



Letter of Invitation

10 April 2026

To whom it may concern

Dear Sir/ Madam,

Following your successful submission of the Expression of Interest, we hereby invite *you* to submit a Proposal for the **Policy and GESI Barrier Analysis Consultant**.

SNV intends to enter into a contract for these services with the winning bidder. The overarching project within which this assignment will sit is funded by the *SIDA Donor* 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 23:59 on 26 April 2026.

In the attached package you will find:

- Instructions to Bidders
- The Terms of Reference
- A sample Contract.

We look forward to receiving your proposal,

Kind regards,

Procurement Team

Technical Assessment - YEE/SIDA-GESI/IC03

Instruction to Bidders

All invited consultants are requested to acknowledge receipt of this ITB and to inform SNV if they intend to bid.

Brief description of the assignment:

The YEE project adopts a Pull-Match-Push-Enable framework, strategically integrating private sector actors, service providers, and public institutions to promote sustainable youth employment pathways. Despite progress, youth unemployment and underemployment remain significant challenges, especially for young women who face intersecting Gender Equality and Social Inclusion (GESI) barriers. While national and local policies exist to address these issues, the effectiveness, uptake, and implementation at the local level remain uneven. SNV therefore, seek to engage one (1) Policy and GESI Barriers Analysis consultant to conduct a comprehensive policy (both national and localized) and barrier analysis across 8 districts, identifying actionable policy entry pathways and institutional gaps for more inclusive youth economic empowerment.

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, the bidder profile template have been shared as annex 1 under the ToRs. 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 the Project Team by sending an email to zimbabweprocurement@snv.org before the submission deadline of 20 April 2026.

Selection Process

Technical and financial proposals will be reviewed separately. Only those Technical proposals that pass the minimum score of 60% 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	Weight (%)
Policy and GESI analysis experience <ul style="list-style-type: none">Proven track record in similar assignmentsExamples of previous work provided	40%
Understanding of assignment & methodology <ul style="list-style-type: none">Clarity and relevance of proposed approachAlignment with YEE objectives	30%
Team composition and expertise <ul style="list-style-type: none">Skills and roles clearly definedLocal language capacity (advantage)	15%
Budget justification and feasibility <ul style="list-style-type: none">Cost-effectiveness and logic of budgetingCompliance with ceiling	15%

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 should have the following supporting documentation.

- Proof and confirmation that statutory social insurance contributions and taxes, etc. required by national laws have been paid.

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

Key Experts

It is estimated that a total of 40 person days will be required by the group of key experts. Experts listed in the proposal must be available for the assignment within the consulting firm. The assignment is strongly recommended for entities or individuals who are able submit financial provisions stated above.

The team leader should meet the following criteria:

Advanced degree in public policy, Economics, Law, development studies or a related field.

Proven experience in:

- Policy and legislative analysis
- Youth employment and entrepreneurship programming
- Gender and Social Inclusion (GESI) frameworks
- Demonstrated experience working with Zimbabwe's national and local governance systems.
- Strong stakeholder networks and relationships at national and sub-national levels
- Strong facilitation, data analysis, and reporting skills.
- Strong written and verbal communication skills in English- knowledge of local languages is an added advantage.

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.

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

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 via zimbabweprocurement@snv.org by 23:59 on 26 April 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:

YEE/SIDA-GESI/IC03- Technical Proposal (insert name of entity/individual bidding)

YEE/SIDA-GESI/IC03 Financial Proposal (insert name of entity/individual bidding)

Policy and GESI barrier analysis Consultant Youth Employment and Entrepreneurship (YEE) Phase II Project

Purpose	To identify entry points for youth and GESI inclusion in YEE (focusing on policies & gender barriers)	Manager	Cloffas Nyagumbo
Responsible	Consultant	Timeline	May -June
Sector	Agri-food/ Energy/ Other emerging sectors	Target districts	Matobo, Umzingwane, Bulawayo, Murewa, Mutoko, Mutasa, Mutare and Goromonzi
Project	YEE Phase II	No. of days	40 man-days

1. Background

SNV Zimbabwe, with funding support from the Swiss Agency for Development and Cooperation (SDC) and the Embassy of Sweden in Harare, is implementing Phase II of the Youth Employment and Entrepreneurship project (YEE) Project. The project aims to enhance the livelihoods and future prospects of 13,000 out-of-school youth (at least 50% of whom are young women) by promoting green employment and entrepreneurship opportunities in agri-food systems, renewable energy, and other emerging sectors.

The YEE project adopts a Pull-Match-Push-Enable framework, strategically integrating private sector actors, service providers, and public institutions to promote sustainable youth employment pathways. Despite progress, youth unemployment and underemployment remain significant challenges, especially for young women who face intersecting Gender Equality and Social Inclusion (GESI) barriers. While national and local policies exist to address these issues, the effectiveness, uptake, and implementation at the local level remain uneven. SNV therefore, seek to engage **one (1) Policy and GESI Barriers Analysis consultant** to conduct a comprehensive policy (both national and localized) and barrier analysis across 8 districts, identifying actionable policy entry pathways and institutional gaps for more inclusive youth economic empowerment.

