

N° 473, Boulevard Lumumba,
Quartier Industriel, Commune Manika
Ville de Kolwezi
Haut Katanga Province, Democratic Republic of Congo

Date : 20/07/2026

Appel d'offres.

Chers prestataires de services potentiels, nous sollicitons par la présente votre intérêt pour soumettre une candidature concernant le service : « **ENQUETE DEMOGRAPHIQUE, ANALYSE DES RISQUES SOCIAUX ET EVALUATION DE LA VULNERABILITE** ».

Si vous souhaitez candidater, veuillez :

1. Confirmer votre intérêt en envoyant un courriel à rtr_tenders@ergafrica.com, en indiquant la raison sociale de votre entreprise et en précisant dans l'objet « **Enquête démographique, risques sociaux et évaluation de la vulnérabilité** »
2. Décrire votre expérience dans les services concernés : depuis quand proposez-vous ces services et nombre de contrats que vous avez menés à bien.
3. Soumissionner l'offre technique qui comprend la Méthodologie, Les Curriculum Vitae (CVs) de la main d'œuvre qualifiée pour ce service, les preuves de travaux similaires effectués pour d'autres partenaires, et l'offre économique (Quotation) en rapport avec le cahier de charge en attache
4. Le dossier complet doit être transmis dans un délai de 72 heures soit du 21 au 23 Juillet 2026
5. Dès réception de votre confirmation d'intérêt, et votre offre nous procéderons à un contrôle de conformité préalable de votre entreprise.
6. Si les étapes de contrôle, de pré-évaluation et celle d'évaluations sont concluantes, nous vous aviserons l'étape suivante

Cordialement

METALKOL SOCIETE ANONYME (SA)

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SCOPE OF WORK

POPULATION SURVEY, SOCIAL RISK & VULNERABILITY ASSESSMENT

	DESCRIPTION
Site:	Metalkol SA
Location:	Community Member's Lands
Contract Owner:	SAFTY, HEALTH AND ENVIRONMENTAL (SHE)

CHECKLIST	YES	NO
Dealings with Government Authorities		X
Advance Payment(s)	X	
Labour Brokers		X

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Issue Codes Key

FI	For Information
FA	For Approval
DG	For Internal Review
CA	For Client Approval
UF	For Your Use/Files

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1. SCOPE OVERVIEW

1. PURPOSE

This Scope of Work defines the requirements for conducting a comprehensive population survey across the project's Area of Influence, integrating social risk assessment, vulnerability analysis, and identification of Indigenous Peoples.

The assignment is intended to produce a robust, verifiable, and geo-referenced population dataset, which will serve as the primary decision-making tool for:

- Community Development Planning
- Compensation and Livelihood Restoration Programs
- Social Risk Management and Mitigation
- Stakeholder Engagement Strategies
- Human Rights Due Diligence

Bidders are expected to design and execute a field-driven, context-adapted data collection program, capable of operating effectively in rural and semi-urban environments with limited infrastructure.

The assignment shall be conducted in the following communities:

1. Tshala
2. Tshamundenda
3. UCK
4. Kamimbi I
5. Kamimbi II
6. Samukinda
7. Kipepa
8. Kashala
9. Samukonga

The Consultant shall be responsible for planning field deployment across all locations, considering distance, accessibility, and population density variations.

2. OBJECTIVES

Specific expectations include:

- Establishment of accurate household and population figures, disaggregated by gender, age, and vulnerability.
- Identification of livelihood systems, including informal and seasonal activities (e.g., ASM, Subsistence Farming, Petty Trade)
- Identification and classification of vulnerable households, using clear and auditable criteria
- Identification of social risks linked to project activities, including land pressure, economic displacement, and community tensions.
- Determination of the presence or absence of Indigenous Peoples, aligned with IFC PS7 screening criteria.

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- Production of geo-referenced datasets and maps to support planning and monitoring

2.1 General Objective

The Consultant shall deliver a reliable, disaggregated population database for all target villages, serving as the baseline for social risk management and community development planning, ensuring that all data generated is usable for operational planning.

2.2 Specific Objectives

Specific expectations include:

- Establishment of accurate household and population figures, disaggregated by gender, age, and vulnerability.
- Identification of livelihood systems, including informal and seasonal activities (e.g., ASM, subsistence farming, petty trade)
- Identification and classification of vulnerable households, using clear and auditable criteria
- Identification of social risks linked to project activities, including land pressure, economic displacement, and community tensions.
- Determination of the presence or absence of Indigenous Peoples, aligned with IFC PS7 screening criteria.
- Production of geo-referenced datasets and maps to support planning and monitoring
- Support planning for:
 - o CDC implementation
 - o Compensation Frameworks
 - o Livelihood Programs
 - o Stakeholder Engagement

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3. OPERATIONAL APPROACH

Given the heterogeneity of the project area, the Consultant shall implement a hybrid population survey methodology, as follows:

3.1. Full Enumeration (Door-to-Door Census)

For smaller and spatially manageable villages, the Consultant shall conduct door-to-door household enumeration, ensuring near-complete coverage and unique household registration.

