

Terms of Reference for Consulting Firm/Company – Supplier Identification and Selection Assignment.

1. Background

The Children International Zambia seeks to appoint a consulting firm/company to support the identification, assessment, vetting, and selection of suppliers and contractors. This process will ensure objective and transparent supplier and contractor choices that meet operational and ethical standards.

2. Objectives

- Identify suitable suppliers for each category.
- Evaluate and vet shortlisted suppliers.
- Recommend a final list of qualified suppliers.
- Document the selection process and decisions.

3. Scope of Work

- Advertise in the National Newspaper and other platforms a call for supplier registration
- Develop criteria for vendor selection in consultation with the CI.
- Collect, verify, and analyse information on prospective vendors.
- Categorize suppliers based on financial strength, technical capacity, compliance, and reputation.
- Vet suppliers, including reference checks and certification verification.
- Prepare reports on each shortlisted supplier.
- Submit a final list with supporting documentation for at least six suppliers or contractors in each category.

4. Deliverables

- A comprehensive and validated vendors list tailored to CI's requirements.
- Support documentation outlining supplier identification and evaluation criteria.
- Supplier evaluation reports, including vetting and risk assessments.
- Submit a final list with supporting documentation for at least six (06) suppliers or contractors in each category with justifications.
- Summary presentation to management.

5. Experience

- At least 5 years in undertaking similar assignments.
- Proven success in supplier evaluation projects.
- Strong analytical and communication skills.
- Knowledge of industry standards and ethical practices.

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6. Reporting & Coordination

The consulting firm/company reports to the Committee consisting of "Operations, Accounts and Purchasing departments" and shall provide regular updates.

7. Evaluation and Selection Criteria

- Relevant experience of 5 years in undertaking similar assignments.
- Proposed approach and work plan.
- Understanding of the assignment.
- Sample of previous work report.
- Competitively priced quotation.
- Client references from other clients where similar assignments have been undertaken.
- Provide Timelines for executing the assignment

8. Confidentiality and Ethics

The consulting firm/company must maintain confidentiality and comply with ethical and legal standards throughout the assignment.

9 . Categories

Categories of goods and services required by the organisation:

- Plumbing
- Maintenance
- Floor and wall tiling
- Painting
- Construction
- Supply of outside catering services
- Transportation of goods
- Car hire
- Electrical maintenance
- Servicing of Airconditioning
- Supply of Stationery and office supplies
- Supply of Snacks, Tobwa, Water, and soft drinks
- Supply of educational toys and other children's play resources
- Travel and Tours services
- Consultancy services for provision of Training to staff, volunteers, and Board members

DEADLINE

All bids should be submitted in sealed envelopes and must be deposited in tender box at **Children International Zambia Central Office situated at 18 Mulombwa Close, Off Bwinjimfumu Road, Rhodespark, Lusaka**. The closing date for receiving bids is **Friday 5th December 2025 at 14:00 hours**.