MILLENNIUM CHALLENGE ACCOUNT ZAMBIA II
(MCA-ZAMBIA II)

SPECIFIC PROCUREMENT NOTICE

Lusaka, Zambia
11 September 2026

PROCUREMENT OF A HUMAN RESOURCE RECRUITMENT FIRM

REF: MCAZII-26-4005

The United States of America, acting through the Millennium Challenge Corporation ("MCC") and the Government of the Republic of Zambia (GRZ) (the "Government") signed a Compact on 17th October 2024 to facilitate poverty reduction through economic growth in Zambia (the "Compact") in the amount of Four Hundred and Fifty-Eight Million United States Dollars (US$ 458 million) ("MCC Funding"). The Compact also includes an additional US$ 33.75 million from the Government (the "Country Contribution"), bringing the total Compact proposed investment to US$ 491.75 million

The Compact program consists of four Projects: (1) the Roads and Access Project; (2) the Asset Finance Project; (3) the Agriculture Policy Reform and Institutional Strengthening Project; and (4) the American Catalyst Facility for Development (ACFD) Project.

The Government has designated Millennium Challenge Account – Zambia II ("MCA-Zambia II") to manage the implementation of the Activities, including entering into and managing the Government Service Provider Contracts. MCA-Zambia II now intends to apply a part of the proceeds of the Compact Funding to payments for contracts for goods, works and services.

MCA-Zambia II is seeking to engage the services of a Human Resource Recruitment Firm to manage the recruitment process to hire qualified individuals for 52 positions. More details on these services are provided in the Terms of Reference in Section V of the RFO.

This RFO is open to all eligible entities ("Offerors") who wish to respond. Subject to restrictions noted in the RFO, Offerors may associate with other Offerors to enhance their capacity to successfully carry out the assignment.

A Human Resource Recruitment Firm will be selected under the **Consultants Qualifications Selection ("CQS")** method, an evaluation procedure that is described in Section III of the RFO in accordance with the "MCC Accountable Entity Procurement Policy and Guidelines" provided on the MCC website **www.mcc.gov/ppg**. The selection process, as described, will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.

The RFO includes the following Sections:

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PART 1 – OFFER AND SELECTION PROCEDURES

Section I **Instructions to Offerors Schedule**

This section provides information to help Offerors prepare their Offers; it also provides information on the submission, opening, and evaluation of Offers and on the award of the proposed contract.

Section II **Data Sheet ("DS")**

This section sets out the particular requirements for the specific procurement and supplements the information included in Section I, Instructions to Offerors.

Section III **Qualification and Evaluation Criteria**

This section specifies the qualifications required for the Offeror and the criteria to be used to evaluate their Offer.

Section IV A **Technical Offer Forms**

This section provides the Technical Offer Forms that Offerors are to complete and submit in a separate envelope as part of their total Offers.

Section IV B **Financial Offer Forms**

This section contains the Financial Offer Forms which are to be completed by the Offerors and submitted separately from their Technical Offers.

Section V **Terms of Reference**

This Section includes the detailed Terms of Reference that describe the nature, tasks, and duties of the consulting services to be procured.

Only registered Human Resource Recruitment firms interested in receiving the RFO and submitting an Offer should register using the following link:

https://forms.cloud.microsoft/Pages/ResponsePage.aspx?id=Ze5RTkjPjU6_GsnKKjLhQ2xUbnSUoKtDr4NSARq1J6hURVJBU0NGVlAyUzE2TDY2U1k3NjFBRjMyRC4u.

Prospective Offerors should provide their correct email contact details. This will ensure that the Offerors receive updates regarding this RFO. Please take note that this RFO is not open to Individual Consultants.

Please note that a Pre-Offer Conference will be held as described in the Data Sheet ("DS"), Section II of the RFO. Attendance at the Pre-Offer Conference is not mandatory but is strongly advised for all interested Offerors or their representatives

Offers must be delivered electronically to the address and in the manner specified in the DS ITO 17, no later than **3:00pm CAT (GMT+2) on 9 October 2026**. Please note that only electronic Offers will be accepted. Late Offers will not be accepted under any circumstances.

For any clarifications, please contact the Procurement Consultant on email address: procurements@mcazambia2.gov.zm.

Yours sincerely,

Pamela Kasese Bwalya
Chief Executive Officer

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