



ZIMBABWEAN

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ZIMTRADE

Request for Expression of Interest for the Provision of
Consultancy Services

Subject: Grant Fund Mobilisation for ZimTrade. **Description:** Engagement of Consultant to Mobilise Grant Funding for ZimTrade. **Proposal Ref. Number:** ZTD EOI.01/2022.

Background

ZimTrade is the country's national trade development and promotion organisation. The mandate of ZimTrade is to energise Zimbabwe's export growth. In pursuit of this objective, ZimTrade works with existing and potential exporters, including women and youth enterprises, to build their operational capacity and improve the competitiveness of their products on the export market. To create greater capacity for increased support to these exporters, ZimTrade seeks to partner with donors for Grant Funding support. To facilitate the process of engagement of potential donors and mobilisation of funding, ZimTrade seeks to engage an experienced consultant on success-based fee arrangement.

Terms of Reference for the Consultant

The selected Consultant is expected to:

- Conduct a Donor/DCP Mapping exercise and provide a detailed report on potential donors to be engaged, including their areas of interest for engagement approval.
- Engage the potential Donors/DCPs and align their interests to export development and promotion.
- Develop grant proposals and make presentations to potential donors, including motivating a case for sustained partnership.
- Working closely with ZimTrade team, develop and execute fundraising strategy.
- Work with the ZimTrade team in responding to calls for funding proposals.
- Build internal capacity on grants proposal and fund raising.

The minimum criteria for short-listing of the Firm shall entail:

- (i) Registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ).
- (ii) Must have more than five years' experience in managing similar projects.
- (iii) A minimum of three (3) reference letters from traceable organisations, for projects of similar or comparable nature done.

- (iv) Company profiles, company registration documents, detailed curriculum vitae of key staff, valid PRAZ certificate, and other registration certificates must be submitted.
- (v) A summary of the Firm's experience in similar assignments, including names and contact details of persons connected to the assignments must be provided.

Key Personnel of the Consulting Firm must have the following minimum qualifications:

- (a) A Bachelor's Degree in the relevant discipline, i.e., in the field of Economics, Business Studies, Development Studies or related fields or relevant experience in generation of grant proposals and grant funding.
- (b) Studies or related fields or relevant experience in generation of grant proposals and grant funding.
- (c) Proven track record and relevant experience in conducting assignments that match the specified field of consultancy.
- (d) Proficiency in the English language is a must.

Reporting

The Consultant will report directly to ZimTrade officials.

Short-listed Consultants will be invited to submit detailed technical and financial proposals, and/or do presentations or demonstrations, as described in Part 1 of the Request for Proposals Procedures in the Standard Request for Proposals for the Selection of Consultancy Services. The Consultant submitting the successful proposal will be engaged on the contractual terms set out in that document and in the General Conditions of Contract for Consultancy Services. Copies of the Act and Regulations and the standard documentation are available on the website of the Procurement Regulatory Authority of Zimbabwe; URL <http://www.praz.gov.zw/index.php?lang=en>

This opportunity is open to all Consultants who meet the criteria for eligibility as stated in section 28 of the Act and who have the nationality of an eligible country as defined in Clause 1.10 of the General Conditions of Contract for Consultancy Services.

Participation is open to both Zimbabwean and foreign bidders, and firms must accompany their expressions of interest with Company Registration certificates as proof of their nationality and equivalent company registration documents for Foreign Firms.

Consulting Firms shall be required to pay an administration fee to the Procurement Regulatory Authority of Zimbabwe's Special Procurement Oversight Committee for certain especially sensitive or especially valuable contracts for this tender in line with section 54 of the Act as set out in Part IV of the Fifth Schedule to the Public Procurement and Disposal of Public Assets Regulations, 2020 (Statutory Instrument 49 of 2020).

ZimTrade will reject an expression of interest if it determines that the consultant firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the Contract or been declared ineligible to be awarded a procurement contract under section 99 of the Public Procurement and Disposal of Public Assets Act (PPDPA). An expression of interest shall be rejected in this procurement process if a Consulting Firm engages in anti-competitive practices including bidding in more than one expression of interest as a joint venture or consortium partner.

Further information can be obtained at the address below during office hours from 0800 hours to 1630 hours.

A Consultant may submit only one expression of interest. The expression of interest must be submitted in a clearly marked envelope and deposited in the tender box to the address below on or before **Wednesday, 2nd March, 2022, by 1500 hours** (local Harare time) (GMT + 2 hours) and clearly labelled **“EOI Ref ZTD EOI.01/2022: Grant Fund Mobilization for ZimTrade”**

Late expressions of interest will be rejected. Electronic submissions to the procurement e-mail below shall also be accepted and shall clearly be referenced as indicated above to **pmu@zimtrade.co.zw**

ATT: The Procurement Management Unit, ZimTrade Head Office, 188, Sam Nujoma Street, 2nd Street Extension, Avondale, Harare, Zimbabwe Tel: 0242 363 330-34:

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