



Infrastructure Development Bank of Zimbabwe

REQUEST FOR EXPRESSION OF INTEREST FOR ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT (Firms Selection)

Subject	Environmental and Social Impact Assessment
Brief Description	Engagement of a Consulting Firm to undertake Environmental and Social Impact Assessment (ESIA) at Bindura University of Science Education (BUSE)
Proposal Reference Number	IDBZ 44 of 2020

A. Background

Bindura University of Science Education (BUSE) is about 87 km north east of Harare. Its main campus is located 5km from Bindura CBD. BUSE was established in 2001 with its origins being the Zimbabwe-Cuba Teacher Training Programme which began in the mid-1980s. The university offers courses mainly in science, but more recently, courses in commerce and ICT. The student enrolment as at January 2019 stood at 5,021 (2588 female and 2433 male) of which only 398 were accommodated on campus hostels leaving an excess demand of 4,623 beds.

BUSE in partnership with the Infrastructure Development Bank of Zimbabwe (IDBZ) seeks to address this student accommodation shortage through construction of affordable students' hostels. The proposed Students Accommodation Complex at BUSE ("the Project") entails the construction of a 1,204 capacity four-storey student hostel block inclusive of ancillary services such as water, sewer, electricity and access roads.

A Special Purpose Vehicle (SPV), Multi BUSE Properties (Private) Limited ('Multi BUSE Properties') was set up to implement the project. Under this arrangement, BUSE will provide the land on which the hostels will be built and IDBZ ('the Bank') shall raise the required resources for the delivery of the project through the SPV. Multi BUSE Properties shall ensure the efficient and effective implementation and operation of the accommodation facilities.

The project is listed as a prescribed activity according to the Environmental Management Act [Chapter 20:27] and as such requires that an Environmental and Social Impact Assessment (ESIA) study be conducted to ensure environmental and socio-economic sustainability. This requirement is also in line with IDBZ's Environmental and Social Sustainability Management System (ESSMS).

The IDBZ now invites eligible Zimbabwe Consulting Firms to indicate their interest by way of an Expression of Interest (EOI) in accordance with requirements stated herein in providing the services as specified in this document. Interested Consultants Firms should provide information demonstrating that they have the required experience, competences, skills, and qualifications relevant for performance of the services whether as individual firms, joint ventures or as consortia. The Consultant shall submit Company profiles, Company registration documents, Curriculum Vitae of key personnel and professional staff, brochures, description of similar assignments previously undertaken, experience under similar environment or conditions. The Consulting Firm must demonstrate that they have fully established business offices. Prospective Consulting Firms may constitute joint ventures where necessary to enhance their capacity to undertake the assignment.

B. Objectives of the Detailed ESIA Study

The main objective of the Consulting Services is to conduct an Environmental and Social Impact Assessment (ESIA) study, which includes a gender impact assessment, for the proposed Students accommodation facility in order to ensure that the project is implemented in an environmentally sustainable manner, gender-sensitive and socially sustainable manner, and in full compliance with both the Zimbabwe legal and regulatory requirements, IDBZ's ESSMS, IDBZ's Gender policy, as well as international best practice. The specific objectives of the study are:

- i. To establish the physical, biological, socioeconomic & cultural baseline conditions of the Project area;
- ii. To identify and document beneficial and adverse environmental, socio-economic and gendered impacts of the Project during project planning, construction and operation phases;
- iii. To analyse the potential impacts in terms of their magnitude, extent,

- duration and significance;
- iv. To suggest appropriate and implementable cost-effective mitigation measures for the adverse impacts and enhancement measures for the positive impacts;
- v. To undertake a comprehensive gender inclusive stakeholder consultation exercise that involves project interested & affected persons as well as communities.

The study should provide findings and conclusions based on robust and transparent evidence, using available data collected by the Project promoter as well as primary data collected by the Consultant using appropriate data collection methods e.g. key informant interviews, surveys or other tools the Consultant deems appropriate.

