

**Request for Quotation # SP596-LSK-189**

**3rd** June 2021

Dear Sir/ Madam,

You are invited to submit your tender in response to the attached Request for Quotations.

## SNV intends to enter into a contract to purchase consultancy services for National consultancy for Provision of Services for Innovations Against Poverty with the winning bidder.

Your quotations are due to SNV no later than 5:30PM on 16th June 2021. Late bids will be disqualified.

In the attached package you will find:

* Request for Quotations (RFQ)
* Specification
* Basic due diligence form
* Sample of PO form

We look forward to receiving your proposal,

Kind regards,

Sarah Mubanga

Procurement and Contracts Officer

**Request for Quotations for Consultancy for** **Provision of Services for Innovations Against Poverty.**

**.**

**Reference #: SP596-LSK-189**

**CLOSING DATE: 16/06/2021**

# SECTION 1

## 1.0 INSTRUCTIONS

### 1.1 INTRODUCTION

**SNV NETHERLANDS DEVELOPMENT ORGANISATION** would like to invite interested Vendors to perform the contract of supply of consultancy services for National consultancy for Provision of Services for Innovations Against Poverty to SNV.

### 1.3 INVITATION TO BID

You are invited to submit your tender documents to SNV Office in soft copiesso they may be evaluated. SNV requires prospective Vendors to supply mandatory information for tender.

### 1.4 EXPERIENCE

Prospective Vendors must have carried out successful supply and delivery of similar items of similar size and complexity. Potential Vendors must demonstrate the willingness and commitment to meet the tender criteria.

### 1.5 RFQ DOCUMENT

This document includes questionnaire forms and documents required of prospective Vendors.

In order to be considered for the tender, prospective Vendors must submit all the information requested herein.

### 1.6 SUBMISSION OF DOCUMENTS

**One copy** of the complete quotation and other information requested should besubmitted to reach as a single bound document with all pages serialised and stamped or initialled by the appointed authorised signatory to the following address:

zambiaprocurement@snv.org

***Not later than* 17:30 *(local time) on* 16/06/2021**

The RFQ Reference **SP596-LSK-189** should be clearly indicated in the subject line of the email alongside with the Vendor’s company name.

### 1.7 QUESTIONS ARISING FROM DOCUMENTS

Questions that may arise from the RFQ documents should be directed to Procurement whose address is given in 1.7 above.

### 1.8 ADDITIONAL INFORMATION

**SNV** reserves the right to request submissionof additional information from prospective Vendors.

All data submitted will be maintained securely by SNV and used only for programming purposes. Data will be destroyed after 10 years in accordance with national law.

# SECTION 2

### 2.1 TAXES ON IMPORTED GOODS

The Vendors will have to pay custom duty and VAT as applicable for the services to be provided.

### 2.2 CUSTOMS CLEARANCE

The Vendors shall be responsible for custom clearance of the mobile phones

### 2.3 CONTRACT PRICE AND CONTRACT

The contract shall be of unit price type. A sample contract is included in this package.

### 2.4 PAYMENTS AND CURRENCIES

Payments are made within 30 days of receipt of a valid invoice. Payments will be made in ZMW (Zambian Kwacha*)*. The Quotation shall be expressed in ZMW.

### 2.5 BID VALIDITY

Your tender must be valid for *7* days.

# SECTION 3

### 3.1 WITHDRAWAL OF RFQ

Should a condition arise between the time the firm has tendered the bid and the opening date which in the opinion of the SNV Zambia could substantially change the performance and qualification of the Vendor or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitment, SNV Zambia reserves the right to reject the tender from such a Vendor.

### 3.2 EVALUATION CRITERIA

SNV will determine the winning supplier on the basis of cost, meeting specifications, delivery period and payment terms.

Goods to be delivered to SNV’s offices in Zambia at the address listed in 1.6 above. All costs of delivery to be included in the offer.

