

Letter of Invitation

14 June 2024

Dear Sir/Madam,

Following your successful submission of the Expression of Interest (EOI) number OYE/SDC-0106/MA we hereby invite you as a prospective consultant to submit a Proposal for a Consultancy for Youth Opportunity Mapping & Value Chains Study.

SNV intends to enter a contract for these services with the winning bidder. The overarching project within which this assignment will sit is funded by the Embassy of Switzerland (SDC) and thus subject to their terms and conditions in the Lead Contract with SNV.

The attached contract sample will illustrate the terms and conditions to which you will abide if you are successful.

Your proposals are due to SNV no later than 30 June 2024, 23:59. Late bids will be disqualified. Bids must be submitted to zimbabweprocurement@snv.org only.

In the attached package, you will find:

- a. Instructions to Bidders
- b. The Terms of Reference

We look forward to receiving your proposal!

Kind regards,

Procurement Team

Youth Opportunity Mapping & Value Chain Study

1. Instruction to Bidders

This is an open call to submit proposals and prospective consultants are requested to acknowledge receipt of this intent to bid (ITB) and to inform SNV if they intend to bid.

1.1 Brief description of the assignment:

The Localized Youth Employment and Entrepreneurship Opportunity Scan will be conducted in selected districts in the Northern and Southern Regions of Zimbabwe, as part of the OYE+ Phase II program. The objectives are to identify youth employment opportunities, provide information value chains and market corridors, actor profiling and provide detailed insights into youth aspirations and ambitions to inform the project's implementation strategy by identifying potential areas of intervention and partnership. The scan further seeks to undertake an environmental impact assessment of the project interventions in line with the SNV and the project's aims to contribute to addressing the climate crisis and environmental sustainability.

1.2 Proposal Format

Bidders are free to use their own format for the technical 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 Euro. All payments will be made by SNV in USD.

1.3 Contact Points

If bidders have any questions, they must be addressed to zimbabweprocurement@snv.org

1.4 Selection Process

Technical and financial proposals will be reviewed separately. Only those Technical proposals that pass the minimum score of 70% 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	Bidder profile – Past performance, references for the work performed in the last five years, capacity, and experience of the proposed team	20%
2	Technical proposal – reflecting the understanding of the ToR, relevance of the proposed methodology in relation to the ToR objectives and youth employment and entrepreneurship issues, value chain analysis, rural development, agriculture and other relevant sectors, and proposed approach to the inclusion of vulnerable groups	30%
3	Financial proposal - relevance of proposed costs in relation to the technical proposal and level of experience/qualifications of the bidder	20%
4	Past performance with samples of previous works in the mentioned areas completed within the last five years - Three samples of similar assignments implemented in the past five years (reports developed)	30%

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:

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

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

NB:

- Your Financial proposal shall include a statement indicating (i) whether or not your contract and personnel shall be tax-free or not; and if not, (ii) show separately what the tax burden will be.
- Financial proposal should exclude logistics costs, that is accommodation, mileage, DSA etc. The financial proposal should entail daily rate and proposed number of days to complete the assignment.

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

1.5 Key Experts

It is estimated that a total 30 person days will be required by the group of key experts. Experts listed in the proposal must be available for the assignment.

The proposal must be valid for a period of 3 months during which bidders shall undertake to maintain, without change, the proposed key experts, and shall hold to both the proposed rates and total price.

The team provided must be able to show the following:

- a. Must possess a bachelor's degree in a relevant field such as economics, agricultural economics, development studies, business administration, or a related discipline is essential.
- b. A higher qualification in a relevant field would be an advantage, especially with a focus on youth employment, entrepreneurship, or value chain analysis.
- c. Experience (at least 5-7 years) working in the field of agriculture, youth employment, entrepreneurship, or rural development, with a strong understanding of the challenges and opportunities faced by youth in Zimbabwe.
- d. Demonstrated ability to conduct research thorough desk research, key informant interviews and focus Group Discussions, data analysis, and synthesize findings into actionable recommendations.
- e. Proficiency in conducting value chain mapping and analysis, identifying key actors, market dynamics, and intervention points.
- f. Strong writing skills with the ability to produce clear, concise, and well-structured reports.
- g. Proficiency in English is required, while proficiency in local languages spoken in the target districts would be an asset for effective communication with stakeholders.
- h. Self-motivated and able to work independently.

Association between shortlisted consultants will not be accepted. Bidders may not subcontract any portion of the work.

