Ministry of Finance and National Planning

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING FIRM)

Country: Zambia

Project: Financial Inclusion for Resilience and Innovation Project (FIRIP)

Assignment title: Design, Development and Maintenance of a Management Information System (MIS) for FIRIP

Reference no. ZMB-2000004924-0075-CS-QCBS

Issue date: 21st September 2026

The Ministry of Finance and National Planning has received financing from the International Fund for Agricultural Development (IFAD) towards the cost of Financial Inclusion for Resilience and Innovation Project and intends to apply part of the proceeds for the recruitment of the consulting firm for the Design, Development and Maintenance of a Management Information System (MIS).

The use of any IFAD financing shall be subject to IFAD's approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD's rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Financial Inclusion for Resilience and Innovation Project.

The consulting services ("the services") include Design, Development and Maintenance of a Management Information System (MIS) for Annual Work Planning, Budgeting, Budget Execution Reporting and Project Performance Analytics to be executed within 6 months

This request for expressions of interest (REOI) follows the general procurement notice that appeared on the IFAD website on 6th July 2026 in the Times of Zambia newspaper on 19th August 2026 and 4th September 2026 and the Zambia Daily Mail newspaper on 24th August 2026 and 31st August 2026.

The attention of interested consultants is drawn to IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy[1] and the Revised IFAD Policy on Preventing Fraud and Corruption its Activities and Operations[2]. The latter sets forth IFAD's provisions on prohibited practices. IFAD further strives to ensure a safe working environment free of harassment, including sexual harassment, and free of sexual exploitation and abuse (SEA) in its activities and operations as detailed in its IFAD Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse.[3] By entering in this document, you certify to have read, understood, and agreed to be bound by the Privacy Policy of IFAD.[4]

Interested consulting firms shall not have any actual, potential or reasonably perceived conflict of interest. Consultants with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. Consultants are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, or b) have a business or family relationship with a member of the client's board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of the REOI, (ii) the selection process for this procurement, or (iii) execution of the contract. Consultants have an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.

The following conflict of interest rules shall apply with respect to recruitment of government/client staff within the consultant's proposed team:

(a) No member of the client's board of directors or current employees of the client (whether part time, or full time, paid or unpaid, in leave status, etc.) shall be proposed or work as, or on behalf of, any consultant.

(b) Except as provided, no current employees of the government shall work as consultants or as personnel under their own ministries, departments or agencies.

(c) Recruiting former client or government employees to perform services for their former ministries, departments or agencies is acceptable provided no conflict of interest exists.

(d) If a consultant proposes any government employee as personnel in their technical proposal, such personnel must have written certification from the government confirming that: (i) they will be on leave without pay from the time of their official proposal submission and will remain on leave without pay until the end of their assignment with the consultant and they are allowed to work full-time outside of their previous official position; or (ii) they will resign or retire from government employment on or prior to the contract award date. Under no circumstances shall any individuals described in (i) and (ii) be responsible for approving the implementation of this contract. Such certification shall be provided to the client by the consultant as part of its technical proposal.

(e) In the case where a consultant seeks to engage the services of any person, who may have left the client within a period of less than twelve (12) months of the date of this REOI, it must obtain a written

[1] The policy is accessible at https://www.ifad.org/en/document-detail/asset/41942012.
[2] The policy is accessible at www.ifad.org/anticorruption_policy.
[3] The policy is accessible at https://www.ifad.org/en/document-detail/asset/40738506.
[4] The policy is accessible at https://www.ifad.org/en/privacy.

"no-objection" from the client for the inclusion of such a person, prior to the consultant's submission of its proposal.

The Financial Inclusion for Resilience and Innovation Project now invites eligible Consulting Firms ("consultants") to indicate their interest in providing the services. Interested consulting firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the services as per formart on FIRIP Website. A consulting firm will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in IFAD' Project Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement.

The shortlisting criteria are:

Item	Criteria	Points
A.	**General experience**	**30**
i	Firm has been in existence for 5 years	10
ii	Firm has experience in Management Information Systems	20
B.	**Specific experience**	**70**
i	Experience in setting and execution of two similar projects of similar nature and scope in the last five years	15
ii	Experience in Design, Development, Deployment and Maintenance of an Integrated Management Information System (MIS)	40
iii	Experience in data validation and verification procedures	15
	Total Points	**100**
	Minimum points required to pass	**70 points**

Any request for clarification on this REOI should be sent via e-mail to the address below contact1@firip.org.zm no later than 28th September, 2026, 10:00 hours Zambian Time. The client will provide responses to all clarification requests by 2nd October, 2026, 10:00 hours Zambian Time. Interested consulting firms should get further and detailed information including draft Terms of Reference from the FIRIP website **www.firip.org.zm**

Expressions of interest using the format on the website must be delivered in a written form to the address below by e-mail contact1@firip.org.zm by Friday 9th October, 2026, 10:00 hours Zambian Time.

Head, Procurement and Supplies Unit
Attention: Procurement Specialist – FIRIP
Ministry of Finance and National Planning
Financial Inclusion for Resilience and Innovation Project (FIRIP)
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