# SECTION 4 – only include Sections 4 and 5 if Vendors are not on your Roster

**All firms must provide:**

1. Firm Data shown in Section 4
2. Signed Sworn Statement as in Section 5

#### 4. 1 FIRM DATA

|  |  |
| --- | --- |
| Name of Vendor |  |
| Trading Name (if different from above) |  |
| Postal Address |  |
| Physical location of Business Premises  | Town |
| Street |
| Plot No. |
| Building name  |
| Floor |
| Primary Contact Person | Name |
| Mobile number |
| Email |
| Nature of organisation (e.g. Sole Proprietorship, NGO, Public Limited Company, Partnership, etc.) |  |
| **Names of the Proprietor, Directors or Partners and their nationality**  |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
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| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Vendor’s Operations  | Year established/registered:  |
| Duration of Operation: |
| Objectives, Mandate, Mission: |
| Outside of your registered physical premises listed above, list the address of any and all offices from which you operate to provide services |  |
| Vendor Registration No. and Country of Registration (Attach Copy)  | Country of Registration:Number: |
| VAT Registration No. (Attach Copy) | Number |
| Tax Identification Number Registration.(Attach Copy) | Number |
| Trade Licence/ Business Permit (Attach Copy) | Number |

#### 4.2 ELIGIBILITY

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| Do any of the following apply to your Firm/ Company or Organisation, or to (any of) the Director(s) / Partner(s) / Proprietor(s)  |
| Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? | *Yes / No* | *If Yes give details* |
| Have you been convicted of a criminal offence related to business or professional conduct? | *Yes / No* | *If Yes give details* |
| Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the client? | *Yes / No* | *If Yes give details* |

#### 4.3 CONFLICT OF INTEREST

Please provide answers to the following statements:

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| --- | --- |
| To the best of your knowledge, have you or any employee or staff member of your organization or firm, ever been employed by SNV? | *Yes or No* |
| If Yes, provide the name of the person in your organisation, and a description of the employment period, including job title, the duration of the employment period, the country of employment. |  |
| Is any employee or staff member of your firm, company or organisation related (by blood, marriage or otherwise) to any employee of SNV in Zambia? | *Yes or No* |
| If yes, please provide the name of your staff and the name of the SNV staff member they are related to. State the nature of the relationship. |  |

If the RFQ is seeking goods or services in excess of €5,000 from Vendors who are not on the Roster, then you need to add the following section 4.4 as well:

#### 4.4 FINANCIAL DATA

Vendors must provide copies of the following documents:

* Annual report (incl. financial report) of last 2 financial years
* External independent audit report with management letter of the last financial year
* Organisation chart and/or bylaws
* Proofs and confirmations that statutory social insurance contributions, taxes, etc. required by the national laws have been paid.

# SECTION 5

#### 5.1 Sworn Statement

Having studied the information provided for the above project we/I hereby state:

1. The information furnished in our application is accurate to the best of my/our knowledge.
2. We enclose all the required documents and information required for the RFQ

Date: ……………………………………………………………………………………………..…………………..

Applicant’s Name: …………………………………………………………………………………..…………..

Represented by: ………………………………………………………………………………………………….

Signature: …………………………………………………………………………………….…………………….

Designation: ………………………………………………………………………………….…………..……….

(Full name and designation of the person signing and stamp or seal.)

#### Specifications

Terms of Reference:

Provision of Services for Innovations Against Poverty

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| --- | --- | --- | --- | --- |
| **Purpose** | Consultancy service for development of a marketing and distribution plan |  | **Manager** | Francis Chikonde |
| **Position** | Consultants  |  | **Timeline** | TBA |
| **Sector** |  Agriculture / Energy |  | **Location** | Lusaka, Southern |
| **Project** | Innovations Against Poverty |  | **No. of days** | TBA |

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| SNV_Balk_blauw.pngBackground |
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| Background |
| SNV Netherlands Development OrganisationSNV Netherlands Development Organisation (SNV) is a non-for-profit international development organisation founded in the Netherlands in 1965, with local presence in over 25 developing countries in Asia, Africa and Latin America. SNV provides advisory services, knowledge networking and supporting advocacy in the agriculture, water, sanitation and hygiene and renewable energy sectors. Driven by the Sustainable Development Goals (SDGs), SNV makes a lasting difference in the lives of people living in poverty by helping them raise incomes and access basic services.The Innovations Against Poverty project Innovations Against Poverty (IAP) is a specialised programme developed to identify and support innovative Inclusive Business ideas be it in products, services and business models that can contribute to the fight against poverty, unlock their entrepreneurial potential, catalyse inclusive growth, and fuel more sustainable economic development.Private sector development has proven to be a real catalyst of change when it comes to creating the opportunity for low income people to lift themselves out of poverty. Additionally, low income markets represent a large business opportunity: the four billion people living on less than $8 USD a day constitute a global consumer market with a shared purchasing power valued at 5 trillion USD. The low income population provides the potential to increase labour, supplier and distribution channels that can support expanded production and market supply. This offers significant scope for entrepreneurship and private sector development to make a positive impact on low income people’s quality of life.Innovations Against Poverty (IAP) challenges the private sector to develop innovative products, services and business models that can contribute to the fight against poverty, unlock their entrepreneurial potential, catalyse inclusive growth, and fuel more sustainable economic development. IAP provides funding to companies that engage the urban and rural low income population as innovators, entrepreneurs, producers, consumers, or distributors. In view of the above SNV is seeking for Local Service Providers (LSPs)/Consultant to develop a marketing and distribution strategy for a cooperative implementing an aqua garden out grower scheme on Lake Kariba in Siavonga, Southern Province. As part its distribution chain, the cooperative is working with women groups who are acting as distributors for low income markets. **SNV_Balk_blauw.png**

