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## Letter of Invitation

3 June 2025

14 Natal Road  
Belgravia  
Harare

Dear Sir/ Madam,

We hereby invite to submit a Proposal for the **Individual In-field Training Support Consultants x 6 – Matobo, Mutoko, Mutare, Umzingwane, Bulawayo and Harare.**

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](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 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 fourth 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](mailto: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	<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.	35%
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)	30%
3	<b>Evidence of local presence</b> with an existing project/business operation/ place of residence in target district related to youth and women economic empowerment	35%
	<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 -

- 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](mailto: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/IFS/006 Technical Proposal (name of individual)
- b) YEE/IFS/006 Financial Proposal (name of individual)



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# Terms of Reference

## Terms of Reference

Individual In-field Training Support Consultants  
Youth Employment (YEE) Phase II Project

<b>Purpose</b>	Implementation acceleration support	<b>Manager</b>	Cloffas Nyagumbo
<b>Responsible</b>	Consultant	<b>Timeline</b>	June to December 2025
<b>Sector</b>	Agri-food/ Energy/ Other emerging sectors	<b>Target districts</b>	Matobo, Mutoko, Mutare, Umzingwane, Bulawayo, Harare
<b>Project</b>	YEE Phase II	<b>Duration</b>	6 months

### 1. Background

SNV Zimbabwe, with funding 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 seeks to improve the livelihoods and future prospects of 13,000 out-of-school youths (with at least 50% being young women) by creating 'green' employment and entrepreneurial opportunities in the agri-food, renewable energy, and other emerging sectors across 10 districts.

### 2. Purpose of the Assignment

The individual consultants- preferably localized- will be deployed to a selected district to support respective LSPs in implementing the YEE Phase II programme. They will provide support to the day-to-day implementation of project activities at district level that include project awareness, youth mobilization, opportunity identification, soft and technical skills training, mentorship and coaching, coordination, documentation, and reporting support. With a majority of LSPs in Phase 2 being new partnerships which are locally based and have a strong youth focus, additional support will go a long way in supporting the assigned LSP in YEE roll-out in line with their contractual targets.

### 4. Scope of Work for the consultant

- Support mobilization facilitation of basic life skills trainings
- Facilitate/ Conduct technical skills through different channels that include internship and on-the-job, demonstration sites, partnership with private companies or TVETs etc.
- Facilitate/ Conduct youth savings and lending (YSAL) trainings including formation or integration of youth into savings groups.
- Assist with the selection, training and onboarding of youth champions and mentors.
- Document best practices, success stories, and lessons learnt at the district level.
- Monitor and track progress of LSP activity plans and support preparation of reports.
- Maintain a physical presence in the district to provide timely, responsive support to the LSP.

### 5. Expected Deliverables

- Youth trained in Basic life skills and youth training registers uploaded (and approved in LogAlto) in line with agreed monthly targets with the SNV Coordinators
- Youth trained on various technical skills in line with their aspirations and available opportunities in line with agreed monthly targets with the SNV Coordinators. Youth training registers uploaded (and approved in LogAlto)
- Youth trained in Youth Savings and Lending schemes (YSALs) + supported to form YSALs + youth training registers uploaded (and approved in LogAlto) in line with agreed monthly targets with the SNV Coordinators
- District youth champions and mentors select and trained in line with agreed monthly targets with the SNV Coordinators
- Documentation of at least 5 success stories over the engagement period.
- Weekly field activity reports.
- Inputs into LSP monthly and bimonthly reports submitted to SNV.

## 6. Consultant Profile

- Degree or diploma in agriculture, development studies, youth development, entrepreneurship, or related field.
- Minimum 3 years of experience working with youth or community development projects, preferably in rural districts.
- Familiarity with the target district and/or physical presence in the target district is an added advantage.
- Strong coordination and facilitation skills with community actors and government structures.
- Proven ability to work independently with limited supervision.
- Strong communication and reporting skills (oral and written).
- Fluency in English and local languages spoken in the district of deployment.
- Having mode of transportation and ability to ride a motorbike in districts is an added advantage.

## Submission

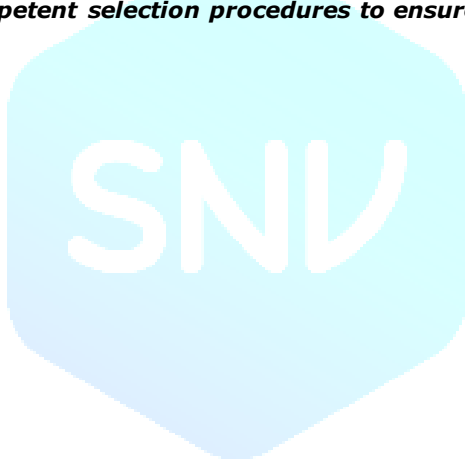
All submissions should be sent electronically to: [ZimbabweProcurement@snv.org](mailto:ZimbabweProcurement@snv.org) with the headings below –

- c) YEE/IFS/006 Technical Proposal (name of individual)
- d) YEE/IFS/006 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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