

► Request for Quotation¹ for the Procurement of Services

RFQ MINTP/BDA/02/ 02/2023

RFQ/Request for the recruitment of a Consultant for the Baseline/Need assessment in the EII/MINTP project intervention zone in the North-West Region

**Responses to be received by 22 Feb 2023, 17:00,
Central African time**

DISCLAIMER

By responding to this tender, you consent to the processing of your personal data, including any future update, by the ILO for the purpose of this tender. The ILO applies a data protection policy in conformity with international standards.

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

Should you require further information on your personal data, please contact pcrt@ilo.org indicating "Personal Data Protection – *RFQ No. xx/20xx*" in the subject.

Subject:

RFQ/Request for the recruitment of a Consultant for the Baseline/Need assessment in the EII/MINTP project intervention zone in the North-West Region

Reference:

RFQ/Request for the recruitment of a Consultant for the Baseline/Need assessment in the EII/MINTP project intervention zone in the North-West Region

Date: **01 March 2023**

Dear Sir/Madam,

The International Labour Office (ILO) is pleased to invite your company to submit a quotation for the performance of the services described in Annex I.

When preparing your quotation, please bear in mind that any and all services provided to the ILO are subject to the [Terms and Conditions Applicable to ILO Contracts](#). Please return your completed offer to the ILO together with the Certification form (Annex II) duly signed by an authorized legal representative of your company.

The conditions set out in the [Terms and Conditions Applicable to ILO Contracts](#), as well as any other conditions contained in or enclosed with this letter, will become part of any contract concluded with the successful bidder. If your offer is accepted, you will receive a formal Purchase Order.

Your Bid must be received by the ILO no later than **22nd February 2023, 17:00, Central African Time**. Late bids will be rejected.

Failure to comply with the requirements of this RFQ and its Annexes may render a bid ineligible for consideration.

We look forward to receiving your Proposal.

Yours sincerely,

ILO Procurement Bureau

► SUBMISSION OF YOUR OFFER

1. SUBMISSION METHOD

For this request, offers may be submitted by **email**. You must submit your offer strictly in compliance with the procedures described below.

2. REQUIRED DOCUMENTATION

In order to be eligible for consideration, submissions must include:

- Annex II, Certification to be submitted;
- Annex III, Offer Submission Form, including Appendix A (detailed breakdown).

3. VALIDATION AND SUBMISSION

The above documents are to be signed by the legal representative, stamped with the official seal of your company, and submitted on or before **22nd February 2023, 17:00, Central African Time** to the following address:

PROCURE_HIMO_BAMENDA@ilo.org

OR Fax number

Click or tap here to enter text.

Name of the ILO Office
Address of the ILO Office
Zip code, City
Country

4. PARTIAL OFFERS

Kindly note that one single contract for the totality of the assignment will be given preference; however, it will be possible to consider a partial offer and/or a split of contracts.

The ILO reserves the right to disqualify proposals that are not in compliance with the above instructions.

5. CLARIFICATIONS

Bidders requiring any clarification on technical, commercial or legal aspects of the RFQ documents may submit their queries to specify the email@ilo.org or PROCURE_HIMO_BAMENDA@ilo.org by 18 February 2023.

6. SUBMISSION DEADLINE

Offers received after the deadline specified in Paragraph 3 above will not be considered. The ILO reserves the right to extend the deadline for the submission of offers. In such an event, the ILO will inform all potential bidders in writing of the terms and duration of the extension.

7. ANNEXES

To enable you to prepare and submit your quotation, please find enclosed the following:

- Terms of Reference (Annex I);
- Certification to be submitted by a Bidder (Annex II);
- Offer submission form and Appendix A (Annex III).

8. TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS

Terms and Conditions applicable to ILO contracts are available at:

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf

► **Terms of Reference for the recruitment of a consulting firm for the baseline/need assessment in the Employment Intensive Investment (EII) approach in the EII/MINTP project intervention zone in the North-West Region**

PROJECT NAME:

Implementing activities to support the employability of young people through the EII Approach and to create jobs for young people within the framework of the support programme for the transport sector - phase III: construction of national road no. 11 - Ring Road in the Northwest Region.

