

TERMS OF REFERENCE FOR THE SUPPLY OF CASUAL LABOUR

1.0 Background

Yalelo Uganda SMC Limited (Yalelo), a subsidiary of FirstWave Group B.V., is Uganda's number 1 Tilapia fish farm and one of Africa's leading Tilapia farms in terms of operating efficiency, production volume, and processing capability. Yalelo is deeply committed to playing a leading role in promoting sustainable fish farming practices to contribute to food security for the growing Ugandan population and fully supports the National Development Plan of 2020 with Uganda aspiring to be a leading aquaculture powerhouse as per Vision 2040. Production operations for Yalelo commenced in 2019 and have since grown to include 19 onshore ponds and 52 growout cages on Lake Victoria. Fish harvesting and sales commenced in June 2020, and to date, sales volumes amount to 8,400 tonnes per year, projected to further grow by the end of 2025. Our Production Facility is in Butembe Village, Nyenga Sub County, Buikwe District, and we currently employ over 650 staff permanently across the full spectrum of its operations. Yalelo from time to time engages over 90 personnel on a casual basis to support the growing business operations.

To enable us to focus on core operations, we have considered outsourcing Casual labour to a third party to supply us with Casual labour on contract, on an ongoing basis to support our growing operations. The recruitment of a manpower company shall go through a tendering process, in which competent manpower companies will submit bids and shall be vetted by the Bids and Awards Committee. Yalelo shall enter a yearly Contract for the supply of Casual Manpower effective 2025. The yearly contract shall be renewed based on satisfactory performance.

For the year 2025, Yalelo will employ over one hundred (100) casual staff to be assigned to different departments, including but not limited to Processing, Hatchery, Lake Operations, and Engineering departments, among others.

2.0 Breakdown

The services shall cover the supply of manpower in the following positions and departments.

POSITION	Department	NO. OF MANPOWER
Processing Assistant	Processing	15
General Worker	Dispatch	10
General Worker	Lake Operations	25
General Worker	Hatchery	15
General Worker	Engineering	50
Loader/Off loader	Stores	15
General Worker (Facilities, Assistant Cook)	Facilities	05
Office Assistant	Administration	01
TOTAL		136

3.0 Scope of Work

No	Position	Job Description	Qualification
1	Processing Assistant	Handles, sorts, grades, and packs whole-round fish, as well as processing whole and gutted Tilapia, filleting (fresh and frozen, glazed) Tilapia. The purpose is to ensure precision, quality, and efficiency in each processing stage, contributing to the production of premium Tilapia products while adhering to safety and hygiene standards.	Minimum of UCE qualification or equivalent. Previous experience in fish processing or a related field is advantageous.
2	General Worker	Perform all warehouse/Dispatch duties including picking, Sorting, Counting, Packing, Recordkeeping, loading and offloading of Stock, Housekeeping and maintaining a clean area. Responsibilities	Minimum of UCE qualification or equivalent. At least 1 year's relevant experience as a labourer, preferably in a warehouse/FMCG environment. Ability to lift 25kgs with ease.
3	General Worker	Perform various tasks including feeding fish, harvesting, fish counting, net deployment, feed logistics, depending on the placement.	Minimum of UCE with ability to work with numbers. Ability to lift 25kgs with ease
4	General Worker	Pond dredging or slug removal, fish sexing, depending on the placement.	Minimum of UCE with the ability to work with numbers. Ability to lift 25kgs with ease. Must be a female for fish sexing.
5	General Worker	Performs electrical, mechanical and/or wood works following prescribed quality and health & safety standards.	Certificates in Electrical & Mechanical Craft work II; UCE for other general worker roles. Ability to lift 25kgs with ease.
6	Loader/Off loader	Performs daily offloading of feed off the tracks.	Hardworking and ability to carry 25kgs with ease.
7	General Worker (Facilities, Assistant Cook)	Performs any of the facilities maintenance and assistant cooks duties.	Minimum of UCE.
8	Office Assistant	Performs office messenger duties including organizing dinning area and tea station.	Minimum of UCE and experience working in a corporate environment.

4.0 Effective Date and duration of the contract

Upon completion of the tendering process, the contract will run for one year, from 01st April 2025.

4.0 Duration of the Process

Yalelo Uganda expects the recruitment process to be completed within three weeks' time from the close of the bidding period.

5.0 Requirements

1. Company profile: 1 Page summary of the profile of the company including the human resource qualification and competence to handle to contract.
2. Licenses and Certifications: The contractor must hold all necessary licenses and certifications to operate a labour supply business in Uganda; certificates to prove this must be submitted with the bid proposal.
3. Insurance: The contractor must have and maintain adequate insurance coverage for workers' compensation, public liability, and professional indemnity. Insurance certificate to be included in the bid proposal documents.
4. Labour Supply: The contractor must be able to supply a minimum of 50 casual labourers at short notice.
5. Quality of Labour: The contractor must ensure that all casual labourers supplied are physically fit, reliable, and have the necessary skills and experience to perform the required tasks.
6. Compliance with Labour Laws and Regulations: The contractor must comply with all relevant Labour laws and regulations, including those related to employment, health and safety, and environmental protection.
7. Financial Capabilities: The contractor must have a strong financial standing to manage the contract (attach bank statement for the last 6 months).

6.0 Procedure for Bidding

Please hand-deliver a sealed bid proposal at our Kampala office in Kyebando or our Production Facility in Butembe using the below addresses or email your bid at bids@yalelo.ug as 1 pdf document.

The Procurement Team
YALELO (U) SMC LTD,
Inside Tirupati Business Park,
Plot 959, Block 211,
Nsooba D, Kyebando,
P. O. Box 143551 Kampala.

Or **The Procurement Team**
YALELO (U) SMC LTD,
Butembe Village,
Plot 4 Njeru Municipality
Nyenga Division, Buikwe District
P. O. Box 2084, Jinja.

The deadline for submission is Friday, 21st February 2025 at 5:00 pm.