



International  
Labour  
Organization



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# Request for Quotations<sup>1</sup>

**RAF/21/14/SWE – 005/2026**

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## **Decent Work in Construction Project**

### **Design and production of Information, Communication and Education (IEC) Materials**

### **Terms of Reference**

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Responses should be received by 17:00hrs (SAST) on **9 February 2026**

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

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**January 2026**

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

## 1. Introduction

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.

In this context, a **Regional Knowledge Sharing Event (KSE)** will be convened 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 SADC. This high-level peer learning event marks the culmination of three years of implementation of the Decent Work in Construction Project in Southern Africa. It will showcase field-tested models, innovative approaches, and capacity development tools piloted in Mozambique, South Africa, and Zimbabwe, while facilitating dialogue on pathways for scaling and institutionalising these approaches at national and regional levels.

To support effective delivery, visibility, and meaningful participant engagement, the Project intends to contract a suitably qualified and experienced service provider to design and produce Information, Communication and Education (IEC) materials. These materials will be aligned with ILO branding guidelines and tailored to the objectives of the Joint Capacity Building and Knowledge Sharing Event.

## 2. Objectives of the Assignment

The objective of this assignment is to design and produce high-quality, functional, and branded IEC materials that:

- Support learning, participation, and knowledge sharing.
- Enhance visibility of the Decent Work in Construction Project and partners.
- Are durable, practical, and suitable for a high-level regional event; and
- Comply with ILO branding, communication, and sustainability standards.

## 3. Scope of Work

The service provider will be responsible for the conceptualisation, design, production, and delivery of the following IEC materials:

### 3.1 IEC materials and Quantities

| No. | Item                   | Description                                                                                                                                                                                                                                                                                                              | Quantity                                                                                     |
|-----|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| 1   | Bags                   | This is a basic, branded, durable, canvas tote conference bag suitable for carrying workshop materials                                                                                                                                                                                                                   | 200<br> |
| 2   | Pledge Signing Banners | Large-format banners for participant pledges (with space for signatures)<br><b>Specifications: 240cm wide x 120cm high</b><br><b>Printed full colour on PVC</b><br><b>Compatible stand that can standalone</b><br><b>Appropriate and removable way to affix the PVC onto stand - (Velcro OR eyelets/cable zip ties).</b> | 2                                                                                            |
| 3   | Gallery Pictures (A3)  | High-quality printed Gloss A3 posters for exhibition/display                                                                                                                                                                                                                                                             | 12                                                                                           |

|   |                                |                                                                                                                  |                                                                                                                     |
|---|--------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
|   |                                | (plastic cardboard)                                                                                              |                                                                                                                     |
| 4 | Knowledge Cards                | Branded cards containing key messages, facts, or prompts related to decent work in construction                  | 300                                                                                                                 |
| 5 | Winning Prizes                 | Branded mouse pads (50)<br><br>Branded stainless steel thermal mugs with lids (30) with Decent Work Project logo | 50 mouse pads<br><br>30 mugs<br> |
| 6 | Social media / Instagram Booth | Portable, branded photo booth frames for social media engagement (colour printed)                                | 4                                                                                                                   |
| 7 | ILO brochure                   | Printing only A-4, foldable 3 times)<br>(Z Fold flyer 128gsm gloss)                                              | 50<br>                           |
| 8 | Project brochure               | Printing only (Single A-4-double sided printing, 300 gsm, glossy colour, paper                                   | 100                                                                                                                 |
| 9 | Stories of change              | Printing only ( A-3 – single folded, 300 grams, glossy colour paper                                              | 100                                                                                                                 |

## 3.2 Design and Branding Requirements

- All materials must align with **ILO branding and visibility guidelines**, which will be shared with the selected service provider.
- Designs should reflect the themes of **decent work, construction, social dialogue, gender equality, and regional cooperation**.
- Materials should be visually appealing, professional, and appropriate for a diverse, international audience.
- Use of environmentally friendly and sustainable materials are strongly encouraged where feasible.

## 4. Deliverables

The service provider is expected to deliver the following:

- Design concepts and mock-ups for all listed items for approval
- Final, print-ready designs incorporating feedback from the Project team.
- Printing of all items in the agreed quantities and quality standards.
- Delivery of all materials to the agreed location by the specified deadline.

## 5. Timeline and Remuneration Structure

The assignment will be carried out over the period of two weeks up to 28 February, 2026 after which the contract will expire. An all-inclusive lump sum shall be paid to the service provider upon delivery of contracted outputs to the expectation of the ILO.

## 6. Contract management and ways of working

The service provider will report to and work closely with the Project Manager of the Decent Work in Construction Project, and in close collaboration with the MSD Officer to ensure timely

## 7. Required Qualifications and Experience

The service provider should demonstrate:

- Proven experience of 3 to 5 in designing and producing of IEC or corporate branding materials
- Experience working with international organisations or development projects (an asset)
- Strong graphic design and production capacity
- Ability to deliver high-quality products within tight timelines; and
- Evidence of previous similar assignments (portfolio or samples).

## 8. Payment Schedule

Full payments will be made upon delivery of all IEC materials as specified in the ToRs

## 9. Evaluation criteria

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

| Evaluation areas                                                                                    | SCORE     |
|-----------------------------------------------------------------------------------------------------|-----------|
| Proven experience of 3 to 5 years in designing and producing of IEC or corporate branding materials | 35        |
| Evidence of previous similar assignments (portfolio or samples)                                     | 35        |
| Experience working with international organisations or development projects                         | 10        |
| <b>Total</b>                                                                                        | <b>80</b> |

## 10.Submission of Your Offer

The ILO invites **interested organisations** to express their intentions to undertake the assignment by submitting a quotation. The offer should be submitted via email to the following Email Address: [dw4Construction@ilo.org](mailto:dw4Construction@ilo.org)

### 10.1 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](mailto:dw4Construction@ilo.org) by **05 February 2026**

### 10.2 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](mailto:dw4Construction@ilo.org). The quotations must reach the ILO no later than **17:00hrs midnight (SAST) on 9 February 2026** and should be sent to the email address: [dw4Construction@ilo.org](mailto:dw4Construction@ilo.org) with the subject line: **IEC materials**.

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