

## REQUEST FOR EXPRESSIONS OF INTEREST FOR PROVISION OF CONSULTING SERVICES (Firms Selection)

<b>Subject</b>	Engagement of a Consulting Firm for production of detailed research paper titled, "Devolution and Infrastructure Development: Opportunities, Challenges and Lessons from Best Practice"
<b>Brief Description</b>	Expression of Interest for Engagement of a Consulting Firm for production of detailed research paper titled, "Devolution and Infrastructure Development: Opportunities, Challenges and Lessons from Best Practice"
<b>Proposal Reference Number</b>	IDBZ 100 of 2021

### Section I

#### 1. Background

The IDBZ was formed on the 31st of August 2005, taking over the assets and liabilities of the former Zimbabwe Development Bank ("ZDB"). It was primarily set up as a vehicle for the promotion of economic development and growth, and improvement of the living standards of Zimbabweans through the development of infrastructure. The Bank's primary sectors of focus are Water and Sanitation, Housing, Irrigation Infrastructure, Transport and Energy (WHITE). The secondary focus sectors include Education and Health Facilities, ICT and Tourism

The IDBZ champions the delivery of resilient and sustainable infrastructure that improves the quality of life for all Zimbabweans through technical support in project development, provision of innovative financing solutions, and knowledge generation and sharing. The Bank operations are guided by its Strategy and 2021-2023 Work Programme and Budget which are informed by the country's development agenda as espoused in Vision 2030, the National Development Strategy 1: 2021-2025 (NDS1) and other Government Policies, and the United Nations' Sustainable Development Goals (SDGs).

Devolution is a process of decentralising power and authority to local governments and communities for making social, political and economic decisions from central governments to local governments and communities. Local communities are involved in planning, designing, implementation, monitoring and evaluating development programmes. Having been implemented in many African countries, devolution has proved to be effective in poverty reduction. Devolution facilitates greater participation of communities throughout the project cycle and as such increase ownership and the likelihood of sustainability of infrastructure development initiatives.

The Bank supports development of infrastructure in its primary and secondary focus sectors in all the country's ten provinces, funding project preparation activities such as feasibility studies on infrastructure projects in all provinces. Furthermore, it has increased its geographic presence through opening regional offices in Masvingo and Bulawayo to improve collaboration with stakeholders.

To the furtherance of the devolution agenda, infrastructure development is indispensable to support localised socio-economic development. As a development finance institution, the Bank promotes knowledge generation and sharing in support of national development initiatives. It is in this regard that IDBZ wishes to recruit a consultancy services firm to undertake a study on "Devolution and Infrastructure Development: Opportunities, Challenges and Lessons from Best Practice".

#### 2. Geographic Location of the Research

The proposed research will be undertaken in Harare, Zimbabwe.

#### 3. Objectives of the Study

The overall objective of the study is to establish how the Bank can enhance its efforts in support of the National Devolution Agenda through infrastructure development.

The specific objectives are to:

- Identify opportunities and challenges of infrastructure development under devolution.
- Identify critical infrastructure required in all provinces for the success of the devolution agenda.
- Draw key lessons on devolution and infrastructure from other countries (explore at least five African countries).
- Explore success factors for infrastructure development in a devolved nation; and
- Recommend the best approach for the IDBZ infrastructure development under devolution.

#### 4. Scope of Assignment

- The Consultant is expected to carry out the following tasks:  
Review literature and come up with appropriate conceptual frameworks that underpin devolution and infrastructure development in general.
- Review and analyse selected success stories in terms of devolution and infrastructure development in other countries (at least five African countries and other regional and international examples).
- Comment on the challenges posed by devolution and possible solutions in terms of infrastructure delivery in Zimbabwe.
- Identify the key success factors for infrastructure development under devolution in the Zimbabwean context.
- Make overall appropriate technical and policy recommendations to the Bank based on the outcome of the review.
- Identify areas where IDBZ as a DFI can intervene to catalyse infrastructure development under devolution.
- Ensure the final writeup is of high quality and publishable.

### Section II

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.

#### A. Eligibility Criteria

- The Consulting firms must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ).
- Consulting Firms must be duly registered Zimbabwean Firms.

#### B. Evaluation/Qualification Criteria

- The Consulting firm shall have at least 10 years of professional experience in development research work, in particular policy-oriented research in local government, development planning and infrastructure development.
- The Firm shall demonstrate experience in similar assignments implemented fully and successfully by providing samples of policy advocacy related research done over the past ten years particularly in the areas of development finance and infrastructure development.
- Shall demonstrate experience in dealing with complex structures involving government, development banks, private contractors, other ministries and agencies, and private sector organizations.

**Please Note:** The Start and End Date for each previous assignment must be clearly indicated.

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)
Duly signed letter of Expression of Interest, which must be in the format of the template in Appendix A of Section III below	Completed and signed letter in the format in Appendix A	
The Consulting firms must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ).	Copy of excerpt for Government Gazette for 2021/Proof of Payment of Annual Registration/ Certificate from PRAZ	
Zimbabwe consulting firms must have valid tax clearance certificates	Copies of valid tax clearance certificates i.e., expiring on 31 December 2021	
The Consulting firm shall have at least 10 years of professional experience in development research work, in particular policy-oriented research in local government, development planning and infrastructure development.	Copies of contracts / project sign off / relevant documentary proof	
Shall demonstrate experience in dealing with complex structures involving government, development banks, private contractors, other ministries and agencies, and private sector organizations	Copies of contracts / project sign off / testimonials/ relevant documentary proof	
The Consulting firms should have qualified personnel with expertise in undertaking the assignment. The list of key personnel should include: i. Team Leader ii. Infrastructure Development Expert iii. Rural & Urban Development Expert iv. Data Analyst <b>Proposals must clearly indicate the designations of the proposed Key Personnel as given above.</b>	CVs with copies of educational documents and certifications	

#### C. Document Submission

- The following documents should be submitted:
- Duly signed letter of Expression of Interest, which must be in the format of the template in Appendix A of Section III below.
  - 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).
- 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 assignment.
- Tax Clearance 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 firm.
- Affidavit on 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 [Chapter 22:23] ("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. Shortlisted 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>. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

Prospective Consultants are not required to pay an administration fee to the Procurement Regulatory Authority of Zimbabwe for this tender outlined in 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 219 of 2020.

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 [Chapter 22:23].

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](mailto:procurement@idbz.co.zw) by 16 August 2021 by 10:00hrs local time and clearly captioned "**Expression of Interest for Engagement of a Consulting Firm for production of detailed research paper titled, "Devolution and Infrastructure Development: Opportunities, Challenges and Lessons from Best Practice" (IDBZ 100 of 2021).**"

Late expressions of interest will be rejected in line with the procedure set out in the PPDA Act.

Procurement Management Unit  
Attn: Kenneth Geyi, Head – Procurement Management Unit  
IDBZ House  
99 Gamal Abdel Nasser Road, Harare, Zimbabwe  
PO Box 1720  
Harare, Zimbabwe  
Tel: +263-4-750171/8  
Email: [procurement@idbz.co.zw](mailto:procurement@idbz.co.zw)  
Website: [www.idbz.co.zw](http://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 shortlisting 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:}

- This firm will be the sole provider of the requested consultancy services. or
  - 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
  - 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.}

#### Expression of Interest Letter Authorised By:

**Signed:** .....

**Name:** .....

**In capacity of:** .....

**Date:** .....(DD/MM/YY)

**Duly authorised for and on behalf of:**

**Firm:** .....

**Address:** .....

**Corporate Seal (where appropriate)**