GUIDELINES FOR SUBMISSION OF TECHNICAL PAPERS

20th Regional Conference of Practitioners of Employment-Intensive Investment Program (EIIP)

Addis Ababa, Ethiopia

19-23 May 2025

October, 2025

Table of Contents

1 General Information for Authors

After receiving notification of acceptance of abstracts, authors may submit a technical paper for inclusion in the 20th Regional Conference proceedings, following the instructions in this guide. Authors must submit technical papers within the specified time via the following E-mail address (papers@iloethiopia2025.gov.et) or the online portal (https://iloethiopia2025.gov.et/paper-submission/) in line with the instructions described herein. There are no fees for submitting a paper. Authors should review all information in this guide before submitting papers for consideration.

This guide covers the organization and formatting of technical papers as well as instructions for submission.

Technical and scientific papers that do not follow the guidelines may not be selected or included in the Conference Proceedings. Accepted papers will be included as part of resource materials to be published in written and electronic format (in English and French) and distributed to all delegates. Authors of accepted technical papers will also be invited to present their papers in the Technical & Scientific Sessions of the 20th Regional Conference of Employment Intensive Investment Program (EIIP) practitioners to be held in Addis Ababa, Ethiopia from 19 to 23 May 2025.

Please note that all papers submitted in response to this Call for Papers will be subjected to a full peer review process in accordance with criteria laid out in this guideline.

2 Important Dates

Please note the following deadlines for the submission of papers:

Date	Action description
14 Dec 2024	*Closing Dates for Electronic submission of abstracts[1]*
2 Jan 2025	*Notification of acceptance of abstracts.*
13 Feb 2025	*Submission of technical papers in the required format.*
07 Mar 2025	*Reviewed papers returned to authors with comments for possible amendments. Comments from the peer review will be provided to the authors for their consideration in making any final revisions to the submitted technical papers.*
04 Apr 2025	*Submission of final/amended version of the paper.*

---

[1] The technical paper submission online collection website will be opened on 01 November 2024. Authors who submitted their abstracts into the online abstract submission website within the call for papers period will be assigned a username and password. Authors of accepted abstracts will receive a user-specific web link with instructions for submitting their technical papers.

3   General Guidelines

Below are some general guidelines for submissions:

- Language

  o   Papers must be submitted in English and/or French.

- Completeness

  o   All papers are expected to give a complete and comprehensive treatment of the subject matter, and be well structured, including a clear introduction, review of relevant literature, methodology, results and discussion, and a conclusion.

- Originality

  o   Contributions are accepted on the understanding that the paper is original and has not been published before.

- Formatting Guidelines

  o   Submitted papers should comply in structure and layout given in the instructions given below. Compliance with these formatting guidelines will minimize delays in the review process and subsequent publishing and distribution of the papers.

- Peer Review

  o   To assist authors in preparing papers, the criteria for the peer review of technical papers are summarized in Section 5.

4   Abstract

The Organizing Committee for the 20th Regional Conference invites high-quality papers on research, technical work, case studies, technology updates and other topics related to the conference theme and sub-themes.

Participants wishing to present papers are invited submit a one-page abstract, written in English or French, to the Conference Organizing Committee by 14th December 2024. The abstract should provide an overview of the paper's content and offer sufficient detail to capture the reader's interest. It should clearly state the objective, summarize the methodology used in the study and key findings, conclusions, recommendations and potential limitations of the work.

Please also complete and return the accompanying author and paper details form. The following information should also be included on the same page:

- Title of the paper,

- Name(s) of author and co-author(s),

- The corresponding author's title, initials and name, affiliation organization and postal address, phone, fax and e-mail details,

- An abstract not exceeding 400 words

- Key words (a maximum of five)

- The conference sub-theme that the paper falls under

5 Technical Paper Review Criteria

The submitted abstracts and papers will be assessed based on the following criteria.

- Relevance to the Conference Theme

- Clarity of Objectives

- Originality and Innovation

- Methodological Rigor

- Significance of Findings

- Practical and Policy Implications

- Presentation Quality

5.1 Evaluation of Abstracts

The abstract must convey the essence of the paper in one paragraph in complete sentences and should cover the purpose of the work, methods used, results obtained, conclusions, recommendations and potential limitations, if any. It shall be written in accordance with the formats described in this guideline.

