

Request for Proposals – Service Contract

1. ASSIGNMENT SUMMARY

Title of assignment	Provision of Technical Services to Barrick Mine's Apiculture Project
Location of assignment	Lumwana District, Northwestern Province
Sector	Mining Services/Barrick Lumwana CSR Department
Initiative/Budget line	Mining Services/LED
Reports to	Mining Sector Lead / Barrick Lumwana Sustainability Manager
Anticipated start date	August 9, 2021
Duration of contract	TBA

2. ABOUT PROSPERO

Prospero is a Zambian registered not-for-profit company, responsible for implementing the second phase of what has now become a 12 year (2014-26), private sector development programme funded by UK Aid. The second phase is expected to run from 2020 – 2026.

The programme is designed to support business investment and innovation across three focus sectors: Mining and Mining Services, Tourism and Hospitality and Food and Agriculture. Prospero works through numerous partnerships with public and private Zambian entities, providing a combination of technical assistance, grant support for business investment and help to access private impact investment finance. In the last two years, the programme has helped Zambian SMEs attract investment capital in excess of USD 90 million.

Prospero is responsible for producing Quarterly and Annual Results Reports for each financial year (April – March) and showcase the achievements of Prospero to all its key stakeholders. The reports also demonstrate transparency and accountability and are an important tool to raise awareness of the contribution of our work to private sector development, but also answer the broader question on: *'why invest in business innovation?'*

3. SPECIFIC CONTEXT OF THE ASSIGNMENT

Prospero Zambia and Barrick Lumwana Mine have partnered to develop synergies in the areas of agriculture and local economic development.

Prospero and Barrick have identified the need to develop and implement a sustainable apiculture enterprise in their mining area of Lumwana-Kalumbila that serves to meet the needs of the local, national, regional, and international honey export markets while improving incomes and livelihoods of local populations.

Barrick has started to develop a commercially viable beekeeping project in the mining area of Lumwana-Kalumbila as well as a honey production and processing enterprise as part of their Corporate

Social Responsibility (CSR). However, Barrick is constrained by several challenges hindering the expansion/growth of its apiculture programme. These included but not limited to;

- Information gap that leads to market access constraints for the apiculture value chain development.
- Barrick team limited access to knowledge and networks for apiculture value chain development
- Lack of capacity by Small Holder Farmers in apiculture business skills that meets market standards for honey and be competitive on the market.
- Lack of formalized partnerships with key value chain players in the honey sector

Therefore, Prospero is looking for a consultant(s) to provide technical advisory services in the design, development, and implementation of its apiculture project that addresses these issues.

4. OBJECTIVE(S) OF THE ASSIGNMENT

Provide technical assistance/support to Barrick Mine to establish and manage a commercially viable apiculture production and processing enterprise.

5. SCOPE OF WORK

The consultant is required to work closely with Prospero and Barrick mine on this assignment and will be required to carry out the following;

- **Feasibility Assessment**
 - Assessment of current Barrick apiculture projects to determine strengths, weaknesses and further provide solutions on what can be improved.
 - Rapid market assessment to determine honey demand.
 - Estimation of production capacity based on number of beehives setup and number of primary producers engaged.
 - Selection of a suitable site and identify investment requirements by Barrick Mines for setting up beehives as well as establishing the honey processing facility.
- **Implementation Plan**
 - Development of a comprehensive “Project Implementation Plan” to guide the Barrick team on the implementation of the apiculture project. This will also include various implementation models.
 - Design of honey production and management plans to guide Barrick team in the day-to-day management of the honey projects.
- **Capacity Building**
 - Identification, provision and improving the technical capacity of Barrick CSR team to implement, manage and monitor its apiculture project as well as provide basic capacity building in beekeeping to Barrick’s primary producers (small holder farmers).
- **Market Linkages**
 - Facilitate linkages between Barrick and other apiculture value chain players including linkages to various input and output players, investors, offtakers, and other opportunities.

The consultant will be supervised by Prospero in collaboration with Barrick Mine CSR team to deliver stipulated deliverables in the TORs. The consultant will collect data, analyze it, and provide technical support to the entire process and produce a comprehensive jargon free report.

6. DELIVERABLES

Deliverables	Due date
Inception Report	11 th August 2021
Feasibility assessment including a rapid market assessment report	1 st Sept 2021
Implementation Plan	15 th Sept 2021
Final Project Report	29 th Sept 2021

7. PROFILE OF THE SERVICE PROVIDER

7.1 REQUIRED/DESIRABLE EXPERIENCE

- More than 5 years' experience in the field of apiculture, agriculture
- Experience working with mining CSR projects is desired
- Demonstrate evidence of skills and competencies required to conduct feasibility studies in the field of apiculture as well as design, development, and implementation of CSR projects.
- Experience in capacity building, coaching, and mentoring.
- Knowledge, networks, and relationships in the apiculture value chain

7.2 REQUIRED/DESIRABLE QUALIFICATIONS

To achieve these objectives, the service provider will have the following desirable attributes:

- Ability to develop detailed strategies/work plans to achieve initiative objectives.
- Innovative thinking and problem-solving skills.
- Networking and interpersonal skills.
- Effective communication (written and spoken) skills.
- Attention to detail and focus on quality and timely delivery.

8. REPORTING REQUIREMENTS

Report	Due for submission
Inception report	11 th August 2021
Final report	29 th September 2021
Assignment Completion report	29 th September 2021

9. PROPOSAL SUBMISSION GUIDELINES

Interested parties intending to submit a proposal may request clarifications to the assignment terms of reference at any point up to seven days before the deadline for submission given below.

Potential service providers are required to submit proposals for this assignment comprising:

- Technical proposal (no more than 6 pages) comprising:
 - Individual/corporate profile, highlighting relevant experience with specific references to past assignments
 - Understanding of the assignment and any comments on the objectives, scope of work or deliverables
 - Methodology to deliver against the assignment objectives
 - Roles and names of key personnel
 - Risk management and mitigation plan for the assignment
- Curriculum vitae for key personnel named in the proposal (no more than 2 pages per person)
- Financial proposal (in a MS Excel compatible spreadsheet) showing:
 - Fees: Names and roles of individuals, number of days input, daily fee rates and total cost (gross of all taxes)
 - Reimbursable expenses budget: Items of expenditure, definition of units, number of units required, maximum cost per unit, and maximum budget for each item of expenditure including budget notes. (Note: expenses will be reimbursed at cost, up to the maximum cost per unit in the budget)
 - Proposed payment schedule: Payments on contracting, inputs and deliverables

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

Potential service providers should submit their proposal electronically to:

Submission email address	procurement@prospero.co.zm
Deadline for submission	6th August 2021

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/consultant preparing the proposal.

10. PROPOSAL EVALUATION AND CONTRACT AWARD

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

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

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

Prospero will provide feedback to shortlisted applications within 14 days after the deadline for submission.

11. APPLICABLE TAXES

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. Guidance on applicable deductions and rates can be obtained on the Zambia Revenue Authority (ZRA) website - www.zra.org.zm/