2. Purpose of the Assignment

The purpose of this assignment is to generate evidence on the policy, institutional, and socio-cultural factors influencing youth employment, entrepreneurship, and women's economic empowerment, to inform inclusive programme design and implementation. Specifically, it aims to:

- a) Review and analyse relevant national and sub-national policies, strategies, and legal frameworks, assessing their alignment, coherence, and integration of GESI considerations.
 - b) Assess policy implementation at local level, focusing on awareness, resourcing, institutional roles, coordination, and key bottlenecks affecting delivery and inclusion.
 - c) Identify and analyse GESI-related barriers, including socio-cultural norms that limit participation of youth—especially young women and marginalised groups—in economic opportunities.
 - d) Provide actionable recommendations and entry points to strengthen inclusive youth employment and entrepreneurship, including informing community dialogues and programme interventions.

3. Scope of Work

The consultant will undertake the following core tasks.

Task 1: Desk review and policy mapping (national and 8 district overview)

- Review and synthesise relevant national and local policy documents, including legislation, strategies, regulations, and programmes.
- Map institutional frameworks and actors involved in policy implementation.
- Identify specific provisions that promote youth and women's economic empowerment.
- Identify specific clauses and mandates that offer entry points for advocacy or institutional accountability.

Task 2: Policy provisions and YEE policy entry points mapping

- Identify entry points for youth economic empowerment in each of the YEE 8 target districts by analysing existing by-laws, mandates, development frameworks, empowerment policies, incentives and commitments (budgetary provisions).

Task 3: GESI barriers analysis for each of the 8 districts

- Investigate structural, systemic, and socio-cultural barriers affecting youth and women's economic participation.
- Pay particular attention to gender norms and discrimination, age-based exclusion, and equity in service delivery

Task 4: Local policy uptake and GESI barrier Analysis (8 Districts)

- Engage with Local government officials; Youth and women representatives and Civil society and community leaders to:
 - Assess levels of policy awareness, uptake, and practical implementation.
 - Compare and contrast uptake and trends across districts of around policy awareness and GESI barriers by youth

4. Expected Deliverables

Deliverable	Description
8 District policy factsheets for youth employment & entrepreneurship promotion	Localized policy entry points and opportunities for youth economic empowerment and employment. Highlights of achievements and gaps in localized policy implementation. Factsheets should be in both English and vernacular language of that district
8 District GESI factsheets with highlights of the social gender norms and entry points for youth employment & entrepreneurship	Eight (8) District GESI- to provide a rapid, evidence-based overview of prevailing gender and social norms and their implications for youth employment and entrepreneurship. These factsheets will serve as a foundation for structured community dialogues, providing context-specific evidence to engage communities, local leaders, private sector actors, and youth. The aim is to facilitate reflection on harmful norms, validate findings at community level, and co-create locally relevant solutions that promote inclusive employment, entrepreneurship, and equitable participation in economic opportunities.
8 District policy factsheets	Localised analysis of policy environment, uptake, gaps, and opportunities. To be summarised into Shona and Ndebele for community-level feedback.
Consolidated Final Report	A synthesis of findings, trends, comparative insights, and recommendations across all 8 districts and national level outlook for youth employment and entrepreneurship entry points.

5. Tentative Timeline (8 Weeks Total)

Activity	Timeline
Inception Meeting & Desk Review	Week 1
Fieldwork & Data Collection	Weeks 2–4
Data Analysis & Draft Report Writing	Weeks 5–6
Final Report Submission	Weeks 7–8

6. Consultant Profile

Advanced degree in public policy, Economics, Law, development studies or a related field.

Proven experience in:

- Policy and legislative analysis
- Youth employment and entrepreneurship programming
- Gender and Social Inclusion (GESI) frameworks
- Demonstrated experience working with Zimbabwe's national and local governance systems.
- Strong stakeholder networks and relationships at national and sub-national levels
- Strong facilitation, data analysis, and reporting skills.
- Strong written and verbal communication skills in English- knowledge of local languages is an added advantage.
- Ability to work independently and travel within assigned regions as required.

7. Selection Criteria and Shortlisting Process

a. Submission requirements

Interested consultants must submit the following documents:

- **Technical proposal:** Demonstrating understanding of the assignment, proposed methodology, work plan, and team composition.
- **Financial proposal:** Maximum ceiling: **USD 7,500**
- **Evidence of experience:** Including CVs, track record, and samples or references of similar past work.

b. Preliminary screening

Submissions will be assessed for completeness and eligibility based on the following minimum requirements:

- Academic qualifications (minimum of a master's degree).
- Demonstrated experience in policy and legislative analysis, youth employment, and GESI frameworks.
- Familiarity with Zimbabwe's policy and governance context.
- Proven capacity to work in rural and urban settings within the country.

c. Evaluation Criteria

Shortlisting will be conducted using a weighted scoring system

Criteria	Weight (%)
Policy and GESI analysis experience <ul style="list-style-type: none">• Proven track record in similar assignments• Examples of previous work provided	40%
Understanding of assignment & methodology <ul style="list-style-type: none">• Clarity and relevance of proposed approach• Alignment with YEE objectives	30%
Team composition and expertise <ul style="list-style-type: none">• Skills and roles clearly defined• Local language capacity (advantage)	15%
Budget justification and feasibility <ul style="list-style-type: none">• Cost-effectiveness and logic of budgeting• Compliance with ceiling	15%

Note: Proposals scoring below 60% will not proceed to the next stage.

d. Shortlisting and Interviews

Applicants who pass the technical threshold will be invited for interviews and presentation, which will evaluate

- Presentation of the Proposed Approach
- Understanding of ToRs
- Work Plan and Timeline Feasibility
- Team and Logistics Setup
- Experience and Adaptability