1. Context

The term Employment Intensive Investment Specialist approach (EII Approach) is a technology that applies a labour/ equipment mix that gives priority to labour, supplementing it with appropriate equipment where necessary for reasons of quality or cost. For underdeveloped and developing economies like ours, a labour intensive industry structure can be a better option than a capital intensive one for quick economic development. As a country which is not wealthy and generates low levels of income, labour intensive industry can bring economic growth and prosperity.

Aware of this, the International Labour Organization through an African Development Bank funding, is implementing in Cameroon a project titled '**Implementing activities to support the employability of young people through the EII Approach and to create jobs for young people within the framework of the support programme for the transport sector - phase III: construction of national road no. 11 - Ring Road in the Northwest Region**'.

In the North-West region, the Project Intervention Zone (PIZ), more precisely in Bui, Donga Mantung and Menchum divisions, the socio-economic indicators are slightly more degraded with a poverty rate estimated at 55.3% and an underemployment rate estimated at 86%. From an educational point of view, most young people appear to be literate, although the lack of vocational qualifications is worrying. Indeed, very few young people in the PIZ have been in education or technical and vocational training (less than 30% of young people have received vocational training). In addition, the regional infrastructure deficit is glaring. Indeed, the region has barely 277 km of paved main roads and 9,496 km⁴ of non-priority communal roads whose lack of maintenance considerably hinders the flow of the region's numerous agricultural products. These poor employment conditions are a source of discouragement among local populations, particularly those living in isolated rural areas such as Bui, Donga Mantung and Menchum division. Due to the lack of economic opportunities, these populations are overcome by discouragement and idleness. The consequence of this generalized malaise leads not only to addictive behaviour and the negation of civic and moral values, but also favours violent extremism, one of

the corollaries of which is enrolment in the armed groups that currently exist in the region. Thus, there is an urgent need to act and provide economic opportunities to the youth of the region in order to keep them away from these armed groups.

To this end, the ILO has been asked to provide technical assistance to the project owner. This ILO technical assistance will focus on (i) training of young people in the PIZ in labour-based techniques and road maintenance in view of their integration into existing or future Communal Road Committees (CRCs); (ii) diagnosis of the situation of the CRCs, their capacity to take on road maintenance or rehabilitation and capacity building in labour-based approaches with a view to their effective participation in public contracts for road maintenance; (iii) sensitisation of local administrations to the problem of post-rehabilitation maintenance and strengthening their capacity to manage road maintenance contracts; (iv) analyses of the agricultural value chain in the Project Intervention Zone (PIZ) in order to boost agricultural production so as to create more jobs for young people; (v) structuring young people into CRCs, economic interest groups and/or cooperatives with a view to integrating them into the links in the identified value chain (vi) the development and implementation of a strategy and action plan for the development of the identified value chain; (vii) the strengthening of the skills of local institutions for the supervision of farmers, CRCs, EIGs (Economic Interest Groups) and youth cooperatives in order to improve the services offered to the value chain actors.

To ensure that adequate stock is taken in the zone of intervention to furnish the needs assessment and to constitute the project baseline, this ToR is drawn to present what has to be done. ILO is therefore hiring a consultant to coordinate the population in the zone of intervention and provide both technical and organisational support that will help define and shape the project response activities.

2. Goals of the consultancy

The goal of this consultancy is to assess the various developments in the Project Intervention zone (PIZ) in terms of population needs, availability of labour and materials, and to collect baseline data for the project (demographic, economic, social, entrepreneurial, etc). This will lead to the achievement of the following expected results:

- Carryout sensitization campaigns for young men, women and youth in the project zone of intervention on the EII approach.
- Present a list of possible construction and public works jobs available within the PIZ.
- Present the construction and public works training needs for these populations in order to contribute to the construction of the identified infrastructures as workers.
- Presence a concise list of existing Communal Road Committees (CRC) and where potential ones can be created
- Identification of existing cooperatives and economic groups in the PIZ.
- Identification of local materials and local material transformation and vulgarization centres in the PIZ.

