

Terms of Reference (ToR)

Consultancy to Assess and Prequalify Raw Material Suppliers, Welders/Welding Enterprises in Sierra Leone

1. Background

Imagine Worldwide Sierra Leone engages welding service providers for the fabrication, transportation, and installation of various types of security storage cabinets under its PikinTab Program. As the program continues to expand, the organization requires a reliable network of competent raw material suppliers, welders, and welding enterprises capable of delivering high-quality work safely, efficiently, and within agreed timelines.

To support effective project implementation, Imagine Worldwide Sierra Leone intends to engage a qualified consultant to conduct a nationwide assessment of raw material suppliers, welders, and welding enterprises across Sierra Leone. The purpose of the assessment is to identify and prequalify service providers that possess the technical expertise, operational capacity, and business reliability required to support current and future program activities.

The assessment will comprise two components:

1. **Assessment of raw material suppliers:** This component will evaluate suppliers' capacity to meet large-volume demand for key materials, including angle irons, flat bars, expanded metal, RHS Tube, pair of 100mm heavy-duty hinges, paints, tinnings, primer, welding rods, grinding discs, cutting discs, vanish, lock latch & padlock, 1mm sheet plates, and 10mm raw bolts. The assessment will consider suppliers' production or supply capacity, price competitiveness and stability, product quality, delivery performance, adherence to agreed timelines, stock availability, and preferred payment terms.
2. **Assessment of welders and welding enterprises:** This component will evaluate the technical competence and operational capacity of welders and welding enterprises. Key assessment areas will include fabrication capability, availability and condition of equipment, workforce capacity, project delivery readiness, quality assurance practices, occupational health and safety compliance, business reliability, financial and operational stability, and experience in executing large-scale fabrication, transportation, and installation projects.

Based on the assessment findings, the consultant will develop a roster of prequalified and recommended raw material suppliers, welders, and welding enterprises. This roster will serve as a reference for the procurement of raw materials, fabrication, transportation, and installation services for security storage cabinets in schools across Sierra Leone and may also be used to support future infrastructure and engineering-related projects implemented by Imagine Worldwide Sierra Leone.

2. Purpose of the Consultancy

The purpose of this engagement is to procure the services of a qualified consultant to conduct a nationwide assessment of raw material suppliers, welders, and welding enterprises across Sierra Leone. The assessment will identify and evaluate service providers based on their technical capacity, operational readiness, quality standards, safety practices, supply capabilities, and business reliability, with the aim of developing a roster of prequalified and recommended suppliers and service providers capable of supporting the fabrication, transportation, and installation of security storage cabinets under the PikinTab Program and future related projects.

3. Specific Objectives

The specific objectives of this engagement are to:

- **Develop appropriate assessment tools and methodologies** to evaluate the capacity, capability, and suitability of raw material suppliers, welders, and welding enterprises across Sierra Leone.
- **Conduct a nationwide assessment of raw material suppliers** to determine their ability to provide required materials, including angle irons, flat bars, and expanded metal, RHS tube (20x20x1.5mm), heavy duty hinges, paints, primer, welding rod, grinding discs, cutting discs, vanish, padlocks, plywood, raw bolts, 1mm sheet plate, while assessing factors such as supply capacity, product quality, pricing, delivery reliability, payment terms, and ability to meet large-volume requirements.
- **Assess the technical and operational capacity of welders and welding enterprises**, including their fabrication skills, equipment availability, workforce capacity, quality control practices, occupational health and safety standards, business reliability, and readiness to execute large-scale assignments.
- **Evaluate the experience and performance history of potential service providers**, including previous fabrication, transportation, and installation projects,

client references, and demonstrated ability to deliver projects within agreed timelines and quality standards.

- **Identify and recommend competent raw material suppliers, welders, and welding enterprises** that meet the required technical, operational, safety, and commercial criteria for inclusion in a prequalified service provider roster.
- **Provide actionable recommendations** to strengthen Imagine Worldwide Sierra Leone's supplier and service provider engagement approach and support efficient procurement and implementation of current and future security storage cabinet projects.

4. Scope of Work

The consultant will undertake the following tasks:

4.1. Inception and Assessment Design

- Review Imagine Worldwide Sierra Leone's requirements and expectations for security storage cabinet fabrication, transportation, and installation services.
- Develop an assessment methodology, work plan, and data collection approach.
- Design appropriate assessment tools, including questionnaires, checklists, and evaluation criteria for raw material suppliers, welders, and welding enterprises.

4.2. Assessment of Raw Material Suppliers

- Availability and supply capacity of required materials, including angle irons, flat bars, expanded metal, and other relevant materials.
- Ability to meet large-volume and recurring material requirements.
- Product quality, compliance with required specifications, and quality assurance processes.
- Pricing structure, price stability, and competitiveness.
- Stock availability, supply chain reliability, and delivery capacity.
- Ability to meet agreed delivery timelines.
- Preferred commercial and payment terms.
- Previous experience supplying materials for fabrication, construction, or similar projects.

4.3. Assessment of Welders and Welding Enterprises

- Welding and fabrication skills, technical expertise, and experience.
- Availability and condition of fabrication equipment, tools, and workshop facilities.
- Workforce capacity, including availability of skilled welders and supporting personnel.

- Experience in fabrication of security cabinets or similar metal structures.
- Capacity to undertake large-scale fabrication, transportation, and installation assignments.
- Quality control and assurance practices.
- Occupational health and safety standards and practices.
- Business registration, operational history, references, and overall reliability.