The abstract of **technical papers** shall briefly present the project, its increase in value and the impact expected as far as Employment Intensive approach or EIIP is concerned. Locally based authors shall specify if their theme shall be subject of experimentation for the exhibition and/or a site visit. If possible, they should provide a cost estimate for such purposes in the abstract.

Authors are requested to specify the relevant Conference Sub-theme to which their submission should be assigned. The list of themes and sub-themes are attached as **Appendix I** to this guideline.

5.2 Review of the Full Papers

Each technical paper will normally be evaluated anonymously by a minimum of three reviewers selected by the Conference Organizing Committee. Authors should be mindful of the review criteria which apply to all papers. All accepted technical papers will be included in the proceedings for

presentation in the respective Thematic Sessions of the 20th Regional Conference. All "papers" presented will have to meet the requirement below:

- The abstract should concisely convey the meaning of the paper (e.g. context, problem, proposed solution).

- Papers must be original and unpublished. For authors basing their papers on existing documentation, they must show that their papers contain significant new information that is complementing an existing document and must be presented with proper reference.

- The content of the paper should be new or innovative, deal with issues that are timely and relevant to the international community and must add value to the body of knowledge related to employment promotion and creation.

- Information presented must be valid and the content described should be appropriate for the topic reported and the themes of the Conference.

- Conclusions should be valid, appropriate and well-supported by evidence/analysis.

- If the paper addresses government policies, programs or procedures, the author should offer conclusions and recommendations in a manner that is sensitive to diverse perspectives and acknowledges alternative approaches.

- The paper should be useful to practitioners, researchers or policy makers;

- Coverage of the subject should be complete, well organized and supported by understandable and useful tables, figures and references.

- The text should be written in simple, concise and effective language.

Note: Technical papers in which special interests are advocated, papers that are of a commercial nature and technical papers that deal with subject matter outside the general area of interest shall be rejected. Generic names of products and equipment should not be used unless the author considers the trade names or manufacturers' names essential to the purpose of the paper.

6   Technical Paper Characteristics

6.1   Length of Technical Papers

The length of each technical paper, including the abstract **should not exceed 5000 words, excluding tables, figures, and references,** The total number of tables and/or figures should not exceed 10. Authors are, therefore, encouraged to keep papers to the minimum length possible and to limit the number of figures and tables, providing only essential information of interest to the reader. **Very long papers may be rejected at the discretion of the Paper Review Committee.**

6.2   Author Names and Affiliations

The names, current affiliations, complete mailing addresses, telephone numbers, and email addresses of all authors should be listed on the title page, in a single column. One corresponding author must be designated for papers with multiple authors. The Paper Review Committee will normally

communicate only with the corresponding author who shall be responsible for informing the co-authors of the paper's submission.

6.3 Style

Technical terms should be explained upon their first use in the paper. Authors should avoid jargons, undefined acronyms and use of personal pronouns in their papers.

6.4 Organization of Technical Paper

Papers should be submitted in a single electronic file organized in the following sequence:

- Title page, including date and author names, affiliations, addresses, phone numbers, and emails – the corresponding author should be indicated clearly,
- Abstract (version submitted with the paper may contain minor revisions to the original version submitted for acceptance),
- Body of paper with figures and tables embedded in the text, as close as possible to the relevant textual reference,
- Conclusions (all conclusions and recommendations),
- Acknowledgements, if any,
- References, and
- Appendices, if any.

6.5 Electronic File Formats

Papers should be submitted electronically, preferably in Microsoft Word 2003 or above; a PDF file version of the same file should also be submitted at the same time. The Microsoft Word file should be in an original editable file and authors should check the PDF for accuracy before submitting the file to the online collection system. The PDF file size must be less than 60 MB.

6.6 Page Setup

The manuscript should be formatted as below:

- Margins: 25 mm (1 in.) top, 25 mm (1 in.) left; adjust settings for bottom and right margins so that the text area is not more than 165 mm by 229 mm (6.5 in. by 9 in.).
- Font (typeface): Times New Roman, 12 pts for headers and sub-headers, 11 points for Normal text, and 10 points for tabular data.
- Numbering: Insert page numbers at upper right of each page; insert name(s) of author(s) at upper left of each page.
- Text: Single spaced, aligned left justified.
- Paragraphs: do not use an extra line space between paragraphs, rather indent paragraphs of normal text 25 mm (1/2 in.); do not indent first line after a subhead.
- Subheads: All subheads should be flush with the left margin, with one line space above.