C. Eligibility Criteria

- i. The Consulting firms must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ).
- ii. The Consulting firms must be registered with the Environmental Management Agency (EMA).
- iii. Proof of payment of PRAZ administration fees payable by Bidders for this Expressions of Interest.
- iv. The Consulting firms must have minimum 5 years' experience in undertaking environmental impact assessment studies
- v. The Consulting firms must have completed at least 3 assignments in environmental impact assessment (ESIA) studies of comparable size and complexity in (i) Baseline ESIA studies (ii) Institutional, Legislative and Regulatory considerations (iii) Stakeholder Consultation (iv) Project Impact Analysis (v) Environmental and Social Management Plan (vi) Alternative project solutions
- vi. The Consulting firms should have qualified personnel with expertise in ESIA for (i) Baseline ESIA studies (ii) Institutional, Legislative and Regulatory considerations (iii) Stakeholder Consultation (iv) Project Impact Analysis (v) Environmental and Social Management Plan (vi) Alternative project solutions
- vii. The list of qualified personnel must include a Team Leader, Social Scientist/Gender Expert, Ecologist and an Archaeologist.

Section II: Evaluation/Qualification Criteria

The evaluation of Expressions of Interest documents shall be ascertained on compliance-based method.

Minimum Qualifying Criteria	Means of verification	Reference in Documents (Put page numbers from the proposal document)
The Consulting firms must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ).	Copy of excerpt for Government Gazette for 2020/Proof of Payment of Annual Registration/Certificate from PRAZ	
The Consulting firms must be registered with the Environmental Management Agency (EMA).	Copy of proof of registration with PRAZ	
Payment of PRAZ administration fees payable by Bidders for this Expressions of Interest.	Copy of proof of payment of PRAZ administration fees payable by Bidders for this Expressions of Interest.	
Zimbabwe consulting firms must have valid tax clearance certificates	Copies of valid tax clearance certificates	
The Consulting firms must have minimum 5 years' experience in undertaking environmental impact assessment studies	Copies of contracts / project sign off / completion certificates / relevant documentary proof	

The Consulting firms must have completed at least 3 assignments in environmental impact assessment (ESIA) studies of comparable size and complexity in (i) Baseline ESIA studies (ii) Institutional, Legislative and Regulatory considerations (iii) Stakeholder Consultation (iv) Project Impact Analysis (v) Environmental and Social Management Plan (vi) Alternative project solutions	Copies of contracts / project sign off / completion certificates / relevant documentary proof	
The Consulting firms should have qualified personnel with expertise in ESIA for (i) Baseline ESIA studies (ii) Institutional, Legislative and Regulatory considerations (iii) Stakeholder Consultation (iv) Project Impact Analysis (v) Environmental and Social Management Plan (vi) Alternative project solutions	CVs with copies of educational documents and certifications	
The list of qualified personnel must include a Team Leader, Social Scientist/Gender Expert, Ecologist and an Archaeologist.	A table with list of key personnel, their roles, and qualifications A table with list of key personnel, their roles, and qualifications	

D. Document Submission

- The following documents should be submitted:
- i. duly signed letter of Expression of Interest, which must be in the format of the template in Appendix A of Section III.
 - ii. detailed company profile or brochures containing
 - Legal status i.e. sole proprietorship / partnership /public or private limited company / consortium with name and addresses of proprietor / partner(s)/ director(s)
 - Affiliation with International Agencies / Institutions (if any).
 - Experience of the company together with verifiable details of previous / current corporate clientele.
 - summary of curriculum vitae of key personnel and professional staff for assessment of capacities related to the development, review and analysis of (a) HR Procedures Manual, (b) HR Policy, (c) HR strategy and (d) Succession Planning and designing development plans in the Financial Services Sector/Commercial Banks/Development Finance Institutions.
 - Relevant tax registration certificates
 - Affidavit to the effect that the government / quasi-government or any autonomous body has never blacklisted the consulting firm
 - Contact person for all matters related to this EOI including the designation of such person in the company
 - History of litigation if any
 - All other documents which are considered relevant to assess the capability of the consulting firm.

