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## Letter of Invitation

*11 December 2025*

14 Natal Road  
Belgravia  
Harare

Dear Sir/ Madam,

We hereby invite to submit a proposal for a Trade and Certification Expert (Individual) consultancy under the Youth Employment & Entrepreneurship Project.

SNV intends to enter into a contract for these services with the winning bidders. In anticipation of an overarching project within which this assignment will sit shall be funded by the SDC and thus subject to their terms and conditions in the Lead Contract with SNV.

Your proposals are due to SNV no later than 5 January 2026. Late bids will be disqualified. Bids must be submitted to [zimbabweprocurement@snv.org](mailto:zimbabweprocurement@snv.org)

In the attached package you will find:

- Instructions to Bidders
- The Terms of Reference
- Bidder Profile

We look forward to receiving your proposal,

Kind regards,

HR & Operations Manager

## Instruction to Bidders

### Brief description of the assignment:

SNV Zimbabwe, with support from the Swiss Agency for Development and Cooperation (SDC) and the Embassy of Sweden, is implementing Phase II of the Youth Employment and Entrepreneurship (YEE) Project. The project targets out-of-school youth (aged 18–35) to improve their livelihoods and prospects through employment and entrepreneurship opportunities in the agri-food, renewable energy, and emerging sectors.

All work is anticipated to commence second week of January 2026.

### Proposal Format

Bidders are free to use their own format for the technical (**maximum of 3 pages**) and financial proposals. Both must be entirely separate and there may be no financial data included in the technical proposal. Financial proposals must be submitted in USD. All payments will be made by SNV in USD.

### Contact Points

If bidders have any questions, they must be addressed to [zimbabweprocurement@snv.org](mailto:zimbabweprocurement@snv.org). Answers will be shared with all bidders by 17 December 2025.

### Selection Process

Technical and financial proposals will be reviewed separately. Only those Technical proposals that pass the average minimum score of 30% will move forward for financial review. The reviews are a closed process and not open to the public.

The Technical scores will be awarded as follows:

	Criteria	Maximum score
1	<b>Past Performance</b> – Quality and relevance of previous work conducted by the individual. Based on references provided by the contracting companies, and a sample of a piece of comparable, previous work completed by the firm within the last 12 months.	40%
2	<b>Technical Proposal</b> – demonstrating 1) a clear understanding of the assignment 2) a viable and appropriate methodology, and 3) a realistic operational plan (including with proposed timeline) – <b>refer to annex 1 for the workplan</b>	60%
	<b>TOTAL</b>	<b>100</b>

Technical Scores are weighted at 70%. Financial scores are weighted at 30%.

Financial evaluation will be conducted for those proposals passing the technical evaluation. The lowest price is awarded maximum points and all other bidders are ranked beside the lowest bid on the following basis:

$$\frac{\text{Bidders Cost} - \text{Lowest Cost}}{\text{Bidders Cost}} * 100 = \text{Deduction}$$

$$100 - \text{Deduction} = \text{Bidders score}$$

Your Financial proposal shall include a statement indicating the following -

- whether or not your contract and personnel shall be tax-free or not; and if not,
- show separately what the tax burden will be. SNV upon payment will deduct 30% in the absence of a tax clearance.
- A realistic breakdown of costs required to deliver the assignment that demonstrates value for money (including clear units/unit costs, separating professional fees, per diems and other reimbursable costs) and

any contributions towards project activities. The budget should be detailed enough to show number of days, involved professional, breakdown of office and field days etc

Negotiations with the winning bidder will be restricted to the ToR and work plan.

### **Data protection**

SNV will maintain this proposal submission as part of its records for the purposes of evaluation and record keeping for a period of 7 years. Data will be maintained secured both electronically and in hard copy and only used for SNV programming purposes. It will not be shared outside of SNV.

### **Proposal Submission**

Proposal must be received at [zimbabweprocurement@snv.org](mailto:zimbabweprocurement@snv.org) by 23:59am on 5 January 2026. Proposals must be submitted in two separate emails – one containing the Technical Proposal and a separate one containing the Financial Proposal. Emails must be titled in the subject line as follows:

- a) YEE/MEL/HM/0032 Technical Proposal (name of individual)
- b) YEE/MEL/HM/0032 Financial Proposal (name of individual)



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# Terms of Reference

## Senior Trade and Certification Expert Individual Consultancy Youth Employment and Entrepreneurship (YEE) Phase II Project

<b>Purpose</b>	Support Youth Led Enterprises to Export	<b>Manager</b>	Multi- Country Project Manager
<b>Responsible Consultant</b>		<b>Timeline</b>	January to December 2026
<b>Sector</b>	Agri-food/ Energy/ Other emerging sectors	<b>Target districts</b>	Mangwe, Matobo, Murewa, Mutoko, Mutasa, Mutare, Umzingwane, Bulawayo, Harare, Goromonzi
<b>Project</b>	YEE Phase II	<b>No. of days</b>	40% Level of Effort Spread Over the selected value chain production cycle (Pre and Post).

### 1. Background

SNV Zimbabwe, with support from the Swiss Agency for Development and Cooperation (SDC) and the Embassy of Sweden, is implementing Phase II of the Youth Employment and Entrepreneurship (YEE) Project. The project targets out-of-school youth (aged 18–35) to improve their livelihoods and prospects through employment and entrepreneurship opportunities in the agri-food, renewable energy, and emerging sectors.

