



REQUEST FOR PROPOSALS (RFP)

FOR CONSULTANCY SERVICES

Review of the TEVET Fund Operations Manual

TEVETA /TFU/002/2026

1. Introduction

The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) invites proposals from eligible Individual Consultants and Consulting Firms to undertake a comprehensive review of the TEVET Fund Operations Manual.

This procurement is being conducted in accordance with the provisions of the Public Procurement Act No. 8 of 2020 of the Republic of Zambia.

2. Background

The Government of the Republic of Zambia, through the Technical Education, Vocational and Entrepreneurship Training (TEVET) Act No. 13 of 1998, as amended by Act No. 11 of 2005, established the TEVET Fund as a financing mechanism aimed at improving the efficiency and effectiveness of the TEVET system.

The Skills Development Levy (SDL), governed by the Skills Development Levy Act No. 46 of 2016 (as amended by Act No. 24 of 2020), is the primary source of funding for the TEVET Fund and is collected by the Zambia Revenue Authority (ZRA).

The TEVET Fund promotes sustainable financing, equitable access to funding, cost-sharing mechanisms, and improved quality assurance systems. However, evolving policy and operational environments necessitate a review of the existing Operations Manual.

3. Objective of the Assignment

The objective of this assignment is to engage a qualified consultant to review and update the TEVET Fund Operations Manual to align it with current policies, legislative provisions, and international best practices.

4. Scope of Services

The Consultant shall:

- Review national policies, legal frameworks, and relevant documentation on TEVET financing;
- Analyse current TEVET Fund operational procedures and funding mechanisms;
- Identify gaps and inefficiencies in the existing Operations Manual;
- Engage stakeholders including Government Ministries, private sector, NGOs, and cooperating partners;
- Present findings and recommendations to TEVETA Management;
- Facilitate a stakeholder validation workshop;
- Revise the manual incorporating stakeholder input;
- Submit draft and final reports;

- Present the final TEVET Fund Operations Manual.

5. Deliverables

The Consultant shall provide:

1. Inception Report (methodology and work plan)
2. Draft TEVET Fund Operations Manual
3. Validation Workshop Report
4. Final TEVET Fund Operations Manual
5. Final Assignment Report

6. Duration of the Assignment

- **Start Date:** 1st April 2026
- **End Date:** 30th June 2026

7. Eligibility and Qualification Requirements

A. For Individual Consultants

- Advanced degree in Economics, Public Policy, Public Finance, Development Studies, Business Administration, or TVET;
- Alternatively, a first degree with at least 10 years' relevant experience;
- Minimum 5 years' experience in TEVET or education financing;
- Proven experience in policy analysis and operational reviews;
- Knowledge of TVET systems in Africa;
- Strong analytical, facilitation, and report writing skills.

B. For Consulting Firms

- Registered firm with demonstrated experience in TVET, public finance, or policy consultancy;
- At least 5 years of relevant institutional experience;
- Proven track record in similar assignments;
- Availability of qualified key personnel meeting the above individual consultant requirements;
- Experience in Sub-Saharan Africa will be an added advantage.

8. Proposal Submission Requirements

Interested consultants (individuals or firms) shall submit:

A. Technical Proposal

- Understanding of the assignment;
- Detailed methodology and work plan;
- Relevant experience and past assignments;
- CV(s) of key personnel (for firms);
- Proposed approach to stakeholder engagement and validation.

B. Financial Proposal

- Detailed cost breakdown (professional fees, logistics, taxes, etc.);
- Clearly stated payment schedule linked to deliverables.

9. Evaluation Criteria

Proposals will be evaluated using the **Quality and Cost Based Selection (QCBS)** method:

- Technical Proposal: **80%**
 - Experience and qualifications
 - Methodology and approach
 - Understanding of the assignment
- Financial Proposal: **20%**

Only consultants who achieve the minimum technical score will have their financial proposals opened.

10. Reporting and Supervision

The Consultant will report to the **TEVET Fund Manager at TEVETA** and will work closely with designated technical staff.

11. Payment Terms

Payments shall be made upon satisfactory completion of deliverables as follows:

- 20% upon approval of Inception Report
- 30% upon submission of Draft Manual
- 20% after Validation Workshop
- 30% upon submission and acceptance of Final Manual

Advance payment, if applicable, shall not exceed 25% of the contract price and shall be subject to submission of an Advance Payment Guarantee in accordance with applicable regulations.

12. Submission Details

Proposals must be submitted to:

The Director General

Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA)

[Insert Address]

Lusaka, Zambia

Deadline for submission: 10th April 2026

Late submissions will not be accepted.

13. Additional Information

- TEVETA reserves the right to accept or reject any proposal without assigning reasons.
- All costs associated with proposal preparation shall be borne by the consultant.
- Clarifications may be requested in writing prior to the submission deadline.