

**REQUEST FOR EXPRESSION OF INTEREST FOR THE ENGAGEMENT OF
CONSULTING FIRM(S) TO DEVELOP INSTITUTIONAL DISASTER RISK
MANAGEMENT PLANNING DOCUMENTS-MOFAIT/EIO/DRR/01/23**

GOVERNMENT OF ZIMBABWE

REQUEST FOR EXPRESSION OF INTEREST

FOR THE

**SELECTION OF CONSULTANCY FIRM(S) TO DEVELOP INSTITUTIONAL
DISASTER RISK MANAGEMENT PLANNING
DOCUMENTS**

10TH OF FEBRUARY 2023

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

REQUEST FOR EXPRESSION OF INTEREST FOR THE ENGAGEMENT OF CONSULTING FIRM(S) TO DEVELOP INSTITUTIONAL DISASTER RISK MANAGEMENT PLANNING DOCUMENTS-MOFAIT/EIO/DRR/01/23

Brief Description	Engagement of a Consulting Firm to Develop Institutional Disaster Risk Management Planning Documents
Procuring Entity	Ministry of Foreign Affairs and International Trade
Proposal Reference Number	MOFAIT/EOI/DRR/01/23
Issue Date	10 th of February 2023
Closing date	9 th of March 2023

Background:

The need for organisational risk management as well as the advent of the Coronavirus Disease 2019 (Covid-19) reinforced the need for The Ministry of Foreign Affairs Zimbabwe to carry out an organisational systems and process audit in order to create capacity to continue with operations in the context of risk/emergency/disasters. Harnessing the Disaster Risk Management thinking is identified as critical for enabling the organization to proactively identify and mitigate possible risk, in a way enable it to continue offering critical services efficiently, effectively and with low risk. Sustainable Modern Public Administration require institutional sustainability thinking and that starts with thinking in risk terms. Organisations have different risk sources and therefore, there is need for the Ministry of Foreign Affairs Zimbabwe to have a Risk Management Strategy, Risk Management Policy and a Risk Response and Recovery Management Plan based on organisational risk identification, risk analysis, risk profiling and risk consciousness building exercise. From this background, the Ministry is seeking the services of expert consultant(s) to develop the Disaster Risk Management Strategy, Disaster Risk Management Policy and a Disaster Risk Response and Recovery Management Plan. The consultant is also supposed to facilitate training for management and staff on risk management, disaster preparedness, mitigation, response and recovery. The resultant Risk Management Strategy, Risk Management Policy and a Risk Response and Recovery Management Plan, associated training, protocols and procedures are expected to strengthen the organization's capacity to mitigate, prepare for, respond and recover from threats of risks and emergencies/disasters.

b) Objectives:

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The primary purpose of the consultant is to develop the capacity of the Ministry of Foreign Affairs so that the organisation is able to prevent and mitigate risk so that it is able to continue delivering services and its mandate in general, in the context of risks/emergencies/disasters.

The consultant should ensure that the resultant documents and skilling will enable the organization to broadly deal with any risks/emergency/disaster, likely to be faced in the entire operations of the Ministry. The specific objectives for the assignment are as follows:

- i. Develop a Disaster Risk Management Policy and Disaster Risk Management Strategy which should help in setting the course for continuous identification, mitigation, and prevention of specific risks affecting its operations including specific interactions with stakeholders and implementation of specific controls that reinforces effective risk management and continuous improvement towards attainment of set organisational goals.
- ii. Establish and operationalise a Disaster Risk Preparedness, Response and Recovery Plan that enables the Ministry to continue offering critical services in the event of disruption and for survival with minimum negative stress and shock in case of any disastrous interruption of services.

(c) Scope of the Services:

The assignment should be highly analytic, participatory and employing use of interactive tools to stimulate participation and experience sharing among the Ministry of Foreign Affairs Management and staff. A situational, contextual and institutional vulnerability, hazard and capacity analysis that informs proper assignment of duties, responsibilities and portfolios in the strategy should also be conducted. SWOT analysis, contingency analysis, consultations and validation workshops with Management and staff are expected to be conducted. The consultant will be expected to visit at least 2 diplomatic missions during the course of the work and will be expected to undertake simulations at one of embassies (Mozambique) to test the effectiveness of the plans and strategies . The consultants will be expected to proffer additional methods or tools for undertaking the assignment, subject to approval by the Ministry of Foreign Affairs. The process and final products should also apply and be guided by international best practices in line with Zimbabwe's Domestic and Foreign Policy frameworks.

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(d) Place of Performance of the Services:

Services will be performed at the Ministry of Foreign Affairs, Munhumutapa Building, Harare.

