

**TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING
AUTHORITY (TEVETA)
REQUEST FOR PROPOSALS (RFP)
CONSULTANCY SERVICES – REVIEW OF THE TEVET FUND OPERATIONS
MANUAL
REF: TEVETA/TFU/002/2026**

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

Background:

The TEVET Fund, established under the TEVET Act No. 13 of 1998 (as amended), is financed primarily through the Skills Development Levy (SDL). Due to evolving policy and operational environments, TEVETA seeks to align the Operations Manual with current legislation and best international practices.

Scope of Work:

The selected consultant will review existing policies and frameworks, analyse current fund operations, identify gaps, engage stakeholders, facilitate a validation workshop, and produce a revised TEVET Fund Operations Manual.

Eligibility:

- **Individual Consultants:** Relevant advanced degree (or equivalent experience), with proven expertise in TEVET, public finance, or policy analysis.
- **Consulting Firms:** Registered firms with at least 5 years' experience in similar assignments and availability of qualified personnel.

Submission Requirements:

Interested bidders must submit:

- Technical Proposal (methodology, experience, work plan)
- Financial Proposal (detailed cost breakdown)

Selection Method:

Quality and Cost Based Selection (QCBS) – Technical (80%) and Financial (20%).

Submission Details:

Proposals must be submitted to:

The Director General

Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA)
Lusaka, Zambia

Deadline: 10th April 2026

Late submissions will not be accepted.