



ZIMBABWEAN

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**MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT  
(MoFED)**

Call for Expression of Interest for Events Manager: International Convention on Zimbabwe's Economic Growth Strategy: Current Experiences and Way Forward: Reference Number MOFED/EOI/02/2022

THE Ministry of Finance and Economic Development intends to appoint an Events Manager to coordinate the preparation process and hosting of the International Convention on Zimbabwe's Economic Development Strategy: Experiences and Way Forward to be held from 10th to 12th August, 2022, Elephant Hills Hotel, Victoria Falls.

**The specific objectives of the Economic Conference are to:**

- Promote Evidence Informed Policy Making (EIPM), and knowledge management as an important driver of policy dialogue, good policy planning and implementation;
- Discuss and deliberate holistically, issues related to Zimbabwe's innovative, transformative and successful development experiences and way forward;
- Foster dialogue that promotes the exchange of ideas and innovative thinking among researchers, development practitioners, policymakers and private sector operators on Zimbabwe's inclusive and sustainable economic development; and
- Encourage and enhance research on economic and policy issues related to the development of the country as well as its regional counterparts by promoting evidence-based policymaking.

**Scope of the Events Management Services:**

- The Scope of Work of the Events Manager will broadly include coordinating, guiding and advising the preparatory process for the event.
- The work will be broken down into a number of tasks. The Events Manager would be expected to come up with an appropriate work programme, methodology and tasks scheduling for the assignment.

**The short-listing criteria is as follows:**

- The firm should have at least five years' demonstrable relevant experience of managing and implementing an event of a similar nature and magnitude. Preference will be given to a firm with sufficient experience in managing events for international organisations with links to local, regional, and international researchers and experts;
- Submitting an outline proposal to host the event including timelines for each phase of the project and a detailed description of activities;
- Work experience and qualifications of key personnel/senior staff to conduct the proposed project; and the proposed management and team structure;
- Areas of speciality (Proven areas of expertise and where applied previously);

- Areas of financing/sponsorship mobilisation, sponsored areas and suggested partnerships;
- Demonstrate the ability to deliver the event through previous event management experience and expertise (Event proposal not exceeding ten pages in word format and PowerPoint for presentation); and
- Excellent communication skills, good team working skills, and an engaging and participatory manner essential.

The eligibility criteria, the drawing up of the short-list and the selection procedure shall be in accordance with Zimbabwe's Public Procurement and Disposal of Assets Act [Chapter 22:23].

Interested Event Managers are required to provide a detailed Capability Statement which specifically addresses each of the following:

- Company references and management;
- A clear understanding of the scope and nature of the tasks required for the assignment, supported by preliminary solution maps; and
- Traceable references and performance record of the firm. At least five years of experience in the provision of relevant field. Relevant qualifications and experience of the proposed team or consortium members.

Interested firms can obtain the detailed information from the address below during office hours. Three (3) sealed copies of the Expression of Interest (EOI) in the English language, clearly marked with the advertised EOI reference number must be delivered to the address and or via e-mails indicated below by 27th May, 2022, no later than 1000 hours CAT. Late EOI will be rejected.

The Ministry of Finance and Economic Development is not bound to accept liability for any direct and indirect costs arising out of or in connection with the preparation and submission of an EOI.

Documents must be submitted to the attention of:

The Procurement Management Unit,  
Ministry of Finance and Economic Development,  
Third Floor Reception, B Block,  
Mgandane Dlodlo Building,  
cnr Samora Machel Avenue/Simon Vengai Muzenda Street,  
Harare.

Telephone +263 8688 003453 Extension 2250

Or via e-mail on: [mofedconsultancy14@gmail.com](mailto:mofedconsultancy14@gmail.com) copy to: [infopmu.mofed@gmail.com](mailto:infopmu.mofed@gmail.com)

## CONTENTS

Number	General Notice	Page
1147A.	Ministry of Finance and Economic Development (MoFED): Call for Expression of Interest for Events Manager: International Convention on Zimbabwe's Economic Growth Strategy: Current Experiences and Way Forward: Reference Number MoFED/EOI/02/2022 . . . . .	1137