

SAVE THE CHILDREN INTERNATIONAL - ZAMBIA**Request for Proposals (CONSULTANCY)****Mid-Term Review of the Zambia Partnership Compact (2024-2029)**

Tender reference	PR739863
Assignment	Lead Technical Facilitator for the Mid-Term Review of the Zambia Partnership Compact (2024-2029)
Location	Lusaka, Zambia
Assignment period	1 September 2026 - 27 October 2026 (40 days)
Bid submission deadline	21 August 2026, 17:00 hours (local time)

1. Request for Proposals

Save the Children International (SCI) Zambia invites eligible and qualified consultancy service providers to submit proposals for the Mid-Term Review of the Zambia Partnership Compact (2024-2029). The detailed technical requirement is set out in **Annex 1 - Terms of Reference (ToR)**.

This procurement is for deliverable-based consultancy services. The successful bidder will be contracted subject to SCI's procurement, vetting, due diligence, safeguarding, contracting and approval requirements.

2. Proposal Pack and Order of Documents

- This Request for Proposal and Bidder Response Document.
- **Annex 1 - Terms of Reference** (technical requirement and deliverables).
- SCI Terms and Conditions of Purchase / applicable consultancy contracting terms issued with this call.
- SCI Supplier Sustainability Policy and SCI Mandatory Policies issued with this call.
- Any written clarification or addendum issued by SCI before the submission deadline.

Bidders should use this RFP/Bidder Response Document to structure their submission. The ToR defines the technical requirement and should not be used as a substitute for the bidder response format.

3. Proposal Timetable and Communications

Advertisement date	10 August 2026
Deadline for proposal submission	21 August 2026, 17:00 hours
Planned evaluation, approvals and contracting	22-31 August 2026, subject to completion of SCI approvals and due diligence

Clarification email: Zambia.Procurement@savethechildren.org

Bid submission email: Zambia.Tenders@savethechildren.org

Bids will remain unopened until the response window closes. Access to the tender mailbox must remain restricted during the response period and bids will be opened by at least two Procurement Committee members in accordance with SCI's sealed-bid procedure.

4. Bid Submission Instructions

- Submit the complete proposal electronically before the deadline stated above.
- Use the subject line: **GPE MTR Consultancy - [Bidder Name]**.
- Submit the Technical Proposal and Financial Proposal as clearly identified documents.
- Do not send bids to the clarification mailbox or to individual SCI staff members.
- Late submissions may be rejected in accordance with the applicable SCI sourcing procedure.
- SCI may seek clarification of submitted information where permitted, but bidders should not rely on post-deadline clarification to complete their bid.

5. Bidder Eligibility and Essential Criteria (Pass/Fail)

A bidder must meet all applicable Essential Criteria to proceed to scored evaluation.

- Accept SCI's Terms and Conditions of Purchase / applicable consultancy contracting terms.
- Agree to comply with the SCI Supplier Sustainability Policy and Mandatory Policies.
- Confirm that the bidder is not linked directly or indirectly to terrorism-related activity, does not provide dual-purpose goods/services that may be used in terrorism-related activity, and will provide information required for SCI sanctions/vetting checks.
- Confirm that the bidder is fully qualified, licensed and registered, as applicable to its legal status, and compliant with relevant Zambian legislation to provide the required consultancy services.
- Provide tax registration details/certificate where legally applicable.
- Disclose any actual, potential or perceived conflict of interest.

- Meet the minimum technical requirement in the ToR, including the required lead consultant qualifications and experience.
- Accept SCI safeguarding requirements, including any required onboarding, briefings or checks before access to programme participants or data.

6. Required Bid Submission

6.1 Technical Proposal

- Bidder profile and legal status (firm, registered individual consultant/freelancer, or consortium/joint arrangement, as applicable).
- Understanding of the assignment and proposed methodology for all three phases of the Mid-Term Review.
- Detailed work plan aligned to the 40-day assignment and the milestones in the ToR.
- Team structure and level of effort, identifying the Lead Technical Facilitator and any supporting personnel.
- CV(s) of key personnel demonstrating the qualifications and experience required by the ToR.
- At least two examples of similar assignments and contactable references.
- Approach to stakeholder engagement, facilitation, quality assurance, risk management, gender and inclusion.
- Completed sustainability response in **Section 9** of this RFP.

6.2 Financial Proposal

- Professional fees by role, number of days and daily rate.
- Any reimbursable or other applicable costs clearly itemised.
- Applicable taxes/statutory charges, where relevant.
- Total evaluated price in the stated currency, with assumptions clearly identified.
- Bid validity period and proposed payment terms (noting SCI's deliverable-based payment schedule in the ToR).