Applicable to:

1. Samukonga
2. Kipepa
3. Kashala

3.2. Stratified Sampling (Large / Dense Areas)

For larger community settlements, the Consultant must clearly explain:

- Sampling Methodology
- Divide areas into clearly defined zones (quartiers / blocks)
- Apply statistically sound sampling techniques (minimum 20–30% household sampling)
- Ensure representation across geographic areas, socio-economic groups and Vulnerability categories.
- Assumptions used for extrapolation
- Margin of error

Applicable to:

1. UCK
2. Kamimbi I & II
3. Samukinda
4. Tshala
5. Tshamundenda

✓ Results extrapolated statistically

3.3. Community Validation

Validation meetings with Village chiefs and Local Development Committee / local structures. Cross-check population estimates and findings.

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3. SCOPE OF SERVICE

3.1. Population Enumeration

The Consultant shall establish a structured household enumeration and registration system, including:

- Unique household identification and registration codes
- Household composition and demographic structure (Dependents, Working Members)
- Age and gender breakdown
- Residency status (Permanent, Temporary, Migrant)

All data must be traceable and auditable, with mechanisms in place to avoid duplication or omission.

Output: Verified population database per village

3.2. Household Socio-Economic Survey

The Consultant shall collect detailed socio-economic information, ensuring proper capture of:

- Primary and secondary livelihoods (Agriculture, ASM, Employment, Trade)
- Informal and multi-source income systems
- Income sources and economic stability
- Land ownership, use, and access rights.
- Agricultural production cycles
- Access to essential services and infrastructure (Water, Electricity, Health, Education)

Enumerators must be trained to probe beyond declared income, particularly in contexts where livelihoods are informal or seasonal.

3.3. Vulnerability Identification

The Consultant shall develop a clear vulnerability classification framework, covering:

- Female-Headed Households
- Elderly Persons with Disabilities
- Economically Vulnerable Households (Low-Income or Economically Insecure)
- Landless or Displaced Households

The methodology must ensure consistency and fairness, as this data may be used for beneficiary targeting and compensation frameworks.

Output: Vulnerability registry linked to household database

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3.4 Social Risk Screening

The Consultant shall identify and analyse localized social risks, including:

- Land access conflicts and informal settlement expansion.
- Encroachment into concession areas
- Livelihood dependency risks
- Exposure to project-related impacts
- Migration and influx dynamics
- Dependence on ASM activities
- Community expectations related to employment and CDC benefits.
- Existing grievances or conflict drivers

The output must include a risk matrix with severity and likelihood ranking.

3.5 Identification of Indigenous Peoples

The Consultant shall conduct a screening assessment aligned with IFC PS7, including:

- Self-Identification
- Cultural and Social Institutional Distinctiveness
- Collective Attachment to Land

Where indicators are identified, the Consultant shall conduct targeted consultations and Document findings in a standalone Indigenous Peoples Screening Note.

3.6 Land Use and Asset Mapping

The Consultant shall produce geo-referenced maps supported by GPS data collection and Participatory mapping with communities, link land use to households where possible. Particular attention shall be given to:

- Agricultural Zones
- Settlement Expansion Areas
- ASM Activity Zones

3.7 Data Validation and Community Verification

The Consultant shall organize community validation sessions to:

- Present preliminary findings
- Validate population figures and classifications.
- Key findings
- Address discrepancies

Validated data shall form the final official dataset.

4. SITE ACCESS AND FIELD CONDITIONS

The Consultant shall be responsible for all logistical arrangements required to access and operate within the target communities.

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4.1 Access Conditions

- Villages may be remote and difficult to access, particularly during rainy periods.
- Road infrastructure may be limited or degraded.
- Some areas may require 4x4 vehicles or motorbike access.

4.2 Security and Community Dynamics

The Consultant shall operate within a sensitive socio-economic environment and shall, prior to any field deployment, coordinate closely with the Company. All community entry protocols, and engagement procedures shall be strictly adhered to at all times.

The Consultant shall further ensure that all interactions with community members are conducted in a responsible and controlled manner, and shall refrain from making, implying, or facilitating any commitments or representations that may create unrealistic expectations, particularly with regard to employment opportunities or project-related benefits.

4.3 Community Entry and Engagement

The Consultant shall formally engage with:

- Village Chiefs
- Local Leaders
- Community Structures (CLD, Women Groups, Cultural Groups, etc. ...)