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| Aim: To contract a consultant to develop a comprehensive marketing and distribution plan for Siavonga Breams Multipurpose Cooperative Limited (SBMC). The consultant is expected to include components in the plan but not limited to the following.* **Brand identity** to help deliver the cooperative’s communications in a stimulating manner befitting the business image
* **Market positioning** with the aim of becoming competitive in the Base of Pyramid market and beyond
* **Distribution channels** that engage low-income people
* **Value proposition** of the product and enhancement of the innovation of the business model (innovation can be in form of the production process and/ or product delivery)
* Provision of data on target **customer demographics**
* **Conceptualization** of content for marketing materials to portray the project’s core aim of addressing the social, environmental and commercial challenges faced within the communities in which the cooperative operates

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| SNV_Balk_blauw.pngTasks for Individual Consultants LSPs/TL |

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Aims and Objectives |

The consultant shall among other tasks do the following: in Zambia mainly focusing on Southern and Lusaka provinces and paying attention to:

* Conduct marketing research to identify industry trends.
* Study company profile and products to understand marketing needs.
* Develop a marketing strategy according to objectives and budget.
* Provide advice on positioning, communications and other marketing tools.
* Give direction to marketing efforts with the most effective methods and tools.
* Identifying and crafting the main media messages.
* Produce a marketing strategy document, which should include marketing trends, messages, images, recommended campaigns, social media ads,

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| SNV_Balk_blauw.pngLocation |

The consultant will provide services in the following Provinces:

* Southern – Siavonga District
* Lusaka

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| SNV_Balk_blauw.png Scope |

The Consultant shall identify the key strategic marketing elements, to direct downstream marketing efforts including marketing mix definition (4 P’s), branding, advertising, and social media integration.

In addition, the consultant will review the distribution channel of the cooperative to ensure that the people living in poverty are targeted as consumers or distributors.

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| SNV_Balk_blauw.pngActivities and timeframes |

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| **Activity** (Month) | **No. of days** | **Location** | **Target group** | **Exp. Results** | **Time period** |
| 1. June-July
 | TBA | Lusaka | 50 |  | TBA |
|  |  |  |  |  | TBA |
| 1. July
 | TBA | Lusaka/Siavonga | 360 | TBA |
| **TOTAL (days)** |  |  | 410 |  |  |

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| SNV_Balk_blauw.pngExpected level of Effort |

The assignment is expected to be completed over a period of four (4) weeks upon awarding of the contract. The assignment is planned to start on 16th June -22nd July 2021.

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| SNV_Balk_blauw.pngDeliverable |

A comprehensive Marketing and Distribution plan for SBMC

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| SNV_Balk_blauw.pngProfile |

PhD, masters is preferred in a relevant commercial discipline such as marketing, mass communications and business administration

* 7 or more years demonstrated experience in the development of marketing, distribution and/ or sales strategies and/or strategies for private sector entities
* Sound understanding of Base of Pyramid (BoP) markets and last mile distribution
* Highly skilled, creative and innovative
* Experience working with agribusinesses
* Understanding of marketing techniques targeted at PLIP

Payment is scheduled as follows.

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| **Payment schedule** |
| * 20% of contract fee after signing consultancy agreement
 |
| * 30% Upon delivery of inception report
 |
| * 50% Upon acceptance by SNV of final report
 |

**Send your expression of interest/proposal/capacity statement and budget to SNV to include;**

* Description of your understanding of the role of your firm as Service Provider
* Summary of your experience as Service Provider in a similar capacity
* Outline the methodology you will use to deliver the said services
* The cost of delivering the services including but not limited to transport, accommodation fees etc.
* Copies of Curriculum Vitae including two references (including one from the latest client or employer).

