



Request for Quotations¹

RAF/21/14/SWE-0012/2026

Terms of Reference

Editing, Typesetting, Graphic Design and Layout

SADC Toolkit on Mainstreaming Decent Work and Labour Productivity in Key Economic Sectors

This call is targeted at registered organizations / companies.

Responses should be received by 23:59hrs (SAST) on 18 March 2026

March 2025

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:

Editing, Typesetting, Graphic Design and Layout

SADC Toolkit on Mainstreaming Decent Work and Labour Productivity in Key Economic Sectors

1. Background and context

The Southern African Development Community (SADC) is pursuing an ambitious regional development agenda centred on industrialisation, economic integration, infrastructure development, employment creation, and inclusive growth. Key economic sectors, including construction, manufacturing, agriculture, transport, and related services, play a central role in achieving these objectives. Despite increased investment in these sectors, many countries in the region continue to experience persistent decent work deficits, including informality, weak labour law compliance, unsafe working conditions, and limited access to social protection. These challenges are closely linked to low labour productivity, which undermines enterprise competitiveness, limits the developmental impact of investment, and constrains economic transformation.

To address these issues, the International Labour Organization (ILO), in collaboration with the SADC Secretariat and with financial support from the Government of Sweden, implemented the Decent Work in Construction Project. The project piloted systemic interventions in Mozambique, South Africa, and Zimbabwe to promote labour law compliance, enhance labour productivity, strengthen worker representation, and expand social protection. Building on lessons learned and evidence generated through these interventions, the SADC Toolkit on Mainstreaming Decent Work and Labour Productivity in Key Economic Sectors has been developed. The Toolkit provides a practical framework for SADC Member States to integrate decent work and productivity considerations into sector development strategies, policies, and institutional systems.

To ensure the Toolkit is professionally presented, accessible, and user-friendly for policymakers, practitioners, and stakeholders across the region, the ILO seeks to engage a firm to provide professional editing, typesetting, graphic design, and layout services.

2. Objectives of the Assignment

The objective of this assignment is to:

- a. Edit and typeset the toolkit ensuring high editorial standards, clarity, consistency and readability.
- b. Translate the toolkit into French and Portuguese.
- c. Graphical design and format the toolkit, in line with ILO branding and publication guidelines.
- d. Prepare the final version of the toolkit for publication in both digital and print-ready formats.



3. Scope of the Assignment

The consultant or firm will provide professional services to prepare the Toolkit for publication. This includes editing, translation, graphic design, layout, and production of final publication files.

Key responsibilities include:

- i. **Professional Editing** – Edit the Toolkit to improve clarity, readability, grammar, and overall flow while ensuring consistency in terminology, headings, references, and formatting across chapters.
- ii. **Copyediting and Proofreading** – Review the document for typographical and formatting errors, verify numbering and cross-referencing, and ensure consistency in headings, captions, acronyms, and abbreviations to prepare the manuscript for publication.
- iii. **Translation** – Translate the final edited Toolkit into **French and Portuguese**, ensuring technical accuracy, consistency of terminology, and alignment with the original English version. Translated versions should be proofread and ready for publication.
- iv. **Graphic Design and Layout** – Develop a professional visual design and layout for the Toolkit, including formatting of chapters, tables, figures, diagrams, and other elements, while ensuring alignment with ILO branding guidelines.
- v. **Infographics and Visualisation** – Create clear and high-quality infographics and illustrations to present key concepts, frameworks, and models in an accessible and visually engaging way.
- vi. **Typesetting** – Professionally format the document for both print and digital versions, ensuring consistent styling, readable structure, and a polished publication layout.
- vii. **Cover Design** – Design the front and back cover, including title presentation and integration of relevant organisational and donor branding.
- viii. **Final Publication Files** – Deliver the final publication in **English, French, and Portuguese** in print-ready and web-optimised formats, along with editable design files.

Overall, the assignment aims to produce clear, visually engaging, professionally formatted, and multilingual versions of the Toolkit suitable for print and digital dissemination across the SADC region.

4. Expected Deliverables and Timeframe

The assignment shall commence on 19 March 2026 and conclude no later than 31 March 2026 after which the contract will expire.

5. Payment schedule

The organization is requested to submit a financial proposal for the deliverables under this assignment. The payment schedule will be as follows:

- 20% for submission of Signed contract & work plan.
- 30% for submission of Professionally typeset and formatted toolkit (pre-print proof).
- 50% for submission of Final print-ready version approved, Printed copies delivered, and Digital version ready for uploading, in the three languages.

6. Contract management and ways of working

The firm will toolkit to the Project Manager of the Decent Work in Construction Project and will work in close coordination with the Policy Officer.

7. Qualifications, Experience and Language Requirements

The selected consultant must demonstrate expertise in:

- Editorial and Content Development
 - ✓ Proven experience in editing, proofreading, and finalizing professional toolkits.
 - ✓ Ability to improve clarity, coherence, and readability of complex toolkits.
 - ✓ Strong understanding of labour issues, social protection, or construction sector (preferred).
- Graphic Design and Typesetting
 - ✓ Advanced skills in Adobe InDesign, Illustrator, Photoshop, or other professional design tools.
 - ✓ Experience in designing toolkits, 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. Submission of Your Offer

The ILO invites **interested organisations** 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

8.1 Required Documentation

To be eligible for consideration, the submission must include:

- (i) **Technical proposal:**
 - o Max. 10 pages, summarizing proposed approach and work plan.
 - 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.



8.2 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	15
Methodology and proposed assignment implementation strategy	20
Relevant qualifications and company capabilities	15
At least 3-5 years of experience in editing, graphic design, and publishing, demonstrated by a portfolio of previous work	20
References	10
Total	80

Please note that a minimum technical score of 50 out of 80 is required for a submission to be considered for further evaluation.

8.3 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 **16 March 2026**.

8.4 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 <https://www.ilo.org/media/104516/download> 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 **24:00hrs midnight (SAST) on 18 March 2026** and should be sent to the email address: dw4Construction@ilo.org with the subject line: **SADC Toolkit**.

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/legaldocument/wcms_768752.pdf