

# Request for Proposal

## 1. ASSIGNMENT SUMMARY

Title of assignment	B2B linkages/matchmaking
Location of assignment	Zambia
Sector	Business Services
Initiative	Business Membership Organisation (BMO)
Reports to	Sector Lead – Business Services
Anticipated start date	17th August 2022
Duration of contract	25 days

## 2. ABOUT PROSPERO

Prospero is an independent not-for-profit organization implementing the second phase of the UKaid-funded Private Enterprise Programme Zambia (PEPZ II). The programme is designed to incentivise investment in innovation that changes the way that market systems work to create new growth opportunities for MSMEs. PEPZ II is focused on the following high-growth potential sectors:

- **Food and Agriculture:** Increasing competitiveness and value of Zambian food products in end consumer markets.
- **Mines 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 work at the intersection of market system development and the impact investment ecosystem, recognising that enterprise growth at scale requires access to substantial and sustainable sources of commercial finance

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. Prospero is now seeking a service provider to deliver the assignment described below.

### 3. CONTEXT OF THE ASSIGNMENT

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Prospero is working with Ndola and District Chamber of Commerce and Industry (NDCCI) and North-Western Chamber of Commerce and Industry (NWCCI) to improve the services they offer and the value that they deliver to their members. Prospero through their Business Membership Organization initiative is working together with the chambers on activities designed to strengthen the voice of the private sector around efforts to improve the business enabling environment.

Hence, Prospero, in collaboration with NWCCI and NDCCI is seeking two consultants (one consultant per chamber) to undertake a vigorous mobilization of SMEs and multinational private sector businesses who will participate in the B2B matchmaking/linkages that will lead to mutual benefit and business done together. The consultant should **be based in either Copperbelt or North-Western province** depending on the opportunity being applied for.

### 4. OBJECTIVE(S) OF THE ASSIGNMENT

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The primary objective of the assignment is:

To design and implement a business linkages/matchmaking facilitation program that shall promote business linkages among companies prior to the 2022 NWCCI/NDCCI expo and post NDCCI/NWCCI 2022 expo for enhanced opportunities.

### 5. SCOPE OF WORK

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The scope of work for the consultant shall include the following among others;

1. Design and implement a B2B matchmaking program for a shortlisted 50 companies.
2. Creation of a list of potential market opportunities available to businesses affiliated with NDCCI or NWCCI
3. Conduct needs assessment for the businesses identifying businesses' strengths and limitations
4. Select in consultation with NDCCI or NWCCI Management, 50 Companies to participate in the matchmaking activities.
5. Connect 50 companies to B2B opportunities and help in the facilitation of meetings, aiding them to finalise how they will work together.
6. Assess the potential impact that the B2B process will bring to the SMEs that are members of the NWCCI/NDCCI and the horticulture consortium (the consultant will need to assess potential direct and indirect jobs to be sustained/created, indirect SMEs to benefit and farmers to be reached because of the B2B process).
7. Provide a comprehensive jargon-free report outlining linkages made, potential impact of the B2B exercise on jobs, smallholder farmers and opportunities available for SMEs in North-western/Copperbelt provinces.

Note: that the matchmaking sectors of priority are broader with a bias towards Mining Supply Chain and Agriculture.

## 6. DELIVERABLES

The deliverables from this assignment and the due dates for submission are:

Deliverables	Due date
Provide NDCCI/NWCCI management with an inception plan in the first week of engagement.	24 August 2022
Map out potential market opportunities for businesses that would participate in the B2B linkages.	31 August 2022
Map out the potential impact of the B2B exercise on jobs, smallholder farmers and opportunities available for SMEs in the North-western or Copperbelt provinces	15 September 2022
Set up and facilitate meetings between the businesses to bring about successful linkages.	28 September 2022
Post the B2B linkages/matchmaking clearly outline the businesses that have benefited from the program and show the outcome of successful SMEs that have been linked.	1 February 2023

## 7. PROFILE OF THE SERVICE PROVIDER

### 7.1 REQUIRED/DESIRABLE EXPERIENCE

To achieve these objectives, the corporate governance expert should have a combination of academic qualifications, technical expertise and experience required by the respective role. As a preference the Expert should have:

- Minimum university degree in Business Management, Economics, or other relevant fields.
- At least 10 years of experience directly supporting SME growth and dialogue related to B2B linkages and economic growth.
- Have proven work experience in the scope of consultancy required. (Samples of previous similar reports will be requested).
- Experience providing technical assistance to improve skills, knowledge and outreach capacity of SMEs to be linked to other companies for mutual benefit.
- Proven experience in working with private sector commercial actors such as buyers and sellers.
- Excellent analytical, interpersonal and communication skills including experience in conducting needs assessments of SMEs.

- Leading and supporting the SMEs with private sector linkages to off-takers and local SMEs to ensure there is local integration and benefit.

## 8. APPLICATION GUIDELINES

Interested parties intending to submit an application may request clarifications to the assignment terms of reference at any point up to two 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
  - 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:

<b>Submission email address</b>	<b>procurement@prospero.co.zm</b>
<b>Deadline for submission</b>	12 August 2022

Consultants should clearly state which of the two chambers (NDCCI or NWCCI) they are applying to provide consultancy for and **should be based in either Copperbelt or North-Western province** depending on the opportunity being applied for.

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.

## **9. 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 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 14days after the deadline for submission.

## **10. APPLICABLE 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. Guidance on applicable deductions and rates can be obtained on the Zambia Revenue Authority (ZRA) website - [www.zra.org.zm/](http://www.zra.org.zm/)