

Letter of Invitation

3 June 2025

14 Natal Road
Belgravia
Harare

Dear Sir/ Madam,

We hereby invite to submit a Proposal for the **Regional Youth Led Enterprises x 3 – Harare, Mutare and Bulawayo.**

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 SIDA* and thus subject to their terms and conditions in the Lead Contract with SNV.

Your proposals are due to SNV no later than 10 June 2025. Late bids will be disqualified. Bids must be submitted to 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 Cooperation in Southern Africa (SDC) and anticipated from Embassy of Sweden in Harare (Sida), is intending to implement the Opportunities for Youth Employment (OYE +) project phase 2, which seeks to improve the livelihoods and prospects of 11,000 out of school youths (among whom at least 50% are young women) by creating 'green' jobs and entrepreneurship. The objective of the project is improved livelihoods and future prospects through "Green Employment" and Entrepreneurial Opportunities in Agrifood, Renewable Energy and other emerging Sectors targeting 11 districts.

All work is anticipated to commence third week of June 2025.

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. Answers will be shared with all bidders by 6 June 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	Past Performance – Quality and relevance of previous work conducted by the firm/Organization. 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.	35%
2	Technical Proposal – demonstrating 1) a clear understanding of the assignment 2) a viable and appropriate methodology, and 3) a realistic operational plan (including with proposed timeline)	30%
3	Evidence of local presence with an existing project/business operation/ place of residence in target district related to youth and women economic empowerment	15%
4	Proposed added benefits to the business model of the organisation by the OYE Project.	20%
	TOTAL	100

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 -

- a) whether or not your contract and personnel shall be tax-free or not; and if not,
- b) show separately what the tax burden will be. SNV upon payment will deduct 30% in the absence of a tax clearance.
- c) 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 by 23:59am on 10 June 2025. 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/YLE/005 Technical Proposal (name of individual)
- b) YEE/YLE/005 Financial Proposal (name of individual)



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Terms of Reference

Regional Youth-Led Enterprise Support Consultants

Youth Employment and Entrepreneurship (YEE) Phase II Project

Purpose	Support graduated and new youth led enterprises	Manager	Cloffas Nyagumbo
Responsible	Consultant	Timeline	June to September 2025
Sector	Agri-food/ Energy/ Other emerging sectors	Target districts	Mangwe, Matobo, Murewa, Mutoko, Mutasa, Mutare, Umzingwane, Bulawayo, Harare, Goromonzi
Project	YEE Phase II	No. of days	3 months with possibility of an additional 3 months depending on performance

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 future prospects through employment and entrepreneurship opportunities in the agri-food, renewable energy, and emerging sectors.

In Phase II, the project will support the expansion of high-potential youth-led enterprises (YLEs) that were established in Phase I and nurture new enterprises with strong growth potential by providing financial, business development and mentorship support. To facilitate this, SNV intends to procure **three (3) Individual Regional Youth-Led Enterprise Support Consultants based in Harare, Bulawayo, and Mutare**. These consultants will support growth of target YLEs by providing technical assistance, market access support, coaching, and guidance in enterprise growth, trade readiness, and access to business development services and financing.

2. Purpose of the Assignment

The purpose of this assignment is to assess growth needs and support high-potential new and graduated youth-led enterprises across the ten target districts. The consultants will provide technical support to , enhance business viability, build trade capacity, coordinate tailored business development support (including growth kits), and strengthen market linkages to local, regional, and international trade platforms. Through the YEE project, selected new and graduated YLEs will apply for cost share funding aimed at modernizing management systems/ improve production techniques/ improve marketing skills/ increase investment in skills and technology amongst other things that will in the end ensure increased profitability of the YLEs.

Support to youth-led enterprises will be provided in various forms, including technical assistance, coaching, and financial support, depending on the specific needs and growth potential of each enterprise. This support may include, but is not limited to, the following areas:

- Product branding, including packaging and labelling
- Market development and establishment of distribution systems
- New product development and diversification
- Strengthening operational systems across procurement, production, marketing, and distribution
- Introduction of new technologies or technological upgrades
- E-marketing and establishing of websites

- Other activities that enhance competitiveness, such as certifications, exposure visits, and participation in trade shows

Kindly note- SNV cost share funds cannot be used for working capital (day to day operations e.g. for purchasing raw materials, rent, salaries etc.) or on-lending to producers or repayment of debts

3. Scope of Work

- Conduct rapid needs assessments for 5 graduated and 5 new youth-led enterprises per district to determine gaps in systems, equipment, market readiness, and business operations.
- Develop detailed profiles of each of the targeted new/graduated youth-led enterprise (includes amongst others- background of the enterprise + business performance status- output/ sales volumes/ market share/ no. of employees etc. + 1 passport sized photo of the entrepreneur + 1 photo of entrepreneur at work + expected growth trajectory after the support)
- Coordinate and support the procurement and distribution of tailored growth kits for selected graduated youth-led enterprises.
- Provide ongoing coaching and mentoring support to youth entrepreneurs, including business planning, operations, and compliance.
- Facilitate enterprise-level linkages with local, regional, and international markets and trade support services.
- Organise knowledge sharing events or exchange visits for youth enterprises to improve exposure and learning.
- Support youth to formalise and register their businesses and prepare for export readiness (standards, certifications, packaging).
- Liaise with financial institutions and business service providers to link youth enterprises with finance, insurance, and advisory services.
- Promotion of digital solutions for production, product marketing and finance
- Document key learnings, success stories, and challenges encountered during enterprise growth support.
- Coordinate with LSPs and other consultants for aligned service delivery and reporting.

4. Expected Deliverables

- Comprehensive database and profiles of selected 20 new and graduated YLEs per district.
- Rapid needs assessment reports for at least 10 per district for new YLEs and 10 per district for graduated YLEs
- Procurement plans and audit trail distribution files for at least 20 growth kits per district.
- Mentoring and coaching records for supported enterprises (plans and session minutes) for at least 20 graduated and new YLEs
- At least 10 linkages facilitated with relevant markets and trade platforms.
- At least 10 enterprises supported with business formalisation and registration.
- Monthly progress reports and a final summary report of results achieved.
- At least 10 documented success stories showcasing YLE growth and market integration.

5. Consultant Profile

- Bachelor's degree in business, Agribusiness, Entrepreneurship, Economics, Agriculture or a related field.
- At least 5 years of experience supporting youth or MSMEs in enterprise development and trade.
- Strong understanding of business development services, market systems, and youth economic empowerment.
- Proven ability to coach and mentor youth entrepreneurs.
- Excellent written and verbal communication skills.
- Willingness to travel across districts within the region with own mode of transport

Submission

All submissions should be sent electronically to: ZimbabweProcurement@snv.org with the headings below –

- a) YEE/YLE/005 Technical Proposal (name of individual)
- b) YEE/YLE/005 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 **10 June 2025**. Only applicants that have been selected for further discussion will be contacted. If you do not hear from us by 30 June 2025, 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.



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