### 2. Purpose of the Assignment

The purpose of this assignment is to enable youth-led enterprises in the ten target districts to competitively participate in a confirmed regional or international export market for a high-value crop or product by 2026. The Consultant will bring an already established and verified export market opportunity and will lead all required processes to ensure that selected youth businesses meet buyer specifications and successfully export within the assignment period.

### 3. Scope of Work

- Provide proof of a committed export market with clear and confirmed volume, pricing, and quality requirements
- Select a high-value value chain aligned with the production potential of targeted YEE districts and market demand
- Conduct a focused assessment of the export requirements for the selected value chain, including certification, regulatory compliance, logistics, and trade documentation
- Develop and implement a detailed certification and export readiness roadmap (e.g., Global G.A.P., Organic, Fair Trade, HACCP, ISO 22000 or other relevant certifications) for youth-led enterprises
- Deliver technical training and continuous technical backstopping to ensure youth enterprises can consistently produce export-grade products
- Provide hands-on support to youth in preparing documentation and implementing systems required to meet buyer specifications and certification standards
- Facilitate all necessary engagements with certification bodies, regulatory authorities, and trade promotion agencies
- Strengthening youth trade competencies, including understanding of export documentation, logistics, quality standards, and communication with buyers
- Coordinate commercial arrangements and facilitate contractual agreements between youth enterprises and committed buyers.

- Establish sustainable market linkages and embed youth within relevant export networks and ecosystems for long-term participation in export trade
- Advise on improvements in trade logistics and market access efficiency to ensure timely product delivery and supply chain reliability.

#### 4. Expected Deliverables

- Inception report with methodology and work plan.
- Agricultural trade and certification gap analysis report.
- Certification roadmap and implementation plan for selected commodities.
- Training materials and workshop reports.
- Final consultancy report with recommendations and lessons learned.

#### 5. Consultant Profile

- The assignment will be awarded to an individual consultant who meets the following requirements:
- Demonstrated and verified access to a solid, confirmed export market opportunity, including buyer commitments, pricing structures, and full logistical support for the movement of goods (e.g., transportation, warehousing, shipping arrangements, customs processes)
- Advanced degree in Agriculture, Agribusiness, International Trade, or a closely related field
- Minimum of 5 years' experience in export market development, agricultural trade facilitation, and certification processes
- Strong knowledge of international agricultural standards and certification schemes (e.g., Global G.A.P., Organic, HACCP, Fair Trade, ISO 22000, etc.)
- Proven experience working with smallholder farmers, cooperatives, and agribusinesses, preferably in youth-focused or rural contexts
- Strong facilitation, analytical, negotiation, and report-writing skills
- Demonstrated ability to coach and mentor youth entrepreneurs toward commercial success
- Willingness and ability to travel across target districts within Zimbabwe, using own mode of transport

#### Submission

All submissions should be sent electronically to: [ZimbabweProcurement@snv.org](mailto:ZimbabweProcurement@snv.org) with the headings below –

- a. YEE/MEL/HM/0032 Technical Proposal (name of individual)
- b. YEE/MEL/HM/0032 Financial Proposal (name of individual)

Please ensure to indicate your name in the subject line (name of individual).

The deadline for sending in submissions is **5 January 2026**. Only applicants that have been selected for further discussion will be contacted. If you do not hear from us by 31 January 2026, consider your application unsuccessful.

***We do not appreciate third-party mediation based on this advertisement. SNV believes in and follows competent selection procedures to ensure quality outcomes in all of its assignments.***

## Tentative Workplan

Phase	Key Activities	Outputs	Timeline
1. Inception & Market Confirmation	• Kick-off meeting with SNV/YEE	• Inception Report	Month 1
	• Submit proof of committed export market, logistics and compliance requirements	• Confirmed buyer dossier	
	• Finalize methodology and workplan with focus on accelerated timelines	• Approved Methodology	
2. District Engagement & Youth Selection	• Rapid district profiling to align youth groups to buyer requirements	• Beneficiary selection report	Month 1–2
	• Select youth-led enterprises and establish supply commitments (MoUs/agreements)	• Signed supply commitments	
3. Technical Training & Certification Kick-off	• Deliver targeted production & export-quality training	• Youth trained on export requirements	Month 2–3
	• Establish traceability and record-keeping systems	• Certification application submitted	
	• Initiate certification processes and pre-audit checks	• Certified Youth	
4. Production Cycle Support	• On-farm coaching and technical backstopping	• Field monitoring reports	Month 3–5
	• Quality control monitoring and gap-closing actions	• Export-grade production planned & on track	
	• Forecast yields and align volumes with buyer expectations		
5. Post-Harvest & Export Logistics Finalisation	• Supervise harvest handling, packaging, aggregation & cold-chain compliance	• Logistics plan approved	Month 5–6
	• Support documentation and customs preparation	• Export documentation prepared	
	• Confirm shipment schedules with buyer		
6. First Export Shipment	• Coordinate first batch export consignment	• First export successfully executed	Month 6
	• Capture evidence and data on quality, losses, pricing, delivery times	• Buyer feedback report	
7. Learning, Sustainability & Handover	• Conduct reflection sessions with youth and partners	• End-term Results & Lessons Report	Month 7
	• Strengthen long-term market & certification linkages	• Sustainability and scale plan	
	• Develop a scale-up roadmap for more youth participation		