrangements and ways of working

The Service Provider will report to the Project Manager, for the Decent Work in Construction Project, based in the ILO Office, Pretoria.

VII. Submission of Your Offer

The ILO invites **interested organizations** to express their intentions to undertake the assignment by submitting a quotation. The submission should include 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

- **Required Documentation**

The ILO invites interested service providers to submit an expression of interest with a technical proposal of how they intend to undertake the assignment. The submission should include a financial proposal with a detailed breakdown of consultancy fees and related expenses and evidence of similar work done and experience to undertake the assignment.

The Expression of Interest must reach the ILO **no later than 20 February 2026** and should be sent to the email below:

Email: dw4Construction@ilo.org

- **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 19 February 2026**

VIII. 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 to access the supplier's forms.



ILO Supplier Record
Form.pdf

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

The proposals must reach the ILO no later than **17:00hrs (SAST) on 20 February 2026** and should be sent to the email address: dw4Construction@ilo.org with the subject line: SADC Translation & Interpretation Services.

IX. 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/wcms768752.pdf