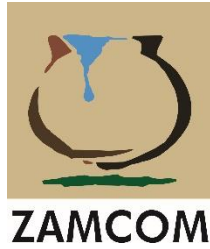


# Zambezi Watercourse Commission



## REQUEST FOR EXPRESSION OF INTEREST (Consulting Services – Individual Selection)

**Country:** Zimbabwe, with project scope encompassing eight Zambezi River Basin Countries

**Assignment Title:** Strategic and Transaction Implementation Support to ZAMCOM for the Procurement Function in Line with ZAMCOM and World Bank Procedures

**Reference Number:** ZAMCOM/4212/01

The Zambezi Watercourse Commission (ZAMCOM) has received financing from DANIDA toward the cost of the Danish Support to Water Management in the SADC/Zambezi Region (Regional Support Programme), and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) to be provided on a “ **as and when the need arises**” basis include providing strategic and transaction implementation support for the procurement function at the ZAMCOM Secretariat in Harare, Zimbabwe in line with ZAMCOM and World Bank procedures.

The Consultant (individual) will be expected to work closely with the ZAMCOM Secretariat. The specific services to be provided will include but not limited to:

- (a) Assisting and supporting the Programme Managers in the procurement of goods, works, consulting and non- consulting services in accordance with the ZAMCOM and the World Bank procedures
- (b) Formulation of an overall strategy for timely implementation of the Procurement Plan and ensuring that procurements are carried out efficiently and effectively and according to plan.

- (c) In consultation with Programme Managers, preparing and updating the Procurement Plan
- (d) Assisting in preparation of solicitation/bidding documents taking into consideration programme requirements and market circumstances.
- (e) Advising on the procurement methods appropriate consistent with the Procurement Plan
- (f) Arranging for the receipt and evaluation of bids and ensuring that this is done in a confidential manner
- (g) Coordinating the bid evaluation process and thereafter, preparing the bid evaluation report for submission to the relevant authorities for approval. The consultant shall take primary responsibility for drafting evaluation reports and ensuring that evaluation is completed in a timely manner
- (h) Assist in conducting negotiations with providers and taking primary responsibility for preparing negotiation plans, minutes of negotiations and draft contracts
- (i) Assisting in preparation of contracts and following up the necessary clearances to ensure timely approval
- (j) Assisting in preparing submissions to ZAMTEC and the ZAMCOM Procurement Committee as appropriate

The ZAMCOM now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the expertise and experience to perform the Services.

The minimum expected qualifications are as follows:

- (a) A Master's degree from a reputable and recognised university in Commerce, Business Administration, Management, Economics, Engineering, or any other related discipline
- (b) A professional qualification in procurement
- (c) Membership of a professional procurement institution
- (d) At least 15 years of work experience in procurement in a large private, public, NGO, international sector organization or project.
- (e) Preferably, at least 10-years experience on World Bank/IDA funded projects, preferably in southern Africa; with a thorough understanding of World Bank Procurement Procedures
- (f) Proven integrity record

The attention of interested consultants is drawn to the ZAMCOM Procurement and Asset disposal guidelines setting forth the ZAMCOM Policy on conflict of interest.

Interested potential Consultants are invited to submit Expression of Interest (EOIs), Covering Letter (Not more than 2 Pages) and CV (Not more than 3 Pages) in English.

The Expressions of Interest must be accompanied by copies of all the required supporting documents. If the supporting documents are not in English, these shall be accompanied by certified translations in English. The CV shall conform to the format below.

A consultant will be selected in accordance with the “Selection of Individual Consultants (SIC)” method as set out in the ZAMCOM Procurement and Asset Disposal Guidelines.

Further information can be obtained at the address below during office hours: *0900 to 1700 hours*.

Expressions of interest must be delivered in a written form to the address below (in person, or by post or by email) by Friday, 14th August, 2015.

***Zambezi Watercourse Commission***  
***Attention: The Executive Secretary***  
***128 Samora Machel Avenue***  
***Harare, Zimbabwe***  
***Tel: [+263 4 253 361 to 3](tel:+26342533613)***  
***Voip: +263 867***  
***Email: [tender@zambezicommission.org](mailto:tender@zambezicommission.org)***

## **FORMAT OF CV**

### **1. REOI Reference NO.**

- 2. Name of Consultant:**
- 3. Full Contact Details:** Address, E-Mail, Phone No./s
- 4. Profession:**
- 5. Date of Birth.....Nationality.....**
- 6. Membership of Professional Societies:**
- 7. Key Qualifications/Capability Statement:**  
(Give outline of experience and training most pertinent to the assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page)
- 8. Education:**  
(Summarise college/university and other specialized education giving names of schools, dates attended and qualifications obtained. Use about a quarter page)
- 9. Employment Record:**  
(Starting with present position, list in reverse order every employment held giving dates and names of employing organisations, title of positions held, and locations of assignment. For employment in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages)
- 10. Languages:**  
(For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing)
- 11. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Signature:.....

Date.....

Full Name:.....

Day/Month/Year