If you meet the above requirements submit your application by 25th June 2021 to;

**Terms of Reference: 2**

Terms of Reference:

Provision of Services for Innovations Against Poverty

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| --- | --- | --- | --- | --- |
| **Purpose** | Consultancy to provide organisational Strengthening support to two private enterprises |  | **Manager** | Francis Chikonde |
| **Position** | Consultants  |  | **Timeline** | TBA |
| **Sector** |  Agriculture / Energy |  | **Location** | Lusaka |
| **Project** | Innovations Against Poverty |  | **No. of days** | TBA |

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| SNV_Balk_blauw.pngBackground |
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| Background |
| SNV Netherlands Development OrganisationSNV Netherlands Development Organisation (SNV) is a non-for-profit international development organisation founded in the Netherlands in 1965, with local presence in over 25 developing countries in Asia, Africa and Latin America. SNV provides advisory services, knowledge networking and supporting advocacy in the agriculture, water, sanitation and hygiene and renewable energy sectors. Driven by the Sustainable Development Goals (SDGs), SNV makes a lasting difference in the lives of people living in poverty by helping them raise incomes and access basic services.The Innovations Against Poverty project Innovations Against Poverty (IAP) is a specialised programme developed to identify and support innovative Inclusive Business ideas be it in products, services and business models that can contribute to the fight against poverty, unlock their entrepreneurial potential, catalyse inclusive growth, and fuel more sustainable economic development.Private sector development has proven to be a real catalyst of change when it comes to creating the opportunity for low income people to lift themselves out of poverty. Additionally, low income markets represent a large business opportunity: the four billion people living on less than $8 USD a day constitute a global consumer market with a shared purchasing power valued at 5 trillion USD. The low income population provides the potential to increase labour, supplier and distribution channels that can support expanded production and market supply. This offers significant scope for entrepreneurship and private sector development to make a positive impact on low income people’s quality of life.Innovations Against Poverty (IAP) challenges the private sector to develop innovative products, services and business models that can contribute to the fight against poverty, unlock their entrepreneurial potential, catalyse inclusive growth, and fuel more sustainable economic development. IAP provides funding to companies that engage the urban and rural low-income population as innovators, entrepreneurs, producers, consumers, or distributors. In view of the above SNV is seeking services of a Consultant to provide organizational strengthening support to two private enterprises selected to receive funding and non-financial support under the Innovations Against Poverty project. **SNV_Balk_blauw.png**

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| Aim: To contract a consultant to provide organization strengthening to two Inclusive Businesses that are being supported by the Innovations Against Poverty project.The main objective of the assignment is to comprehensively review the company’s organization structure and systems in order to strengthen the management and operational structures to deliver the inclusive innovation business idea being funded by Innovations Against Poverty.

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| SNV_Balk_blauw.pngTasks for Individual Consultants LSPs/TL |

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Aims and Objectives |

The consultant shall among other tasks do the following: in Zambia mainly focusing on Southern and Lusaka provinces and paying attention to:

* Analyze the grantees organizational and human resource structure and capacity to deliver on the business idea being funded by Innovations Against Poverty.
* undertaket capacity building activities for the management team in order to achieve organizational strengthening
* Examine the Standard Operating Procedure for each grantee.
* Verify the type of accounting package being used, identify weaknesses and strengths as well as provide recommendations.
* Establish the procurement procedure/systems being used, identify strengths and weakness as well as recommendations.
* Make recommendations for the grantees, defining in specific terms the departments/Sections/Units and reporting patterns and relationships therein with a view to aligning them to the requirement of the Innovations Against Poverty.

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| SNV_Balk_blauw.pngLocation |

The consultant will provide services in the following Provinces:

* Southern – Siavonga District
* Lusaka

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| SNV_Balk_blauw.png Scope |

Identify gaps in IAP grantees (private enterprises) organisational processes, systems and management and recommend appropriate solutions for two **Inclusive Businesses** cases involved implementing,

* + 1. An aqua garden out grower scheme and
		2. Supply of clean (purified) water through solar powered energy hubs and provision of solar home systems.

