

TERMS OF REFERENCE (TOR) FOR THE RECRUITMENT OF A CONSULTANT TO CONDUCT A FEASIBILITY STUDY FOR THE CREATION OF A CENTRE FOR PUBLIC WORKS TRADES (CPWT) IN THE DIVISIONAL DELEGATION OF PUBLIC WORKS FOR DONGA MANTUNG DIVISION IN THE NORTH-WEST REGION

1. Context

The term labour Intensive-based technology (LIBT) 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, the 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 LIBT 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 Mezam, Ngoketunjia, Bui, Donga Mantung and Menchum divisions, the socio-economic indicators are slightly more degrading with a poverty rate estimated at 55.3% and an underemployment rate estimated at 86%. From an educational point of view, the majority of 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 km 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 Ngoketinjia, 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.

This ToR is developed to seek the services of a consultant who masters the North-West region in general and Donga and Mantung division to carry out a feasibility study to enable the creation of a Centre for Public Works Trades (CPWT). This will help resolve the problem of job creation and will provide qualified labour skills to support the public works needs of the division, in particular, and the region at large.

2. Goals of the consultancy

The primary goal of this feasibility study is to assess and prove the economic and technical viability to enable the creation of a Centre for Public Works Trades (CPWT) in the Donga Mantung Division in the North-West Region. This feasibility study allows the exploring and analysing of such an opportunity in the making and will provide vivid justifications to enable the taking of a strategic decision on the necessity to realise the project.

This will lead to the achievement of the following expected results:

- Carry out an assessment of the state of the Divisional Delegation of Public Works for Donga Mantung
- Development of a site layout plan
- Carryout sensitization campaigns for young men, women and youth in the project zone of intervention on the LIBT approach.
- Present a list of possible Public Works trades available within the Project Implementation Zone (PIZ).
- Present the list of available local resources existing in the PIZ.
- Present the presence of available local unqualified labour force in the PIZ

- Demonstrate the accessibility of the PIZ to host people coming from other areas within the region
- Identification of existing public works infrastructure to serve as a training site for the potential trainees.
- Establish an architectural program of infrastructures to be constructed in the site.
- Propose complementary infrastructures to be created.
- Present the possible risks present in the realisation of such a project as well as the mitigation measures.
- Demonstrate the marketability and profitability of the project in the PIZ

Localities concerned: Donga Mantung Division

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

No	Item Description
1	A concise list of all the public work trades available and that can be developed and used to improve upon employment of youths and use of local materials in the PIZ and even beyond local materials.
2	Statistics to support the need and marketability of these jobs in and beyond the PIZ
3	List of potential risks to the creation of the CPWT and mitigation measures.
4	List of technical deliverables: (i) Site layout plans, (ii) APS of the buildings to be projected, (iii) Technical files of the existing and new infrastructures, (iv) Economic feasibility report and cost study.
5	Technical and financial file of the activity.

Consultant (Firm) Profile

The selected firm must have personnel with the following profiles

- ✓ One (01) Architect or Urban Planner.
- ✓ One (01) Civil Engineer
- ✓ One (01) Economist.

- ✓ One (01) Specialist in Social Sciences and Education.
- ✓ One (01) Expert in labour-Based approaches.

All these personnel must have at least 3 years' experience in the sector with evidence of projects realised or managed displayed accordingly.

In addition, the said firm must be able to justify the following qualifications:

- ✓ Long experience in public works
- ✓ Good knowledge in the design of trade centres in Public Works
- ✓ A very good knowledge of the communities in the Donga Mantung Division and the North-West Region in general, the context, its challenges, the dynamics and opportunities.
- ✓ A strong professional background (5 years or more) in social research and working with youths in rural communities.
- ✓ Must possess good communication, analysing, synthesizing, and report writing skills
- ✓ Good English proficiency.

Duration of the consultancy and remuneration

The consultancy is expected to last for a period of 3 months beginning from the date of signature of the contract outside the report validation period.

The payment shall be done in two instalments: 50% after the submission of the first draft report and 50% after the submission of the final report.

Applications must include:

- 1) The CVs of the key staff of the firm
- 2) A cover letter specifying previous work experience and how qualified the applicant is to conduct the proposed tasks.
- 3) A technical proposal including a methodological intervention note and a tentative work plan
- 4) A financial proposal including a proposed budget break down



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 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.

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 10 June 2023 by email to:

PROCURE_HIMO_BAMENDA@ilo.org

Request for Quotation¹ for the Procurement of Services

RFQ HIMO 20/02/2023/3

CONDUCT A FEASIBILITY STUDY FOR THE CREATION OF A CENTRE FOR PUBLIC WORKS TRADES (CPWT) IN THE DIVISIONAL DELEGATION OF PUBLIC WORKS FOR DONGA MANTUNG DIVISION IN THE NORTH-WEST REGION

Responses to be received by 10 Jun 2023, 12:00, GMT+1

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. 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.

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

Subject: **CONDUCT A FEASIBILITY STUDY FOR THE CREATION OF A CENTRE FOR PUBLIC WORKS TRADES (CPWT) IN THE DIVISIONAL DELEGATION OF PUBLIC WORKS FOR DONGA MANTUNG DIVISION IN THE NORTH-WEST REGION**

Reference: HIMO 20/02/2023/3

Date: **10 June 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 10 Jun 2023, 12:00 GMT+1 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 10 Jun 2023, 12:00 GMT+1 to the following address:

PROCURE_HIMO_BAMENDA@ilo.org

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 PROCURE_HIMO_BAMENDA@ilo.org by **28/05/2023**

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

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

Reference: Add RFQ number and description

Closing Date: Date, time, time zone

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.
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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.

► 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

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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;
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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

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

Reference: Add RFQ number and description

Closing Date: Date, time, time zone

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.
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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.

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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

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