FIRST-LEVEL SUBHEAD

(Times New Roman, 12pts, All Capitals, boldface, on separate line)

Second-Level Subhead

(Times New Roman, 12pts, initial capitals, boldface, on separate line)

Third-Level Subhead

(Times New Roman, 12pts, initial capitals, italic, on separate line)

Fourth-Level Subhead

(Times New Roman, 11pts, initial capitals, boldface, on same line as text, with extra letter space between the subhead and text)

- Bulleted and numbered lists: Indent first line 12.7 mm (0.5 in.); do not further indent for text runovers.

- Table titles and figure captions (example):

TABLE 5 Effects of All Factors

(Times New Roman, 11pts, Insert title above the table; "TABLE" is all capitals; title is initial capitals; all type is boldface; extra space but no punctuation after number; no punctuation at end of title.)

FIGURE 3 Example of results.

(Times New Roman, 11pts, Insert caption below the figure; "Figure" is all capitals; caption is sentence case; all type is boldface; extra space but no punctuation after number; period at end of caption.)

6.7   Use of Metric System of Measurement

Authors are encouraged to provide measurements in SI (metric) units. Equivalent Imperial or U.S. customary units may also be included in parenthesis as an option. The Paper Review Committee will not provide specific conversions for the papers. For SI units, express weight (force) in newtons and mass in kilograms; express pound force per square inch ($lbf/in.^2$) of pressure or stress in kilopascals (kPa). For SI units, use prefixes instead of powers of 10. For tables and figures, provide only the units of the original research and show the base unit conversion in a footnote; for example, NOTE: 1 mi = 1.61 km. Alternatively, in figures, equivalent units may be shown on the top and right axes of data plots.

6.8   Formulae

Mathematical and chemical formulae should be carefully typed using an equation-creating function. Equations should be indented 25 mm (1/2 in.) from left margin and numbered consecutively (example):

$$n = \frac{q}{p} \tag{1}$$

- All variables should be defined at first use, either in the text or in the where list for the equation.
- Fractions in displayed equations should be stacked, in accordance with preferred mathematical practice.
- If a displayed equation is numbered, use an Arabic numeral in parentheses, placed flush right.
- Carefully distinguish the following:
  - All capital and lowercase letters;
  - Capital O ("oh"), lowercase o ("oh"), and 0 (zero);
  - Lowercase l ("el") and number 1 (one);
  - Letter X, Greek chi (X), and multiplication sign x;
  - Prime ", apostrophe ', and superscript one [1]; and
  - English and Greek letters such as
    - B and beta (B), upper or lowercase k and kappa (K),
    - n and eta (η), v and nu (v),
    - u and upsilon (υ), u and mu (μ), and
    - Upper or lowercase p and rho (ρ) and w and lowercase omega (ω).

6.9 Abbreviations, Acronyms, and Symbols

Abbreviations, acronyms, and symbols should conform to normal standards and be fully defined at first use in the paper; the full term should be spelled out first, followed by the abbreviated term in parentheses.

6.10 Footnotes

If possible do not use footnotes to the text. Incorporate the information into the text or delete the notes. Citations should be referred to by the author(s) family name(s) followed by the year of publication, both between parentheses. For three or more authors quoted in the text list their names as the "first author et al." If several references by the same author are cited, entries should be chronological. If there is more than one reference of the same year, add a, b etc. to the year of publication in the reference cited in the text as well as in the corresponding reference list.

6.11 Tables and Figures

Do not include more than 10 tables and/or figures in the paper. Figures and tables should be embedded in the text, as close as possible to the related text. Do not wrap the text around the figures or tables. Color may be used; however, please ensure that the text and graphics remain legible in black and white (grayscale) printing.

Tables — Tables should supplement, not duplicate the text.

- All tabular material should be single-spaced using a font (typeface) no smaller than 10 points. Use the same font for all tables.

- Place titles above and centered horizontally and use boldface. The word "TABLE" should be in all-capital letters; use initial capitals for the remaining words in the title.

- Do not submit a table in separate parts or sections that introduce new columns. A table should be structured so that the data in each column pertain to the column heading. New columns and column headings with new data rows should not be introduced farther down within the established format of a table. New columns and column headings properly define a distinct table and should be presented separately with an appropriate title and table number.