Areas of focus should be at Input, Transformation Process and Output levels of businesses with respective aspects listed below;

* + **Input:** Money, Labour, Materials, Equipment, Information and Technology
	+ **Transformation Process;** Operational management, Systems design, Operational planning and control
	+ **Output;** Products and Services

\*Inclusive businesses are businesses with environmental, social and commercial impacts.

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| SNV_Balk_blauw.pngActivities and timeframes |

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| **Activity** (Month) | **No. of days** | **Location** | **Target group** | **Exp. Results** | **Time period** |
| 1. June-July
 | TBA | Lusaka | 10 |  | TBA |
|  |  |  |  |  | TBA |
| 1. July
 | TBA | Lusaka/Siavonga | 20 | TBA |
| **TOTAL (days)** |  |  | 30 |  |  |

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| SNV_Balk_blauw.pngExpected level of Effort |

The assignment is expected to be completed over a period of four (4) weeks upon awarding of the contract. The assignment is planned to start on 16th June - 22nd July 2021.

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| SNV_Balk_blauw.pngDeliverable |

Deliverable 1 Capacity building of management team to achieve organization strengthening

Deliverables 2: Detailed report outlining capacity building undertaken, findings and recommendations on strengthening the grantees organisational processes, systems, and management to meet the requirements of the Innovations Against Poverty Project

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| SNV_Balk_blauw.pngProfile |

The consultant (s) should possess the following qualifications:

* The Lead consultant must be in possession of a Minimum of a master’s degree in strategic management, business administration while his/ her associate consultants should have at least a bachelor’s degree in Business Administration, Accountancy or any other relevant commercial qualification
* 7 years demonstrated experience in organisational strengthening support and strategic planning for reputable institutions
* Demonstrated ability to prepare reports/ deliverables using the “SMART” approach

Payment is scheduled as follows.

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| **Payment schedule** |
| * 20% of contract fee after signing consultancy agreement
 |
| * 30% Upon delivery of inception report
 |
| * 50% Upon acceptance by SNV of final report
 |

**Send your expression of interest/proposal/capacity statement and budget to SNV to include;**

* Description of your understanding of the role of your firm as Service Provider
* Summary of your experience as Service Provider in a similar capacity
* Outline the methodology you will use to deliver the said services
* The cost of delivering the services including but not limited to transport, accommodation fees etc.
* Copies of Curriculum Vitae including two references (including one from the latest client or employer).

If you meet the above requirements submit your application by 25th June 2021 to;

**Terms of Reference: 3**

Terms of Reference:

Provision of Services for Innovations Against Poverty

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Purpose** | Training on safety, quality, environment, and development of a SHEQ management system |  | **Manager** | Francis Chikonde |
| **Position** | Local Service Providers (LSPs), Consultants  |  | **Timeline** | TBA |
| **Sector** |  Agriculture / Energy |  | **Location** | Lusaka, Southern |
| **Project** | Innovations Against Poverty |  | **No. of days** | TBA |

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| SNV_Balk_blauw.pngBackground |
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| Background |
| SNV Netherlands Development OrganisationSNV Netherlands Development Organisation (SNV) is a non-for-profit international development organisation founded in the Netherlands in 1965, with local presence in over 25 developing countries in Asia, Africa and Latin America. SNV provides advisory services, knowledge networking and supporting advocacy in the agriculture, water, sanitation and hygiene and renewable energy sectors. Driven by the Sustainable Development Goals (SDGs), SNV makes a lasting difference in the lives of people living in poverty by helping them raise incomes and access basic services.The Innovations Against Poverty project Innovations Against Poverty (IAP) is a specialised programme developed to identify and support innovative Inclusive Business ideas be it in products, services and business models that can contribute to the fight against poverty, unlock their entrepreneurial potential, catalyse inclusive growth, and fuel more sustainable economic development.Private sector development has proven to be a real catalyst of change when it comes to creating the opportunity for low income people to lift themselves out of poverty. Additionally, low income markets represent a large business opportunity: the four billion people living on less than $8 USD a day constitute a global consumer market with a shared purchasing power valued at 5 trillion USD. The low income population provides the potential to increase labour, supplier and distribution channels that can support expanded production and market supply. This offers significant scope for entrepreneurship and private sector development to make a positive impact on low income people’s quality of life.Innovations Against Poverty (IAP) challenges the private sector to develop innovative products, services and business models that can contribute to the fight against poverty, unlock their entrepreneurial potential, catalyse inclusive growth, and fuel more sustainable economic development. IAP provides funding to companies that engage the urban and rural low income population as innovators, entrepreneurs, producers, consumers, or distributors. In view of the above SNV is seeking for Local Service Providers (LSPs)/Consultant to provide services in training on safety, health, environment, and quality as well as development of a management system for the Siavonga Breams Multipurpose Cooperative Limited (SBMC). The cooperative is implementing an aqua garden out grower scheme on Lake Kariba in Siavonga, Southern Province.SNV_Balk_blauw.png

