



# Terms of Reference – Request for Proposals

## 1. ASSIGNMENT SUMMARY

<b>Title of assignment</b>	Zambian Mining Landscape and CSR Mapping
<b>Location of assignment</b>	Zambia
<b>Sector</b>	Mining
<b>Initiative</b>	Local Economic Development
<b>Reports to</b>	Sector Lead – Mining and Mining Services
<b>Anticipated start date</b>	January 2021
<b>Duration of contract</b>	6 weeks

## 2. ABOUT PROSPERO

Prospero is a UK aid funded private sector development organization designed to incentivise investment in innovation that will change the way that market systems work and create new growth opportunities for Zambian MSMEs. We focus on the following high-growth potential sectors:

- **Food and Agriculture:** Increasing competitiveness and value of Zambian food products in end consumer markets.
- **Mining and Mining Services:** Increasing the sustainable and inclusive economic impact of mining in Zambia.
- **Tourism and Hospitality:** Increasing the value and proportion of tourist revenues captured by local businesses.
- **Investment Services:** Increasing access to sources of impact investment finance for growth-oriented businesses
- **Business Services:** Increasing access to business services that support growth-oriented businesses.

We partner with leading private sector players, government agencies and business associations to design synergistic initiatives that support strong business model development, promote transformative financial services, attract quality investors and foster enabling business and investment environments.

We rely on a combination of the resources, experience, and expertise of external service providers to support our interventions. Services are procured and service providers are contracted according to specific delivery needs.

### 3. CONTEXT OF THE ASSIGNMENT

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The relationship between commercial mining and the economic and social development of host communities is complex. Often, mining social investment initiatives can have a narrow scope both in geography, sustainability, and dependency on the mine. Despite the best efforts of mining companies, successful, non-mine dependent and sustainable alternative livelihood initiatives and programmes are difficult to develop and without the correct support, mining companies face an uphill battle in succeeding.

Prospero sees a strategic opportunity to broker a shared mining strategy for Zambia, with the long-term aim to create a sectoral shift from corporate social responsibility (CSR) to corporate social investment (CSI) creating thousands of non-mining dependent jobs in mining host and wider communities.

To influence such a mindset and activity shift within the mining sector, Prospero seek to understand the landscape in the Zambian mining sector and the current approach to CSR.

### 4. SCOPE OF WORK

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Prospero seeks to appoint a qualified consultant to lead the rapid mapping of the Zambian mining landscape and associated CSR activities.

The consultant will be required to:

- Identify, as far as possible, all exploration and mining companies operating in Zambia
- Create a database outlining:
  - Company name
  - Company website
  - Contact details (where possible)
  - Shareholding
  - Licence(s) status
  - Operation location(s)
  - Commodity
  - Phase of operation (exploration, feasibility, development, operations, closure etc)
  - Life of mine (expected or remaining)
  - Annual spend on CSR
  - CSR activity indicators
- Prepare a report summarising the Zambian mining landscape, summarising the database findings and any key trends, and include a summary on each company's (where possible) approach to CSR, including:
  - Existing activities and their active intervention partners on the ground in relation to their activities (by type, i.e., investment in infrastructure, supplier development initiatives/programme, non-mine dependent livelihood creation, etc.)
  - Indicative appetite for co – investment in CSI projects with new intervention partners
  - Past expenditure on CSR
  - Successes and failures
  - Appetite for co-investment in CSI projects

Prospero understands that some of the information on CSR activities may be a challenge to obtain for all companies, so information should be provided where possible. However, an exhaustive effort should be made using the consultant's networks, online resources, and direct discussion with mining companies.

## 5. PROFILE OF THE SERVICE PROVIDER

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Prospero expects the selected consultant to have extensive expertise in the mining sector, to be well-connected in Zambia's mining sector and its stakeholders, to have a track record of data collection and reporting.

The consultant should demonstrate experience and competencies in the following areas:

- Mining Sector: Extensive experience in working within the mining sector.
- Data analysis and research: Ability to and understanding of potential online resources which can support in the development of rapid data acquisition.
- Relevant Network and Access: Networks of a longlist of Zambian mining and exploration companies.
- Database Development: Proven track record of developing complex databases, understanding data efficiency, and creating a user-friendly output, along with some data analysis.
- CSR in Mining: Understanding of current CSR activities in the Zambian mining sector.

## 6. REPORTING REQUIREMENTS

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The contract will start with a kick-off meeting with members of the Prospero mining sector team, during which the consultant will be expected to lay out their planned approach to the scope of work, their timeline for activities and any inputs and support they require from Prospero.

The consultant will be expected to prepare a database and report at the end of the contract.

It is anticipated that approximately 40 – 50 consultant days will be required to undertake the scope of work, throughout the period of January – March 2021. Deliverables will be prepared and submitted under the following timeframe:

Time frame	Deliverable
18 January 2021	Submission of proposal
01 February 2021	Kick-off meeting
14 March 2021	Completion Report and Database

## 7. SUBMISSION GUIDELINES

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Please submit the following via email to [Procurement@prospero.co.zm](mailto:Procurement@prospero.co.zm) by **18 January 2021** and indicate '**Mining landscape and CSR mapping**' in the subject line:

- **Consultancy proposal** (no more than 2 pages, minimum size 12 font) outlining:
  - Individual/corporate profile, highlighting the consultant's relevant experience
  - Understanding of the assignment and any comments on the context of the assignment, scope of work or deliverables with proposed timeline.
  - A list of several relevant or similar projects, with any feedback from clients.
  - A description of the proposed approach to the project, including any key issues envisioned and inputs required.
- **Curriculum Vitae of the team**
- **Financial proposal** (in a MS Excel compatible spreadsheet) showing proposed fee structure, clearly showing level of resourcing required and associated fees.

Prospero may reject any proposal that does not comply with the required format at its sole discretion.

Prospero reserves the right to amend, extend or cancel this request for proposals at any stage. The costs of preparing proposals is entirely on the account of the organisation preparing the proposal.

## 8. PROPOSAL EVALUATION AND CONTRACT AWARD

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Prospero will seek (but does not guarantee) to complete an evaluation of compliant proposals within ten days of the submission deadline. The preferred bidder will be informed and invited to begin contract negotiations. If the contract negotiations with the preferred bidder are unsuccessful, Prospero may either:

- cancel the request for proposals, or
- identify an alternative preferred bidder based on the evaluation of the remaining proposals.

In any case, contract awarding will be subject to the standard Prospero due diligence assessment.

## 9. TAXES

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Prospero is in full compliance with the tax laws of the Republic of Zambia and will make any necessary deductions for withholding taxes (WHT) or any other applicable taxes when making any payment to an independent consultant or contractor.