Localities concerned: Bamenda (Bambui & Bafut), Ndop, Kumbo, Nkambe and Wum

- The Consultant will work with relevant stakeholders to provide the following deliverables:

No	Item Description
1	A proposal of the general construction and public work (feeder roads, storage depots, meeting room,) 'Needs by the youths (men and women) stipulating the types of jobs qualification that are available in the ZIP as well as the local materials available.

Annex III

2	Report of the sensitization campaigns on the EII approach held in the PIZ (Attendance sheets attached). Bi-weekly reports on the advancement of the needs assessment process.
3	List of potential local structures that can be rehabilitated or constructed with the workers of each area to strengthen their skills on the EII approach
4	Final technical and financial report of the activity.

Profile of the consultant

The selected firms must have the following qualifications and experience in their team:

- A Master's Degree in Economics, Education, Social Sciences, Civil Engineering, or other fields related to LIBT approach. (Attach at least three CVs of personnel)
- A very good knowledge of the communities along the ring road in the North-West Region, the context, its challenges, dynamics, and opportunities.
- A strong professional background (3 years or more) in social research and working with youths.
- Most possess good communication, analysing, synthesizing, and report writing skills and should have English proficiency.

Duration of the consultancy and remuneration

The consultancy is expected to last for a period of 3 months beginning in March 2023.

Deadline for submission

Applications must include

- 1) The candidates' CV
- 2) A cover letter specifying how the applicant is qualified to conduct the proposed tasks.
- 3) A description of the methodology that the applicant is going to use to realize the study.
- 4) A tentative work plan
- 5) A proposed budget breakdown

Analysis of the offers: The analysis of the offers will be done through technical and financial aspects. The analysis will start with the technical aspects and only the offers which will marks at least 75% will go through the financial analysis.

The study will be granted to the technical offer which succeeded the first steps and with the most cost-effective financial proposal.

- Technical offer /100 broken down as follows:
 - Understanding of the Terms of Reference - score/15pts
 - Methodology for approaching the research work - score/15pts
 - Experience in carrying out similar activities - score/10pts,
 - Respect of the timetable or chronogram - score/10pts
 - Compliance with the selection criteria/50pts distributed as follows:
 - Legal existence of the trade union or association or organization or firm: 10pts;
 - Expertise and qualification of the crew 15pts;
 - Geographical location and knowledge of the area 15pts;

Annex III

- Reporting and visibility: 10pts)

Only technical bids with an average score of 75/100 will be financially evaluated.

Applications must be submitted on or before February 22nd, 2023, through the email below: PROCURE_HIMO_BAMENDA@ilo.org

Any questions related to this offer should be channelled the above email before the 18/02/2023

► ILO Vendor Selection Procedure: Certification

The International Labour Organization, represented by the International Labour Office (ILO), expects its Vendors and their Personnel to support and respect the protection of internationally proclaimed human rights and to observe the highest ethical standards in any of their supply chains, throughout the selection process and the performance of the contract.

The Vendor hereby certifies that it is **NOT** in one or more of the following situations:

1. bankrupt or the subject of insolvency or winding-up proceedings, subject to administration by a liquidator or by a court, in an arrangement with creditors, or that its business activities are suspended or in any analogous situation arising from a similar procedure under national law and regulations;
2. in breach of its obligations relating to the payment of taxes and social security benefits to the extent required by law or a regulatory body;
3. guilty of professional misconduct, by having violated applicable laws or regulations, or ethical standards of the profession to which it may belong, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:
 - (a) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the implementation of the legal commitment;
 - (b) entering into agreements with any other interested companies, competitor or potential competitor with a view to restricting competition with respect to the current selection process;
 - (c) attempting to influence the decision-making process of the ILO, to obtain confidential information that may confer upon it undue advantages in the current selection process or to negligently provide misleading information that may have a material influence on the ILO decisions concerning exclusion, selection or award;
4. engaged in conduct or behaviour that constitute Proscribed Practices or Prohibited Conduct as defined in paragraph **12.3.** of the Terms and Conditions applicable to ILO Contracts ¹ with respect to the ILO, another entity of the United Nations System or multilateral development finance institutions;
5. participant, either active or passive, in a criminal organization or in money laundering;
6. the subject of any sanctions ², nor identified as ineligible by any government, supranational organization (e.g., European Union), another entity of the United Nations System or multilateral development finance institution;
7. provided resources received under any contract with the ILO, another entity of the United Nations System or multilateral development finance institutions to individuals, groups, undertakings or entities associated with terrorism in particular those named on the United Nations Security Council Consolidated List, as may be amended;
8. employed children as defined in paragraph **12.2.5.** of the Terms and Conditions applicable to ILO Contracts or committed offences concerning trafficking in human beings ³;
9. shown significant or persistent deficiencies in the performance of a substantive requirement under a prior contract with the ILO, which led to early termination of that prior contract, damages, etc.;
10. misrepresented information supplied that is required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria, withheld such information or failed to submit the supporting documents requested in the current selection process;

¹ https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf

² See in particular the United Nations Security Council Consolidated List, available at <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>.

³ As defined in Article 3(a) of the Protocol to Prevent, Suppress and Punish Trafficking in Persons Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime, adopted and opened for signature, ratification and accession by General Assembly resolution 55/25 of 15 November 2000, available at : <https://www.ohchr.org/en/professionalinterest/pages/protocoltraffickinginpersons.aspx>.

11. committed financial irregularity; or

12. created a shell company or is a shell company for the purpose of responding to the current selection process.

The Vendor understands that it may be excluded by the ILO from participation in the current selection process in the event of any misrepresentation in relation to the above certification and that the ILO will reserve the right to cancel or terminate with immediate effect and without compensation any proposal of or contract arising from this selection process.

The undersigned certifies/y to be duly authorized to sign this certification on behalf of the Vendor.

For the Vendor

Name:

Title:

In

Signed on

Contact details

International Labour Organization

Route des Morillons 4
CH-1211 Geneva 22
Switzerland

Procurement Bureau (PROCUREMENT)

Email: pcrt@ilo.org

© International Labour Organization 2022

► Offer submission form (to be completed by the bidder)

Reference: RFQ/MINTP/BDA/02/02/2023

Closing Date: 22 Feb 2023 17:00, CET

Bidder Name: Fill in Bidder's name and address

For the supply of services:

Having examined this Request for Quotation including its Annexes, and having examined all conditions and factors that might in any way affect its cost or time of performance, we, the undersigned, offer to execute and complete the Services in full acceptance of, and in accordance with, the Terms and Conditions Applicable to ILO Contracts for Services for the following Total Contract Price, net of any direct taxes or customs duties and other import taxes:

Task	Description	Lump Sum in Add currency here (Excluding VAT)
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.
4	Click or tap here to enter text.	Click or tap here to enter text.
5	Click or tap here to enter text.	Click or tap here to enter text.
Total		Click or tap here to enter text.

Attached to this Offer Submission Form is **Appendix A**, containing the proposed detailed cost breakdown for each of the above tasks.

Additional Services

Compensation for any additional services to this RFQ shall be calculated based on the rates below:

Position (title)	Based at contractor's Office	Based at the ILO
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Comments	Click or tap here to enter text.	Click or tap here to enter text.

Name: Click or tap here to enter text.

COMPANY STAMP

Position: Click or tap here to enter text.

Tel/Fax: Click or tap here to enter text.

E-mail: Click or tap here to enter text.

Date: Click or tap to enter a date.

Signature: Click or tap here to enter text.

Appendix A

The bidder is to provide in this document the proposed detailed cost breakdown for each of the tasks.

All individual activities and sub-activities should be specified and their respective cost quoted.

Further details or clarifications regarding the time-and-material costs quoted in the previous page, if any, should be indicated here.

Click or tap here to enter text.