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| Aim: To contract Local Service Providers (LSP)/consultant to provide services in training on safety, health, environment and quality as well as develop a SHEQ management system for the Siavonga Breams Multipurpose Cooperative Limited (SBMC). Objective: To provide technical assistance to SBMC in implementing SHEQ in the value chain of the aqua garden out-grower scheme.

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| SNV_Balk_blauw.pngTasks for Individual Consultants LSPs/TL |

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Aims and Objectives |

The LSPs/TL shall among other tasks do the following; in Zambia mainly focusing on and paying attention to:

* Evaluate the co-operative’s SHEQ risk profile and institute a risk management program;
* Design the Environmental, Occupational safety and health and Quality Management Systems and;
* Conducting training for the management team of SBMC and select representatives of the women groups in safety, health, environment and quality

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| SNV_Balk_blauw.pngLocation |

The local Service Providers /Training Institutions will provide services in Lusaka and Southern province – Siavonga District

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| SNV_Balk_blauw.png Scope |

The Consultant/LSP/TL shall undertake to provide SHEQ services to SBMC in order to ensure the cooperative becomes compliant with health and safety regulations, environmental regulations, and quality control, on-site (Lake Kariba) and in its other facility such as cold storage and offices.

The Consultant/LSP/TL must undertake the following

* Determines the strategic direction and work priorities (in conjunction with line management) for the continuous improvement of the office and Sites SHEQ management programme and systems.
* Advises management and assists with the implementation of new or existing SHEQ-related rules and Company standards to include health and safety awareness training, site inspections of the company and women groups.
* To assist SBMC in retaining all current quality accreditations and work towards the attainment of new quality accreditations

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| SNV_Balk_blauw.pngActivities and timeframes |

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| --- | --- | --- | --- | --- | --- |
| **Activity** (Month) | **No. of days** | **Location** | **Target group** | **Exp. Results** | **Time period** |
| 1. June-July
 | TBA | Lusaka | 50 |  | TBA |
|  |  |  |  |  | TBA |
| 1. July
 | TBA | Lusaka/Siavonga | 360 | TBA |
| **TOTAL (days)** |  |  | 410 |  |  |

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| SNV_Balk_blauw.pngExpected level of Effort |

The assignment is expected to be completed over a period of four (4) weeks upon awarding of the contract. The assignment is planned to start on 16th June -22nd July 2021.

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| SNV_Balk_blauw.pngDeliverables |

**Deliverable 1:** Design the Environmental, Occupational safety and health and Quality Management Systems

**Deliverables 2:** Train the co-operative technical and management team on SHEQ principles

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| SNV_Balk_blauw.pngProfile |

The consultant or firm must demonstrate the following:

* Relevant qualifications with minimum degree in Occupational Health and Safety, Environmental Engineering or equivalent
* A minimum of 5 years of proven experience in developing SHEQ management systems.
* A good understanding of OS&H
* Experience in Enterprise Risk Management and providing support in similar sector

Payment is scheduled as follows.

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| --- |
| **Payment schedule** |
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 |
| * 30% Upon delivery of inception report
 |
| * 50% Upon acceptance by SNV of final report
 |

**Send your expression of interest/proposal/capacity statement and budget to SNV to include;**

* Description of your understanding of the role of your firm as Service Provider
* Summary of your experience as Service Provider in a similar capacity
* Outline the methodology you will use to deliver the said services
* The cost of delivering the services including but not limited to transport, accommodation fees etc.
* Copies of Curriculum Vitae including two references (including one from the latest client or employer).

If you meet the above requirements submit your application by 25th June 2021 to;

**Please note that the bids should be submitted individually as per terms of reference:**

#### Sample Contract (Here you should insert either the Purchase Order , or the Services Subcontract depending what you are procuring)