- Tables should not incorporate photographs, illustrations, or other material that cannot be typeset. Graphic materials should be presented as separate figures, not as a table.

- Give each column in the table a heading. Place abbreviated measurement terms in parentheses under the column heading. All headings should be aligned in flush left format.

- Check the accuracy of all totals included in tables before submitting the paper.

- For use of measurements, see section on metrication.

- Do not use dots or screens.

- Do not place a box or ruled frame around a finished table.

Figures — All diagrams, charts, maps, photographs etc., are to be referred to as figures. Within the text, refer to figures by the word Figure followed by the figure number e.g., Figure 1. Use the following guidelines for figures:

- Photographs should be high resolution for printing.

- Give each figure a caption. Place caption single-spaced and centered horizontally below each figure. If a figure contains several parts, label each part with a letter in parentheses — *(a), (b), (c), etc.* — using the same size type as that in the rest of the figure, and cite each labelled part in the caption.

- Number figures consecutively in the order first cited in the text, using Arabic numerals. Reference should be made to each figure by number at the appropriate place in the text.

- **Avoid the use of dots or screens in figures and spreadsheet charts, especially in areas that include type.** As alternatives to dots or screens, consider stripes and crosshatching-but not for areas that include type. If dots or screens are used, they should be no more than 30% black. If more than one dot or screen weight is used, there should be a difference of at least 20% between dot or screen values. Legends identifying the significance of dotted, screened, or crosshatched elements should be included in the figure.

- Do not place a box or ruled frame around a finished figure.

- Figures should be clear and legible:

- o The font (typeface) must be easily readable, not too small.
- o Use the same font for all figures.
- Letters and symbols should be uniform and the same size throughout the figure (e.g., if wording on the ordinate and abscissa is in 10-point type, the symbols used to identify the data points also should be in l0 point type).
- Line weights (except for lines indicating different data series in a graph) also should be uniform.
- For use of measurements, see section on metrication.
- The use of color in figures cause problems in black--and-white printing; please make sure that color figures translate legibly to black and white (grayscale).

6.12 Appendices

As much as possible do not use appendices. Include pertinent material in the paper itself or, where necessary, include a note in the background material — such as derivation of formulas, specifications, or survey forms — is available from the author or in another report, which should be cited in the reference list.

6.13 Acknowledgements

At the end of the main text the author can include a statement of acknowledgement of assistance. Grant or award numbers can be quoted as can departmental publication numbers. Acknowledgements must be brief and confined to persons and organizations who have made significant contributions. Do not include the title or rank of people.

6.14 References

The following should be observed with respect to references.
- The reference list should contain only references that are cited in the text, numbered in the order in which they are first cited.
- Denote a reference at the appropriate place in the text with an italicized Arabic numeral in parentheses, e.g., (2). Do not indent reference texts
- Do not include in the reference list personal communications, telephone conversations, or similar material that would not be available to readers electronically or in printed form in a library or from the originating agency. Instead, cite the unpublished work in the text and enclose the author's name along with the term "unpublished data" in parentheses.
- Do not repeat a reference in the list, and do not use ibid, idem, op. cit., or loc. cit. If a reference is cited more than once in the text, repeat the number first assigned to the reference.
- The following convention and order should used:
  - o The family names of all authors and their initials must be given.
  - o The year of publication.
  - o The title of the paper (using lower case letters and no inverted commas).

- o The correct name of the book or journal in which the paper appears (spelled in full).
- o The editor(s) of the book (if appropriate).
- o The volume number(s) and page numbers (if appropriate).
- o The publisher and place of publication (if appropriate).

7 Submission of Technical Paper

In addition to the Microsoft Word format, authors must also submit their paper in PDF format. Authors must convert their papers to PDF format before submitting it via the online portal or email.

Tips for converting files to PDF:

- Fonts — Use Times New Roman, 11 points for normal text and 10 points for tabular data; as described in the section on page setup.

- Charts — "Paste" charts or images from other applications into the Word document. Please do not "Paste Link."

- Equations — check the equations to make sure that symbol substitution has not occurred in the conversion to PDF.

- Images — Whenever possible, use the JPEG image format (jpg) instead of the bitmap format (.bmp), because JPEG images are compressed.

- Track Changes — Make sure that all changes are accepted before converting to PDF. If changes have not been accepted, the markup will appear in the converted document.

- Check the converted PDF for accuracy and for font and formatting problems before submitting the file to the online collection website.