1.6 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.

1.7 Proposal Submission

Proposal must be received at zimbabweprocurement@snv.org by 23:59 on 30 June 2024. 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:

OYE/SDC-0106/MA Technical Proposal -Name of Bidder

OYE/SDC-0106/MA Financial Proposal - Name of Bidder

Terms of Reference:

Consultancy- Localised Youth Employment and Entrepreneurship Opportunity Scan

Purpose	Market Scan –OYE+ Phase Rapid Localised Market Opportunity Scan	Manager	Cloffas Nyagumbo
Responsible	SNV OYE+ team & Consultant	Timeline	8 July to 31 October, 2024
Sector	Agri-food/ Energy/ Other emerging sectors	Target districts	Harare, Goromonzi, Bulawayo & Umzingwane
Project	OYE+ Phase II	No. of days	30 days spread across 3 months

Background

SNV is implementing the second phase of the Scaling Up Youth Employment in Agriculture Initiative Opportunities for Youth Employment (OYE)+ project in Zimbabwe. The four-year OYE+ Phase II project builds off successes, lessons learned and evaluations to date from the Phase I project in Zimbabwe and Zambia, other SNV youth employment projects and the OYE programme in Tanzania. The OYE+ Phase II program aims at fostering a strengthened approach to youth employment programming by addressing structural barriers, offering tailored support, and promoting collaboration among community, private sector, and government stakeholders to create dignified livelihoods for young people.

The key objectives of the project are to:

1. Increase access to employment and entrepreneurial skills development opportunities.
2. Match young people to economic opportunities in their communities, using market development and increased financial inclusion.
3. Contribute to and support an enabling environment via company partnerships, community engagement, and improved government coordination.

The project employs the Youth Employment and Entrepreneurship (YEE) Pull-Match-Pull-Enable framework approach that brings together partners from the private sector, service providers, and government to focus on employability, entrepreneurship, and business access for youth. In view of the above, a need has arisen for SNV to conduct a Localised Youth Employment and Entrepreneurship Opportunity Scan (Opportunity Scan) as a prelude to the implementation of the project. Opportunity identification lays the groundwork for implementing YEE activities, by directing interventions towards growth-oriented economic sectors that present viable youth employment and entrepreneurship. SNV intends to undertake a pragmatic exercise to inform a concrete project implementation strategy. To that end, the Opportunity Scan will be led by the SNV technical team with support from an independent consultant, ensuring that OYE+ Phase II activities are strategically aligned with promising economic opportunities. By leveraging the expertise of both teams, the exercise will comprehensively analyze and identify opportunities that are both viable, appealing to your aspirations and “green” in nature which addresses current and futuristic localized challenges and ever-changing market dynamics. Additionally, the central involvement of the SNV technical team will foster ownership and sustainability, anchoring the identified opportunities within the YEE framework approaches.

Aims and Objectives

The Localized Youth Employment and Entrepreneurship Opportunity Scan will be conducted in selected districts in the Northern and Southern Regions of Zimbabwe, as part of the OYE+ Phase II program. The objectives are to identify youth employment opportunities, provide information value chains and market corridors, actor profiling and provide detailed insights into youth aspirations and ambitions to inform the project's implementation strategy by identifying potential areas of intervention and partnership. The scan further seeks to undertake an environmental impact assessment of the project interventions in line with the SNV and the project's aims to contribute to addressing the climate crisis and environmental sustainability.

Scope of work

The Localized YEE Opportunity Scan will be conducted in Harare and Goromonzi in the Northern region and Bulawayo and Umzingwane districts in the Southern Region of Zimbabwe. The Consultant will work closely with the SNV implementation team throughout this assignment (from desk review to final reporting) and their main role is to consolidate findings and delivery of high-quality outputs covering all below listed focus areas (including expected tasks).

#	Focus area	Key tasks (<i>NB: Consultant will work together with SNV advisors on all tasks</i>)
1	Participatory Desk Research	Review existing literature, reports, and data related to youth employment and entrepreneurship in Zimbabwe in general and focus on the following districts Harare, Goromonzi, Mutoko, Murewa, Bulawayo, Umzingwane. Identify relevant socio-economic trends, and challenges affecting youth in the target areas.
2	Stakeholder Engagement	Identify and hold key informant interviews with key stakeholders including the youth, local authorities, community leaders, government line ministries, private sector, local associations, TVETs and other relevant actors. Facilitate focus group discussions to gather insights into youth aspirations, challenges, and existing opportunities.
3	Opportunity Mapping	Conduct localized mapping of employment and entrepreneurship opportunities, focusing on agriculture, Energy and non-agricultural sectors. Identify low-hanging opportunities suitable for youth engagement, considering factors such as market demand, feasibility, and scalability.
4	Value Chain Mapping	Select 4 promising value chains based on initial market opportunity findings and stakeholder input.