Section III: Instructions to Consultants

A Consulting Firm will be selected in accordance with the procedures specified in Part VIII of the Public Procurement and Disposal of Public Assets Act [Chapter22:23] (“the Act”) and Part VI of the Public Procurement and Disposal of Public Assets (General) Regulations, 2018 (Statutory Instrument 5 of 2018) (“the Regulations”). This opportunity is open to all Consultants who meet the criteria for eligibility as stated in Section 28 of the Act and who have the nationality of an eligible country as defined in Clause 1.10 of the General Conditions of Contract for Consultancy Services. Short-listed Consultants will be invited to submit detailed technical and financial proposals, as described in Part 1 of the Request for Proposals Procedures in the Standard Request for Proposals for the Selection of Consultancy Services. The Consultant submitting the successful proposal will be engaged on the contractual terms set out in that document and in the General Conditions of Contract for Consultancy Services. Copies of the Act and Regulations and the standard documentation are available on the website of the Procurement Regulatory Authority of Zimbabwe;
[URL http://www.praz.gov.zw/index.php?lang=en](http://www.praz.gov.zw/index.php?lang=en). Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

Prospective Consultants are required to pay an administration fee to the Procurement Regulatory Authority of Zimbabwe for this tender in line with Section 54 of the Act as set out in Part IV of the Fifth Schedule to the Public Procurement and Disposal of Public Assets Regulations (SI 5 of 2018) as amended by Statutory Instrument 49 of 2020. The administration fees are for the amount ZW\$3,500. The PRAZ contact details are downloadable at the PRAZ website www.praz.gov.zw for further clarifications pertaining to payment of administration fees.

The method of selection will be the Least Cost Selection Method in line with section 62 of the Public Procurement and Disposal of Public Assets Act [Chapter22:23].

The IDBZ will reject an Expression of Interest if it establishes that the Consultant has, directly or through an agent, engaged in corrupt, fraudulent,

collusive, coercive or obstructive practices in competing for the Contract or been declared ineligible to be awarded a procurement contract under section 99 of the Act . An expression of interest shall be rejected in this procurement process if a Consultant Firm engages in anti-competitive practices.

Interested Consulting Firms shall submit only one Expression of Interest document, either individually or as a partner in a joint venture / consortium. In case of joint venture / consortium, total similar projects will be counted as sum of Lead firm and partners / associates.

The Expression of Interest must be submitted electronically to procurement@idbz.co.zw by **6 August 2020 by 10:00hrs local time and clearly captioned “EOI Ref 44 of 2020: Environmental and Social Impact Assessment (ESIA) for BUSE”** Late expressions of interest will be rejected.

Procurement Management Unit
Attn: Kenneth Geyi, Head – Procurement Management Unit
IDBZ House
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PO Box 1720
Harare, Zimbabwe
Tel: +263-4-750171/8
Email: procurement@idbz.co.zw
Website: www.idbz.co.zw

Appendix A

Letter for submission of expression of interest (To be submitted with the application, signed and unaltered)

To: {Insert name of Procuring Entity}

With reference to your invitation for expressions of interest for {insert subject and proposal reference number}, we express our interest in bidding for a contract to provide these services.

We provide the following information in relation to the short-listing criteria:

1. Qualifications and experience of the firm: {Insert relevant information}.
2. Availability of appropriate skills among staff: {Insert relevant information}.
3. Other short-listing criteria: {Insert relevant information}.

We submit the following documents in support of this information {list any documents that were requested in the invitation for expressions of interest; if no documents were requested, delete this paragraph }.

- {Delete whichever of the following statements do not apply:}
1. This firm will be the sole provider of the requested consultancy services. or
 2. We propose to provide the requested consultancy services as part of a joint venture with {provide the name of the joint venture partner and details of the contribution the partner would make to the required consultancy services}. Or
 3. We propose to engage as sub-contractors {provide the name of the sub-contractor and details of the contribution the sub-contractor would make to the required consultancy services}.
{In the case of 2 or 3 above} We confirm that the firm mentioned above has agreed to be associated with this expression of interest.

{Name and postal and physical address of firm submitting the expression of interest, together with name of contact person and contact details, including telephone number and e-mail address. The firm’s website address should be provided, if available.}

Signed	Name
In capacity of:	Date (DD/MM/YY)
Duly authorised for and on behalf of:	
Firm	
Address:	
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