4.4 Field Assessment and Verification

- Conduct field visits to identified suppliers and service providers across targeted districts.
- Verify submitted information through physical inspection of workshops, equipment, facilities, and available resources.
- Document assessment findings using agreed tools and provide supporting evidence where applicable.

4.5. Data Analysis and Recommendations

- Analyze and score assessed suppliers and service providers against agreed criteria.
- Identify suitable suppliers and service providers based on technical capacity, operational readiness, quality standards, safety practices, and business reliability.
- Highlight potential risks, capacity gaps, and areas requiring improvement.
- Recommend a roster of prequalified raw material suppliers, welders, and welding enterprises for engagement by Imagine Worldwide Sierra Leone.

4.6 Reporting and Deliverables

- Inception report detailing the methodology, assessment framework, tools, and work plan.
- Completed assessment database containing profiles and evaluation results of assessed suppliers and service providers.
- Draft assessment report presenting findings, analysis, and preliminary recommendations.
- Final assessment report incorporating feedback from Imagine Worldwide Sierra Leone.
- Final roster of recommended and prequalified raw material suppliers, welders, and welding enterprises, including relevant profiles and assessment results.

5. Deliverables

The consultant shall submit the following deliverables:

5.1. Inception Report

The consultant shall prepare and submit an inception report outlining:

- Understanding of the assignment and proposed approach.
- Detailed methodology for conducting the assessment.
- Assessment tools, questionnaires, and evaluation criteria.
- Sampling/coverage approach and fieldwork plan.
- Work schedule and timelines for completion of the assignment.

5. 2. Assessment Tools and Data Collection Instruments

The consultant shall develop and submit finalized assessment instruments, including:

- Questionnaires for raw material suppliers, welders, and welding enterprises.
- Assessment checklists and scoring frameworks.
- Data collection templates for capturing technical, operational, commercial, and safety-related information.

5.3. Database of Assessed Raw Material Suppliers

The consultant shall provide a comprehensive database of assessed raw material suppliers, including:

- Supplier name and contact details.
- Location and district of operation.
- GPS coordinates (latitude and longitude).
- Types of materials supplied (e.g., angle irons, flat bars, expanded metal).
- Supply capacity and availability.
- Pricing information and payment terms.
- Quality and delivery performance assessment.
- Overall assessment score and recommendation status.

5. 4. Database of Assessed Welders and Welding Enterprises

The consultant shall provide a comprehensive database of assessed welders and welding enterprises, including:

- Business name and contact details.
- Location and district of operation.
- GPS coordinates (latitude and longitude).
- Workshop/facility details and equipment availability.
- Technical skills and fabrication capacity.
- Workforce capacity.

- Experience and previous assignments.
- Quality assurance and safety practices.
- Overall assessment score and recommendation status.

5.5. Assessment Report

The consultant shall prepare a comprehensive assessment report presenting:

- Overview of the assessment methodology and implementation process.
- Summary of findings from raw material supplier assessments.
- Summary of findings from welder and welding enterprise assessments.
- Analysis of technical, operational, commercial, and safety capacities.
- Identification of strengths, gaps, and potential risks.
- Recommendations for supplier and service provider engagement.

5. 6. Prequalified Supplier and Service Provider Roster

The consultant shall develop a final roster of recommended:

- Raw material suppliers.
- Welders and Welding enterprises.

The roster shall include relevant profiles, assessment scores, geographic coverage, GPS coordinates, and justification for inclusion based on agreed evaluation criteria.

5. 7. Final Presentation and Validation Session

The consultant shall present the key findings and recommendations to Imagine Worldwide Sierra Leone and incorporate feedback into the final deliverables.

6. Duration of the Assignment

The assignment is expected to be completed within **8–10 weeks** from the date of contract signing.

7. Reporting Arrangements

The consultant will report to the **Director of Technical Services** within Imagine Worldwide Sierra Leone. Regular progress updates will be required at key milestones during the assignment.

8. Required Qualifications and Experience

The consultant should have:

A degree in **Mechanical Engineering, Fabrication Technology, Engineering Management, or a related technical field.**

Can review and interpret technical mechanical design drawings

At least **5 years of relevant experience** in welding, fabrication, engineering inspection, or technical assessments.

Experience conducting **technical capacity assessments or vendor evaluations.**

Knowledge of **occupational safety standards in welding and fabrication.**

Strong analytical and report-writing skills.

Experience working in **Sierra Leone** or similar contexts will be an advantage.

9. Application Requirements

Interested consultants should submit:

Technical proposal outlining methodology and work plan.

Financial proposal with detailed budget.

Curriculum Vitae demonstrating relevant experience.

Evidence of similar assignments conducted.

To:

Imagine Worldwide - Sierra Leone

49G Spur Road, Ronsab drive

Freetown

Or by email to: procurement,sierraleone@imagineworldwide.org

On or before **21st August 2026**

For any clarification, please send your email to the following addresses:

procurement.sierraleone@imagineworldwide.org,

abu.turay@imagineworldwide.org, and

mohammed.lorika@imagineworldwide.org

Please ensure that all subsequent correspondence related to clarification includes these email addresses in the distribution list.

10. Consultant Evaluation Scoring Matrix

Criteria	Description	Weight (%)
Relevant Qualifications	Education and professional background relevant to welding, engineering, or technical inspection	15%
Relevant Experience	Experience in welding assessment, engineering inspection, or vendor evaluation	25%
Methodology and Approach	Quality, clarity, and practicality of the proposed assessment methodology	30%
Experience in Similar Contexts	Previous work in Sierra Leone or similar environments	10%
Financial Proposal	Cost-effectiveness and value for money	20%
Total		100%