And conduct awareness sessions prior to survey activities

4.4 Field Logistics

The Consultant is fully responsible for:

- Transport (vehicles, fuel, drivers)
- Accommodation and subsistence
- Field equipment
- Enumerator safety and supervision

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5. QUALITY CONTROL & DATA TRIANGULATION

The Consultant shall implement a quality assurance system, including:

- Daily supervision of enumerators
- Field verification checks (minimum 10% back-checks)
- Data validation and cleaning procedures
- Clear documentation of methodology and assumptions
 - o Interviews
 - o Focus groups.
 - o Internal data sources
- All outputs must be accurate, consistent, auditable and suitable for operational use.

6. LIMITATIONS

- Sample-Based Estimates in Large Villages
- Seasonal Migration Impacts
- Informal Settlements Variability

7. DELIVERABLES & KEY PERFORMANCE INDICATORS (KPIs)

Deliverable	Description	KPI / Quality Criteria	Target	Control / Verification Method
Inception Report	Detailed methodology, survey tools, sampling approach, fieldwork plan, stakeholder engagement approach, and implementation schedule	Methodological adequacy and operational readiness	Approved by Metalkol before field deployment	Technical review and approval of inception report
Survey Database	Cleaned and structured household-level dataset in Excel/Access/GIS format, including demographic, socio-economic, land use, and vulnerability data	Data accuracy and integrity	≥95% data accuracy; 100% usable dataset	Daily quality checks, supervisor review, back-checks, and validation protocols
Village Population Profiles	Summary profile for each village covering population, household structure, livelihoods, vulnerability trends, and key social risks	Completeness and usability of village-level data	Profiles produced for all target villages	Review of field records and dataset completeness checks
Draft Report	Consolidated draft report presenting findings, analysis, population baseline, vulnerability results, and key social risk considerations	Suitability for operational, audit, and legal use	Draft accepted for validation review	Internal technical review by Metalkol
Final Report	Final validated report incorporating comments from Metalkol and community validation outcomes	Completeness, consistency, and decision-making value	Final report approved by Metalkol	Final management review and sign-off
Vulnerability Registry	Categorized registry of vulnerable households, including justification for classification and supporting data	Quality and reliability of vulnerability identification	100% of identified vulnerable households supported by verifiable data	Validation checks, household verification, and review of classification criteria
Indigenous Peoples Screening Note	Standalone screening note assessing the presence or absence of Indigenous Peoples in the project area, based on applicable standards and field evidence	Compliance and defensibility of screening outcome	Clear, evidence-based determination issued	Technical review of ESG and Human Rights requirements
GIS Maps	Maps showing population distribution, village boundaries, settlement patterns, land use, and other relevant spatial data	Accuracy and usability of spatial outputs	Maps produced for all assessed villages and project-relevant areas	GIS verification and alignment with survey data

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Community Validation Records	Records of validation meetings, comments received, and adjustments made to findings where relevant	Community acceptance and validation	≥80% validation acceptance	Community meetings, attendance records, and signed validation notes
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8. ETHICAL REQUIREMENTS

- Informed consent for all respondents
- Confidential handling of personal data
- Do no harm principle.
- Cultural sensitivity

2. PROJECT SCHEDULE

- Duration: 8 -10 Weeks

The Consultant shall submit a detailed implementation schedule, including:

- Mobilization
- Fieldwork
- Data processing
- Reporting

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3. IMPACT

Area	Description	Assessment
Data Availability	Establishment of a reliable and comprehensive population baseline across the project area, enabling accurate demographic profiling and evidence-based planning.	9 villages fully covered
Risk Management	Improved identification, assessment, and proactive management of social risks, grievances, and community-related sensitivities through a structured risk analysis framework.	Comprehensive social risk matrix developed
Vulnerability Inclusion	Full identification and registration of households, including vulnerable groups, to support equitable planning, targeted mitigation, and inclusive project interventions.	100% household registry completed
Decision-Making	Strengthened decision-making for compensation, livelihood restoration, and social investment planning through the availability of verified, disaggregated, and actionable data.	Integrated dataset available for planning and operational use
ESG and Human Rights Compliance	Enhanced alignment with ESG, human rights, and responsible business conduct requirements by improving traceability of affected persons, vulnerability screening, and social due diligence processes.	Improved compliance effectiveness and efficiency in social management processes

4. ADDITIONAL INFORMATION FOR PROCUREMENT

The Consultant shall provide a fully resourced proposal, including:

- Field team structure
- Methodology
- Workplan
- Equipment and coordination plan

Advance Payment

30% advance payment to support mobilization.

Penalties

Delays in agreed deliverables may result in financial penalties as per contract conditions.