		<p>Conduct in-depth mapping of selected value chains, including identifying key actors, market dynamics, and potential value addition points.</p> <p>Analysing market dynamics and trends affecting the value chains.</p> <p>Identifying potential points for value addition within each value chain</p> <p>Conduct a detailed gross margin analysis for each value chain, including Analysing gross margins and profitability.</p> <p>Conduct an in-depth analysis of the constraints and opportunities present within the selected value chains, specifically focusing on profitability aimed at enhancing youth participation and competitiveness.</p> <p>Identify specific areas where strategic interventions can be implemented to enhance profitability and competitiveness.</p>
5	Partner mapping	<p>Identify potential private sector partners and localized collaborating partners relevant to the shortlisted opportunities.</p> <p>Map out existing partnerships and networks within the target areas, including relevant local associations, cooperatives, and grassroots organizations.</p> <p>Assess partnership potential and alignment with objectives of the OYE+ project considering factors such as capacity (experience, expertise, resources) and shared goals.</p> <p>Compile partner profiles and contact information for further engagement and collaboration.</p>
6	Gender Equality and Social Inclusion (GESI) Analysis	<p>Conduct a comprehensive analysis of gender dynamics and social inclusion issues affecting youth employment and entrepreneurship.</p> <p>Identify barriers and opportunities for marginalized groups, including persons with disabilities, and other vulnerable groups.</p> <p>Develop recommendations for ensuring project activities will address GESI issues during implementation.</p>
7	Intervention Nodes	<p>Based on the findings from opportunity mapping, value chain analysis, partner mapping, and GESI analysis, identify priority intervention areas or "nodes" for project implementation.</p>

		Define specific activities, target beneficiaries, and expected outcomes for each intervention node.
8	Environmental Impact Assessment	<p>Evaluate how the identified opportunities within the value chains contribute towards positive environmental impact.</p> <p>Identify potential negative environmental impacts associated with the proposed interventions.</p> <p>Propose measures to mitigate and avoid adverse environmental effects.</p> <p>Assess the sustainability of proposed interventions in terms of environmental conservation and resource management.</p> <p>Integrate environmental considerations into the overall project planning and implementation process.</p> <p>Develop recommendations for environmentally sustainable practices and technologies to be incorporated into the project activities.</p>

Deliverables

The consultant will deliver the following:

1. Inception report, based on preliminary desk review of available literature and discussion with SNV team. The inception report shall include:
 - i. The proposed methodology including research methodology, target areas, data collection tools, proposed respondents.
 - ii. Detailed workplan outlining timeframes and key deliverables and milestones.
 - iii. Outline of the final report
2. Draft report with preliminary findings of the study for review by SNV with recommendations.
3. Based on the findings from the value chain mapping, gross margin analysis, and profitability modelling, provide clear recommendations for strategic interventions to enhance profitability and competitiveness within the selected value chains.
4. Comprehensive report outlining the findings from the value chain mapping, gross margin analysis, and profitability modelling.
5. Clear recommendations for strategic interventions to enhance profitability and competitiveness within the selected value chains.
6. The final report should also cover the study focus areas as below but not limited to these only:
 - i. Document stakeholder feedback and suggestions to inform the opportunity scanning process.
 - ii. Opportunity mapping shortlist highlighting localized opportunities for youth employment and entrepreneurship.

- iii. Value chain mapping identifying promising value chains and potential interventions.
- iv. Partner mapping outlining private sector partners and potential local collaborating partners and service providers.
- v. GESI analysis highlighting key findings and recommendations.
- vi. Intervention nodes document identifying priority areas for project intervention.
- vii. Produce a detailed Environmental impact assessment report with detailed recommendations on how environmental issues will be integrated into the project planning and implementation.

