

**DIGITAL ZAMBIA ACCELERATION PROJECT
(DZAP)**

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

COUNTRY: Zambia

NAME OF PROJECT: The Digital Zambia Acceleration Project (DZAP)
Loan No./Credit No./ Grant No.: P505094

Name of Implementing Agency: Smart Zambia Institute (SZI)

Assignment Title: Consultancy Services for the Review and Development of National Data Protection Guidelines and Compliance Frameworks.

Reference No.: ZM-SZ-554942-CS-CQS

Background

The Government of the Republic of Zambia (GRZ) has received financing from the World Bank to accelerate countrywide digital transformation through the Digital Zambia Acceleration Project (DZAP) and intends to use part of the proceeds of the credit to accelerate country-wide digital transformation under the Digital Zambia Acceleration Project (DZAP) and intends to apply part of the proceeds for Consulting Services for the Review and Development of National Data Protection Guidelines and Compliance Frameworks.

Objectives of the assignment

This assignment will strengthen Zambia's data protection regulatory framework by supporting the Data Protection Commission in reviewing, developing, and enhancing regulatory instruments that facilitate the effective implementation of the **Data Protection Act No. 3 of 2021**. The assignment seeks to improve regulatory certainty, promote consistent compliance, strengthen regulatory oversight and enforcement, and provide practical, legally robust, and implementation-ready guidance for the lawful processing of personal data across both the public and private sectors.

The Scope of services

The Consultant shall undertake the following activities to review, strengthen, and develop data protection regulatory instruments that support the effective implementation of the **Data Protection Act No. 3 of 2021**. In undertaking the assignment, the Consultant shall ensure that all regulatory instruments are legally sound, mutually coherent and consistent, practical to implement, aligned with recognized international best practices, and responsive to Zambia's legal, institutional, and operational context.

Invitation to eligible Consulting Firms

The SZI invites eligible consulting firms ("Consultants") to submit Expressions of Interest (EOIs) for the provision of the Services. Interested Consultants should provide information demonstrating that they possess the requisite qualifications, technical capacity, and relevant experience to undertake and successfully deliver the required Services.

Firms Qualifications

The Consulting Firm shall demonstrate the institutional capacity to successfully undertake and deliver a regulatory development assignment of this nature, covering both legal and technical aspects across multiple sectors.

The Consulting Firm shall meet the following minimum requirements:

i. **Core business of the firm(s) and years in business.**

- Be a legally registered entity with a core business in legal consultancy, regulatory advisory services, ICT governance, data protection, or a combination thereof.

ii. **Relevant experience which should specifically include the following:**

- Demonstrate successful completion of at least **three (3)** assignments of a similar nature within the last **seven (7) years**, involving the development, review, or implementation of data protection legislation, regulatory guidelines, privacy frameworks, or related regulatory instruments.
- Demonstrate the technical and managerial capacity to deliver the full scope of the assignment within the three (3) month implementation period, including the ability to mobilize and manage an appropriately qualified multidisciplinary team.
- Demonstrate familiarity with the Zambian legal and regulatory environment, including the **Data Protection Act No. 3 of 2021**.

iii. **Technical and Managerial capability of the firm(s) (Provide only the structure of the organization and CVs of the Directors or Principals of the firm. Do not provide CVs of the Experts). Key Experts will not be evaluated at the short-listing stage.**

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, 3.17 and 3.20 of the World Bank's "Procurement Regulations for IPF Borrowers – 7th Edition" dated September 2025 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest and eligibility.

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

The consulting firm will be selected using the Consultants' Qualifications-based Selection (CQS) method through an Open International market approach, in accordance with the World Bank's *Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing*, Seventh Edition, September 2025.

Further information can be obtained at the address below during office hours from 08:00 hours to 13:00 hours and 14:00 hours to 17:00 hours Central African Time (CAT) or by email.

The detailed Terms of Reference (TOR) for the assignment can be accessed from the following link: <https://www.szi.gov.zm> and can also be obtained following written request to the emails indicated below.

Expressions of Interest must be delivered in written form and deposited in the tender box at the address below (in person) or electronically submitted via the following link: dzap_procurements@grz.gov.zm by **Friday, 21st August, 2026 at 10:00 hours CAT** to the address indicated below:

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