Authors are encouraged to submit their technical paper well before the deadline.

8 Electronic Submission

Abstracts and papers should be submitted electronically, in Microsoft Word & PDF format, to the Paper Review Committee at the following e-mail address: papers@iloethiopia2025.gov.et or via the portal on https://iloethiopia2025.gov.et/paper-submission/. Authors whose abstracts get accepted, will be asked to provide their papers also in electronic format.

9 Queries

All correspondence regarding submission should be directed to 20th Regional Conference Organizing Committee at

Cell +251 909 627364; E-mail: papers@iloethiopia2025.gov.et

10 Prize Competition

All authors whose papers are accepted for presentation at the conference are entitled to a complimentary conference registration. The Organizing Committee, however, shall not reimburse travel or other expenses.

In addition, all papers that are presented at the conference would be automatically entered in the **Addis Regional Conference Prize Competition** and have a chance to win one of the three prizes for the Best Papers of the Conference. The runner up and the second runner up would also be receiving prizes that would be determined by the Organizing Committee.

Thank you for submitting your technical paper!

11 Appendix I: Themes & Sub-themes

The main theme of the 20th Regional Conference for the practitioners of Employment Intensive Approach is "**Resilient Communities and Healthy Environment: the EIIP approach**". This theme is about advancing public discourse to help practitioners to explore innovative solutions for employment creation, inclusive growth, environmental stewardship, as well as ensuring social safeguards and developing resilient infrastructure. The selection of the theme is premised on the belief that by uniting to address these critical issues, we can forge a path towards social justice and ensure a more sustainable and prosperous future for all individuals and communities

The Conference will be conducted under four sub-themes as follows:

Sub-theme 1: **Investing in sustainability in a context of fragility**

- creating and protecting jobs through investing in resilient infrastructure and creation of sustainable livelihoods.
- Implications from infrastructure development of the shifting of financing from development to humanitarian -conflicts / disasters response: advocacy for Financing PW programmes in fragile context
- Inclusion of decent work dimensions in crisis works.
- increase resilience through disaster prevention and preparedness (climate resilient approaches)
- Capacity Building of institutions and enterprises for reconstruction, resilience and preparedness.
- Improving livelihoods support through investments in reconstruction and recovery
- Provision of transformative infrastructure to espouse social inclusion1 and community empowerment

Sub-theme 2: **Striking the balance between the use of labour, technology and Sustainability to drive decent jobs**

- Increased use of employment-intensive-technologies and approaches in the delivery of resilient infrastructure and public works
- Reducing environmental impacts of infrastructure works though use of appropriate and pro-employment technologies.
- Quality orientation of employment intensive infrastructure works: Quality management of public investment programmes: infrastructure.
- Use of local-resources-based approach in infrastructure development to maximize social and environmental outcomes: Increasing local content law
- Climate proofing of roads: control and prevention of flooding/ erosion, improve groundwater recharge, reduce impacts on wildlife and biodiversity, while meeting the needs and aspirations of local communities.
- Digital skills and public works

- Capacity building of local training institutions and skills training- experiences, challenges and successes from the construction sector: increasing employability

- Building local construction industry: current trends

Sub-theme 3: **Creating more resilient urban infrastructure and communities**

- Integrating green and grey infrastructure in the urban context and implications for local jobs.

- A case of combining green, grey and employment intensive infrastructure

- Options and experiences in using Green Works in informal settlement upgrading.

- Job creation potential of developing green urban public spaces: including parks, parking lots, sidewalks, public transport facilities, waterways, schools and community facilities.

- Reducing carbon footprint of urban settlement: green design, use of renewable energy, waste management, improve urban planning, retrofitting existing public/private buildings with renewable energy, etc.

- Human-centered climate action and Nature based solutions

Sub-theme 4: **Maximizing the social impact of infrastructure development**

- Right-based approach in PW delivery

- Occupational Safety and Heath in rural areas: best practices, priorities and obstacles

- Gender empowerment and social inclusion in construction: Where are we now? And where are we going? Can we go there faster?

- Promotion of inclusive planning and decision-to ensure social and environmental safeguards.

- Challenges and experiences with measuring social impacts.

- Conducive policy framework: national employment policy, inclusive procurement policy as well as skills and enterprise development policies.

- Youth empowerment through inclusion

- Empowering ILO constituent partners to enable them to support EIIP.