



REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)

Conducting an Evaluation of the Board, Board Committees and Individual Board Members of the Zambezi River Authority

Country: Zambia and Zimbabwe

Reference No: ZRA-CS-C-01-25

Assignment Title: Conducting an evaluation of the Board of Directors, Board Committees and Individual Board Members of the Zambezi river authority.

- 1.0** The Zambezi River Authority (“**the Authority**”) has set aside funds to finance various operations during the 2024 financial year. It is intended that part of the proceeds of the funds will be used to cover eligible payments for the provision of consultancy services for the evaluation of the Board of Directors, Board Committees and Individual Board Members of the Zambezi river authority.
- 2.0** The Zambezi River Authority (“**the Authority**”) was established as a body corporate on 1st October 1987 by parallel legislation in the Parliaments of Zambia and Zimbabwe following the reconstitution of the Central African Power Corporation under the Zambezi River Authority Acts (Chapters 467 and 20:23 respectively). The Authority is jointly owned by the Governments of the Republics of Zambia and Zimbabwe in equal proportions and is mandated with the management of the Kariba Complex and the stretch of the Zambezi River (from Kazungula to Luangwa in Zambia and Kazungula to Kanyemba in Zimbabwe) which forms part of a common border between the two Contracting States
- 3.0** The scope of the assignment is to assess the performance of the Board as a whole, three Board Committees and individual Board Members including the production of individual assessment reports regarding the evaluation of the Board as a whole, three Board Committees and individual Board Members.

4.0 The specific objectives for consulting services ("the Services") include;

- 4.1** To provide feedback and any proposed refinements including the suitability of the Board, Board Committees and Individual Board Member Evaluation templates.
- 4.2** To obtain feedback and valuable input from all board members on how the full board, its committees and Board Members have been performing against the generally accepted best governance practices.
- 4.3** To use the information provided through the evaluation to bolster the performance and effectiveness of Board Members in their roles in executing the Board's duties and set performance expectations for individual Board Members.
- 4.4** To render support in identifying the developmental areas/needs of the Board as a whole and individual Board Members in order to enhance their skills for effective delivery of the Board's mandate.
- 4.5** To provide a framework for setting Board and Board Committees' priorities meant to engender realisation of the Authority's corporate objectives.

The Draft Terms of Reference for the said Consulting Services can be inspected on the Authority's website: www.zambezi.org

5.0 The Authority now invites eligible consulting firms ("Consultants") registered in Zambia and or Zimbabwe with specific experience to indicate their interest in providing the required Services. Interested Consultants must provide information demonstrating that they have the required specific experience to perform the services. The shortlisting criteria are:

- 5.1** The firm's core business being in the area of the proposed assignment,
- 5.2** General experience of the firm (clearly demonstrating the scope, cost and duration in the provision of consulting services relating to Board of Directors Evaluation in Zambia and Zimbabwe.
- 5.3** Specific experience of the Firm in evaluation of Board of Directors, Board Committees and individual Board Members for Parastatals/Government - owned entities and bilateral, regional and/or international organizations with complex Board structures. The firm should have at least five (5) years of specific experience of evaluating Board of Directors, Board Committees and individual Board Members with at least two (2) similar assignments having been successfully completed in the last five (5) years. More than two (2) similar assignments are preferable.
 - 5.3.1** Name of client to which service/assignment of job evaluation nature was provided and duration.

- 5.3.2 Name and location of the project or assignment; and,
 - 5.3.3 Value of the assignments.
 - 5.3.4 Contact name, Cell Number and Email for the assignment reference indicated.
- 5.4 The firm's company profile, detailing the firm's shareholding structure; names of Directors, Nationality, Address, Telephone and E-mail and firm's Certification of Incorporation or Registration.

The assignment should start in February 2025 and is expected to be implemented over ninety (90) days.

The Consultant will be selected in accordance with the **Least Cost Selection (LCS)** method set out in the Authority's Procurement Policy and Procedures Manual.

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

Further information can be obtained at the address below during working hours from 0800 hours to 1630 hours local time or Email: misozi.mbawo@zambezi.org

6.0 Expressions of interest shall be submitted by **E-MAIL ONLY in PDF on or before 17 December 2024, 1600hrs on the following E-mail Tender Box.**

Email : procurement@zambezi.org

The Expressions of interest must be addressed to;
The Chief Executive
Zambezi River Authority
Kariba House, 32 Cha Cha Cha Road
Lusaka, Zambia.
Tel.: +260 211 227970-3

Att: Acting Manager - Procurement