

**ZIMBABWE ENERGY REGULATORY
AUTHORITY OF ZIMBABWE**

**STANDARD
REQUEST FOR EXPRESSIONS OF INTEREST**

for the

**Selection of Consultancy Services For
CULTURE AUDIT**

July 2022

ZERA EOI/01/2022

**REQUEST FOR EXPRESSIONS OF INTEREST FOR CONSULTANCY
SERVICES FOR CULTURE AUDIT
(Firms Selection)**

BACKGROUND

Zimbabwe Energy Regulatory Authority (ZERA) is seeking consultancy services for the provision of Culture Audit.

Terms of Reference for the culture audit:

1. To ensure adequacy and operating effectiveness of controls in place that support achievement of the Authority's goals.
2. Review subjective values within the organization and the actual, observable conduct by employees and stakeholders.
3. Conduct a survey to assess the current status of the following:
 - Leadership style
 - Company's vision and values
 - Employee values and behaviours
 - Workplace procedures and policies
 - Communication styles
 - Workplace environment
 - Reward and recognition programs
 - Decision making
 - Staff recruitment, recognition and management
 - Teamwork
 - Problem solving and conflict resolution
 - Reputation and brand management
 - Performance management
 - Any other as suggested by the Consultant

The methodology may include but not limited to the following:

- Interview and direct observation of all employees to gather current practice
- Conduct an anonymous cultural audit survey sent to all stakeholders to gain a basic understanding of the culture
- Conduct a review of the culture on paper to establish management's intended culture or at least how management wants to portray the culture
- Review the mission and vision statements, and any values the company states publicly
- Review statements about management styles used in place
- Review backgrounds and bio data for senior management
- Review organizational history and origins
- Statements about organizational goals and direction
- Code of conduct and ethics

Assess the following practices and make recommendations

- Responses to incidents such as a data breach
- Use of tip lines and handling of fraud cases

To this end ZERA, is inviting eligible consulting firms (“Consultants”) to indicate their interest and ability to provide.

MANDATORY REQUIREMENTS

- Certified Company Registration Documents
- Valid Tax Clearance
- Valid NSSA Registration Certificate
- Bid Bond obtainable from Bank or PRAZ to the value of ZW\$200,000.00
- A non-refundable administration fee of ZW\$15 000 is payable to PRAZ for SPOC review.
- Valid PRAZ Registration

EVALUATION CRITERIA

ITEM	MARKS
Methodology for Carrying out the Task	60
CVs of Key Personnel	20
2 Signed Reference Letters were a similar assignment was done	20

Short-listed Consultants will be invited to submit detailed technical and financial proposals, as described in Part 1 of the Request for Proposals Procedures in the Standard Request for Proposals for the Selection of Consultancy Services.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

A Consultant will be selected in accordance with the procedures specified in Part VIII of the Public Procurement and Disposal of Public Assets Act [*Chapter22:23*] and Part VI of the Public Procurement and Disposal of Public Assets (General) Regulations, 2018 (Statutory Instrument 5 of 2018). Short-listed Consultants will be invited to submit their proposals on a separate document based on the Standard Request for Proposals for the Selection of Consultancy Services and the Consultant submitting the successful proposal will be engaged on the contractual terms set out in that document and in the General Conditions of Contract for Consultancy Services. Copies of the Act and Regulations and the standard documentation are available on the website of the Procurement Regulatory Authority of Zimbabwe.

This opportunity is open to all Consultants who meet the criteria for eligibility as stated in Section 28 of the Act and who have the nationality of an eligible country as defined in Clause 1.10 of the General Conditions of Contract for

Consultancy Services. The Consultant and its sub-consultants must provide personnel who are citizens of eligible countries.

Participation is open to *both Zimbabwean and foreign bidders*.

The method of selection will be Quality and Cost Based Selection Method.

Further information can be obtained at the address below during office hours.

A Consultant may submit only one expression of interest. The expression of interest must be submitted in a clearly marked envelope and deposited in the tender box whose location is 45 Samora Machel Avenue, 14th Floor, Century Towers, Harare, Zimbabwe by 10:00am on 05 August 2022. Late expressions of interest will be rejected.

Zimbabwe Energy Regulatory Authority

Attn: Head of Procurement Management Unit

45 Samora Machel Avenue, 14th Floor, Century Towers, Harare, Zimbabwe

Tel: +263242780010

E-mail: tenders@zera.co.zw

Web site: www.zera.co.zw

Letter for submission of expression of interest

To: *{Insert name of Procuring Entity}*

With reference to your invitation for expressions of interest for *{insert subject and proposal reference number}*, we express our interest in bidding for a contract to provide these services.

We provide the following information in relation to the short-listing criteria:

1. Qualifications and experience of the firm: *{Insert relevant information}*.
2. Availability of appropriate skills among staff: *{Insert relevant information}*.
3. Other short-listing criteria: *{Insert relevant information}*.

We submit the following documents in support of this information *{list any documents that were requested in the invitation for expressions of interest; if no documents were requested, delete this paragraph }*.

{Delete whichever of the following statements do not apply:}

1. This firm will be the sole provider of the requested consultancy services. **or**
2. We propose to provide the requested consultancy services as part of a joint venture with *{provide the name of the joint venture partner and details of the contribution the partner would make to the required consultancy services}*. **Or**
3. We propose to engage as sub-contractors *{provide the name of the sub-contractor and details of the contribution the sub-contractor would make to the required consultancy services}*.

{In the case of 2 or 3 above} We confirm that the firm mentioned above has agreed to be associated with this expression of interest.

{Name and postal and physical address of firm submitting the expression of interest, together with name of contact person and contact details, including telephone number and e-mail address. The firm's website address should be provided, if available.}

Declaration by the Accounting Officer

I declare that the procurement is based on neutral and fair technical requirements.

Approved/Not Approved.....

Date.....