

Request for Proposals: Lead Technical Facilitator for the Mid-Term Review of the Zambia Partnership Compact (2024–2029)

Organization: Save the Children International (SCI) Zambia

Location: Lusaka, Zambia

Assignment Period: 1 September 2026 – 27 October 2026 (40 days)

Bid Submission Deadline: 21 August 2026, 17:00 hours (local time)

Source: GoZambiaJobs.com

Save the Children International (SCI) Zambia invites eligible and qualified consultancy service providers to submit proposals for the Mid-Term Review of the Zambia Partnership Compact (2024-2029). This procurement is for deliverable-based consultancy services; the successful bidder will be contracted subject to SCI's procurement, vetting, due diligence, safeguarding, contracting and approval requirements.

Proposal Pack and Order of Documents

- Request for Proposal and Bidder Response Document
- Annex 1 – Terms of Reference (technical requirement and deliverables)
- SCI Terms and Conditions of Purchase / applicable consultancy contracting terms
- SCI Supplier Sustainability Policy and Mandatory Policies
- Any written clarification or addendum issued before the submission deadline

Bid Submission Instructions

- Submit the complete proposal electronically before the deadline
- Use the subject line: GPE MTR Consultancy - [Bidder Name]
- Submit the Technical Proposal and Financial Proposal as clearly identified documents
- Do not send bids to the clarification mailbox or individual SCI staff members
- Late submissions may be rejected per SCI's sourcing procedure

Bidder Eligibility and Essential Criteria (Pass/Fail)

Bidders must accept SCI's Terms and Conditions of Purchase, comply with the Supplier Sustainability Policy and Mandatory Policies, confirm no links to terrorism-related activity, be fully qualified/licensed/registered and compliant with Zambian legislation, provide tax registration details, disclose any conflict of interest, meet the minimum technical requirement in the ToR (including lead consultant qualifications), and accept SCI safeguarding requirements.

Required Bid Submission – Technical Proposal

- Bidder profile and legal status
- Understanding of the assignment and proposed methodology for all three phases of the review
- Detailed work plan aligned to the 40-day assignment
- Team structure, identifying the Lead Technical Facilitator and any supporting personnel
- CV(s) of key personnel demonstrating required qualifications
- At least two examples of similar assignments and contactable references

- Approach to stakeholder engagement, facilitation, quality assurance, risk management, gender and inclusion

Required Bid Submission – Financial Proposal

Professional fees by role, number of days and daily rate; any reimbursable/other applicable costs itemized; applicable taxes/statutory charges; total evaluated price with assumptions identified; bid validity period and proposed payment terms.

Evaluation Methodology

Only bidders that pass all Essential Criteria proceed to scored evaluation: Technical/Capability 50%, Sustainability 10%, Commercial/Financial 40%.

Submission

Closing date for receipt of bids: Friday 21st August 2026. Clarification email: Zambia.Procurement@savethechildren.org. Bid submission email: Zambia.Tenders@savethechildren.org.

Save the Children reserves the right to re-advertise if suitable consultants are not found.