7. Presentation (PowerPoint) of Findings and Recommendations: Aligned with SNV PPT Guidelines

Tentative Activities and timeframes

Stage	Who	Time	June	Jul	Aug	Expected outcome
Consultant engagement	HR & Procurement	3 weeks				Consultant engaged
Desk study	SNV team and consultant	7 days				Inception report, Pre-selection of districts, data collection tools
Provincial / district field visits	SNV team and consultant	14 days				KII, FGD
Production of the Draft report & PowerPoint Presentation and approval	SNV team and consultant	7 days				Draft Report validation meetings
Production of Localised Scan Final Report & PowerPoint presentation	Consultant	7 days				Final Report (in Word & PDF formats) PowerPoint Presentation

Profile

The ideal consultant for carrying out this assignment must possess the following academic qualifications, technical expertise and experience:

1. Must possess a bachelor's degree in a relevant field such as economics, agricultural economics, development studies, business administration, or a related discipline is essential.
2. A higher qualification in a relevant field would be an advantage, especially with a focus on youth employment, entrepreneurship, or value chain analysis.
3. Experience (at least 5-7 years) working in the field of agriculture, youth employment, entrepreneurship, or rural development, with a strong understanding of the challenges and opportunities faced by youth in Zimbabwe.
4. Demonstrated ability to conduct research thorough desk research, key informant interviews and focus Group Discussions, data analysis, and synthesize findings into actionable recommendations.
5. Proficiency in conducting value chain mapping and analysis, identifying key actors, market dynamics, and intervention points.
6. Strong writing skills with the ability to produce clear, concise, and well-structured reports.
7. Proficiency in English is required, while proficiency in local languages spoken in the target districts would be an asset for effective communication with stakeholders.
8. Self-motivated and able to work independently.

Evaluation Criteria

	Criteria	Maximum score
1	Bidder profile – Past performance, references for the work performed in the last five years, capacity, and experience of the proposed team	20%
2	Technical proposal – reflecting the understanding of the ToR, relevance of the proposed methodology in relation to the ToR objectives and youth employment and entrepreneurship issues, value chain analysis, rural development, agriculture and other relevant sectors, and proposed approach to the inclusion of vulnerable groups	30%
3	Financial proposal - relevance of proposed costs in relation to the technical proposal and level of experience/qualifications of the bidder	20%
4	Past performance with samples of previous works in the mentioned areas completed within the last five years - Three samples of similar assignments implemented in the past five years (reports developed)	30%

Annex 1

Documents to be submitted as part of the Consultants application:

1. Bidder Profile

- 1.1 Completion of the Bidder Profile document summarizing the bidder's background, qualifications, and experience. (See attached word Bidder Profile document)
- 1.2 CV of the individual consultant or CVs of the proposed individuals by the firm to work on the assignment.

2. Technical Proposal

- 2.1. The Technical Proposal should include but not limited to the following (7-11 pages - 11 pages max, 11-point font):
 - 2.1.1. Summary of the objectives of the assignment from consultant perspective 1- 2 page)
 - 2.1.2. Proposed methodology for each activity/deliverable (4-5 pages) and how it highlights youth employment and entrepreneurship, private sector engagement and market systems approaches.
 - 2.1.3. Approach to enhance inclusion of vulnerable groups (0.5 – 1.5 pages)
 - 2.1.4. Tentative timeline for the achievement of the activities/deliverables and number of days for each (1-2 pages)

3. Financial Proposal

- 3.1 The financial proposal shall indicate total budget estimated in USD.
- 3.2 Payments will be based on outputs, i.e. upon delivery of the services specified in the TOR and disbursed as follows:
 - Inception report -30%
 - Draft report -30%
 - Final report-40%

4. Past Performance

- 4.1. Include three reference projects related to consulting, conceptualization, designing and/or managing projects in the area of youth employment/skills development/ market linkages/Agriculture/ private sector engagement in development projects within the past five years containing the following information (1-2 pages per project max):
 - 4.1.1. Name of Client/Employer
 - 4.1.2. Title of the Project, dates, and duration of the project
 - 4.1.3. Scope of the Project, Requirements of the assignment, Proposed Solutions and Outcome
 - 4.1.4. Reference/Contact person details for each assignment and contact information.
 - 4.1.5. Attach evidence of performance for each of the three referenced projects listed in the candidate profile (e.g. reports)

5. Mandatory Requirements

- 5.1 For Zimbabwean national individual consultants: copies of Tax Registration certificate and the most recent tax clearance certificate.
- 5.2 For a firm registration document: Business license/Certificate of Registration for all, Tax Registration, Current Tax Clearance Certificate and VAT if applicable

Failure to provide a full package of documents listed above them will result in disqualification of the whole bid. Only Shortlisted Candidates will be contacted.