7. Evaluation Methodology

Evaluation will be conducted against the pre-agreed criteria approved by the Procurement Committee before issue of this call for proposals. Only bidders that pass all Essential Criteria will proceed to scored evaluation. The evaluation structure is Technical/Capability 50%, Sustainability 10% and Commercial/Financial 40%.

Criterion	Weight	Indicative sub-criteria
Technical / Capability	50%	Methodology & understanding 15%; relevant experience 10%; lead consultant qualifications 10%; work plan & level of effort 10%; quality/risk/stakeholder approach 5%
Sustainability	10%	Standard SCI sustainability questions, including required GHG-related element
Commercial / Financial	40%	Total evaluated price/value for money and other approved commercial sub-criteria
TOTAL	100%	

8. Technical Evaluation Detail

Technical criterion	Maximum score	Evidence expected
Understanding and methodology	15	Clear approach to the three GPE MTR phases, evidence synthesis, facilitation and outputs
Relevant organisational/consultant experience	10	Comparable education-sector reviews, policy dialogue and donor-funded assignments

Lead consultant qualifications and experience	10	Academic qualifications, 10+ years relevant experience, sector knowledge and facilitation capability
Work plan and level of effort	10	Realistic 40-day plan, allocation of days, milestones and availability
Quality, stakeholder, risk, gender & inclusion approach	5	Quality controls, stakeholder engagement, risk mitigation and inclusive approach

9. Sustainability Response (10%)

Bidders must complete the sustainability questions below. Sustainability contributes 10% of the total evaluation score, including the required GHG emissions reporting and reduction element. Responses should be concise and supported by relevant evidence where available.

1. Describe your approach to ethical employment, safeguarding, anti-fraud and responsible business conduct.
2. Describe how you promote inclusion, accessibility, equal opportunity and local capacity in delivery.
3. Describe practical measures to minimise the environmental footprint of the assignment, including travel, printing and use of electronic documents.
4. State whether you measure greenhouse gas (GHG) emissions and, where applicable, provide your approach or commitments to reporting and reduction.

10. Financial Evaluation

The financial proposal will be evaluated using the approved commercial criteria documented in the Competitive Bid Analysis (CBA). Where price is scored proportionately, SCI may apply a lowest-evaluated-price formula consistent with the approved CBA methodology.

The financial proposal must be complete and comparable. A daily rate alone is insufficient where the bidder proposes multiple personnel or additional reimbursable costs.

11. Due Diligence, Vetting and Award

- SCI will complete applicable supplier registration, vetting, due diligence and verification before contract award.
- Reference checks and verification of qualifications/experience may be undertaken.
- Award is subject to Procurement Committee approval, applicable Scheme of Delegation approvals and successful contracting.
- SCI reserves the right to accept or reject any bid, to cancel the sourcing process, or not to award a contract where the process does not produce a compliant and value-for-money outcome, subject to SCI procedures and approvals.
- Unsuccessful bidders will be notified in writing following completion of the award process.

Framework Agreement (Non-Fixed Price) – the successful consultant(s) and participating consultants will be awarded a 'Framework Agreement'. Within the Framework Agreement the terms of supply (e.g. indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of supply (e.g. specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement.

12. Bidder Declaration

Bidder legal name	
Legal status	Firm / Registered individual consultant / Freelancer / Consortium / Other
Registration / ID number	
Tax registration number (if applicable)	
Business / contact address	

Primary contact name and email	
Total bid price and currency	
Bid validity	
Conflict of interest disclosed?	Yes / No - if Yes, attach details
Authorised signatory	
Signature and date	

ANNEX 1 - TERMS OF REFERENCE

ANNEX 2 - FINANCIAL PROPOSAL FORM

Bidders should complete this schedule and attach any necessary explanatory notes.

Role / Cost Item	Name (if personnel)	No. of Days / Qty	Rate	Currency	Total

Total evaluated price: _____

Taxes/statutory charges and reimbursables must be clearly identified and should not be hidden within daily rates.

ANNEX 3 - BID CHECKLIST

- ☐ Completed Bidder Declaration
- ☐ Technical Proposal
- ☐ Work Plan and Level of Effort
- ☐ CV(s) of key personnel
- ☐ Evidence/examples of at least two similar assignments
- ☐ Reference contact details
- ☐ Legal/registration and tax documents as applicable
- ☐ Completed Sustainability Response
- ☐ Complete Financial Proposal
- ☐ Conflict of Interest disclosure, if applicable

ANNEX 4 – MANDATORY POLICIES

Kindly download and sign the mandatory policies