(e) Reports and deliverables required, reporting schedule and assignment time schedule:

The assignment should be completed in 3 months post the engagement date. The consultants are responsible for the following deliverables:

- i. Inception Report showing the approach and methodology the consultant will follow. It should also include a description of how the consultants have understood the assignment and how they will carry it out including the timeframe and budget. This stage will be followed by a presentation to the Ministry of Foreign Affairs and agreement on final methodology, task content and timelines.
- ii. Facilitate training workshop for Staff on disaster risk management skills necessary for operating during risky/emergencies/disaster threats contexts and come up with a report contextualizing risk in the organisation (This exercise is the precursor for gathering input into the DRM strategy, DRM Policy and DRM Preparedness, Response and Recovery Plan and is used for documentary review data validation).
- iii. Draft DRM Strategy and Response Protocol for the Ministry of Foreign Affairs.
- iv. Draft Disaster Risk Management Policy which will help the Ministry of Foreign Affairs to set the course in which it will approach risks affecting its operations and specific controls for mitigating risk.
- v. Draft Disaster Preparedness Response and Recovery Plan which will enable the Ministry of Foreign Affairs to continue offering critical services in the event of disruption.
- vi. Facilitate 1 consultative meeting and 1 simulation exercise of the plan and strategies at the Embassy of Zimbabwe in South Africa and Embassy of Zimbabwe in Australia.**
- vii. Final Disaster Risk Management Strategy; Disaster Risk Management Policy; Disaster Preparedness, Response and Recovery Plan as well as the associated protocol and procedures.

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The Ministry of Foreign Affairs and International Trade 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.

F. Eligibility Criteria

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

G. Evaluation/Qualification Criteria

The firm is expected to have the following:

- i. Shall have completed three similar assignments in the past 5 years in government or the public sector
- ii. Key technical persons must have at least a combination of a Master's Degree in Disaster and Risk Management, Public Health, Sustainable Public Administration, Disaster Risk Management, Finance, any other relevant subject area or a higher qualification.

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- iii. A proven record of facilitating strategic planning and capacity building workshops of similar nature is a necessity.
- iv. Extensive knowledge of organisational risk analysis and assessment as well as a thorough understanding of public financial risks and emergency/disaster response issues is required.
- v. Firms must state the number of operational experiences;
- vi. Firms must provide a minimum at least three references or reference letters showing bidders direct experience (at least 5 years) in the successful provision of similar services;
- vii. Firm must provide a summary of developing similar solutions
- viii. Extensive knowledge of national disaster/emergency structures and operations is essential.

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

Mandatory Requirement	Means of Verification	Compliance
1. Duly signed letter of Expression of Interest, which must be in the format of the template in Appendix A	Completed and signed letter in the format in Appendix A	Mandatory
2. The firms must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ).	Copy of excerpt for Government Gazette for 2022/Proof of Payment of Annual Registration/Certificate from PRAZ	Mandatory
3. Company registration documents	Certified copy of CR5, CR16 and CR14	Mandatory
4. Valid Tax Clearance certificate	Copy of valid tax clearance certificate	Mandatory

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5. Affidavit of history of litigation if any	Affidavit to be attached	Mandatory
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Minimum Qualifying Criteria	Means of verification	Reference in Documents (Put page numbers from the proposal document)
The firm shall have at least 5 years of experience in consultancy services related to Disaster and Risk Management and capacity building.	Copies of contracts / project sign off / completion certificates / relevant documentary proof	
Shall have completed three similar assignments in the past 5 years in government or public sector	Copies of contracts / project sign off / completion certificates /reference letters/ relevant documentary proof	
The Consulting firm should have qualified personnel with expertise in undertaking the assignment. The following Key Personnel must be included in the proposal: <ul style="list-style-type: none"> • The Team Leader • Support Team with demonstratable track record for implementing at least one similar solution 	CVs with certified copies of educational documents and certifications	

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H. 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** (attached).
- 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).
 - 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.

I: Instructions to Consultancy Firms

Bidders who download tender documents from the website or obtain it electronically by other means **must** register their names and contact details on the email mofaittenders@gmail.com for record and any further clarification addenda.

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

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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>. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

The method of selection will be Quality and Cost Selection Method in line with section 60 of the Public Procurement and Disposal of Public Assets Act [*Chapter22:23*].

The Ministry of Foreign Affairs and International Trade will reject an Expression of Interest if it establishes that the Consultancy firm 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.

Bids in sealed envelopes endorsed with tender number, description of tender should be hand delivered in the tender box at the basement floor, reception area before or on the 9th of March 2023 at 1000 hours on the closing date:

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The Secretary,

Attention: Head of the Procurement Management Unit

Ministry of Foreign Affairs and International Trade,

Munhumutapa Building

Corner Samora Machel Ave and Sam Nujoma Street

P.O Box 4240

Harare

(0242) 794681-5.

Appendix A

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

To: *Ministry of Foreign Affairs and International Trade*

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.

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{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)	