

EXECUTIVE DEVELOPMENT TRAINING

PROCUREMENT REFERENCE NO: ZIMRA NCB24/2024

STANDARD BIDDING DOCUMENT

FOR

EXECUTIVE DEVELOPMENT TRAINING



DOMESTIC TENDER ZIMRA NCB24/2024

EXECUTIVE DEVELOPMENT TRAINING

PROCUREMENT REFERENCE NO: ZIMRA NCB24/2024

**PROCUREMENT REFERENCE NUMBER: DOMESTIC TENDER ZIMRA
NCB24/2024**

PROCURING ENTITY: ZIMBABWE REVENUE AUTHORITY

DATE OF ISSUE: 28 JUNE 2024

CLOSING DATE: 26 JULY 2024

EXECUTIVE DEVELOPMENT TRAINING

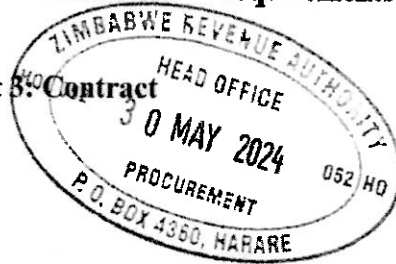
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PART 1: BIDDING PROCEDURES

References:

References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and references to the Regulations are to the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018). The terms and requirements in the Act and Regulations govern the submission of Bids and should be read by all Bidders.

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Preparation of Bids

You are requested to submit responses on eGP for the bid document for *Executive Development Training* as specified in the Statement of Requirements as requested below:

1. The Bid Submission Sheet in this Part;
2. The Statement of Requirements in Part 2;
3. A copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations;
4. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) in the category of Insurance
5. Endorse PRAZ Registration Number and Verification Code Number on Cover page of the Original and Copy bid documents.
6. A copy of CR 5, CR6 and a Certificate of Incorporation or equivalent documents
7. A valid Tax Clearance Certificate (ITF 263)
8. A copy of your company profile
9. At least three (3) signed reference letters on company letter heads from whom you have rendered such a service excluding Zimbabwe Revenue Authority (ZIMRA).
10. The supplier is required to submit responses for *Executive Development Training on eGP*.
11. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction. All pages of the Bid must be clearly marked with the Procurement Reference Number above and the Bidder's name and any reference number.

Clarification

Clarification of the bidding document may be requested in writing on or before **18 July 2024**. The responses will be given on or before **22 July 2024**. Queries should be addressed to:

**Director Procurement
Zimbabwe Revenue Authority (ZIMRA)
10th Floor, ZB Centre
Cnr Kwame Nkrumah / First Street
Harare, Zimbabwe.**

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Evaluation criteria

1. Eligibility and Qualification Criteria

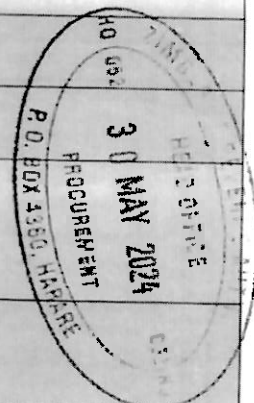
Evaluation Parameter	Compliant /Non Compliant
Suppliers or Service providers must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ) for this particular Category Training & Consultancy (Category SM001) and proof of registration must be submitted with the bid.	
A valid Tax Clearance Certificate (ITF 263)	
A valid NSSA Certificate	
A copy of CR 5, CR6 and a Certificate of Incorporation or equivalent documents	

2. Administrative compliance

Evaluation Parameter	Compliant /Non Compliant
Bid validity of 90 days	
The Bid Submission Sheet in this Part; signed	
The Statement of Requirements in Part 2	
Bidders to state Payment Terms	
A copy of your company profile	
At least three (3) reference letters showing experiences in Executive Development Training	

3. Technical Compliance

Evaluation Parameter	Compliant /Non Compliant
Produce comprehensive modules prior to the commencement of the course	
Deliver the training in at least 10 days	
Prepare and administer an examination on the last day of the course.	
Prepare and administer a research project examination which can be carried out in groups	
Mark answer scripts and research project and submit schedule of results to ZIMRA within one (1) week	
Issuance of certificates (including at diploma level) reflecting affiliation with institutions of higher learning by the training provider will carry weight in the tender and proposals should include a description of certification	
Submit final course report at the end of 2 weeks after the course covering the following.	



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Individual performance on the examination.	
Suggested recommendations	

Or via Email to procurement@zimra.co.zw

Such queries should be submitted within 5 days from the date of publication/receipt and responses to questions / queries will be made in writing at least 3 days before tender closing.

Pre-bid meeting

There is no pre-bid meeting for this tender, however, ZIMRA may request an on-line meeting through MS Teams hence send us your contact person.

Validity of Bids

The minimum period for which the Bidder's bid must remain valid is **90 days** from the deadline for the submission of bids.

Submission of Bids

Bids must be submitted in writing in a sealed envelope to the address below, not later than the date and time of the deadline stated below. It is the Bidder's responsibility to ensure that they record their tenders in the Tender Register provided with correct details of the Bidder and the number of the Bid.

The Bidder must mark the envelope with the Bidder's name and address and the Procurement Reference Number.

Bids should be submitted in triplicate with one (1) original copy marked "ORIGINAL" and two (2) copies each marked "COPY" All 3 copies should be in sealed envelopes clearly marked with the details of the tender, and should be deposited in a tender box situated at the below address. In the event of any discrepancy between the original and the copies, the original will prevail.

Late bids will be rejected. The Procuring Entity reserves the right to extend the bid submission deadline but will notify all potential bidders who have collected the bidding documents of the amended bid submission deadline.

Date of deadline:	26 JULY 2024	Deadline Time:	1000Hours CAT
Submission address:	eGP		
Means of acceptance:	eGP		

Evaluation of Bids

Bids will be evaluated using the following methodology:

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28 (1) of the Regulations and to confirm that the Bid is administratively compliant in terms of section 28 (2) of the Regulations.
2. Technical evaluation to determine substantial responsiveness to the specifications in the Statement of Requirements;

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3. Financial evaluation and comparison to determine the evaluated price of bids and to determine the lowest evaluated bid.

****BIDS FAILING ANY STAGE WILL NOT BE CONSIDERED IN SUBSEQUENT STAGES. ****

Evaluation criteria

The Procuring Entity's evaluation of a Bid will take into account, in addition to the Bid Price, the following criteria and methodologies.

- (a) **Delivery schedule:** The specified Goods are required to be delivered by the date indicated in the Delivery Schedule in Part 2. Bids offering delivery after the date shall be treated as non-responsive.
- (b) **Deviation in payment schedule:** The payment schedule is stated in the Special Conditions of Contract (SCC) in Part 3. A Bidder may propose a deviation from the schedule and if the deviation is considered acceptable to the Procuring Entity, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in the SCC, at the rate of interest indicated by the Reserve Bank of Zimbabwe on the closing date for submission of bids.

Eligibility and qualification requirements

Bidders are required to meet the criteria in section 28 of the Act and section 28 (1) of the Regulations to be eligible to participate in public procurement and to be qualified for the proposed Contract.

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up, not have had business activities suspended and not be the subject of legal proceedings for any of these circumstances;
3. not have a conflict of interest in relation to this procurement requirement;
4. have the nationality of an eligible country as specified in the Special Conditions of Contract; and
5. In addition to these eligibility requirements, Bidders must demonstrate that they have the qualifications, resources and experience to perform the contract to satisfactory standards, as indicated in the Statement of Requirements.
6. have the nationality of an eligible country as specified in the Special Conditions of Contract; and
7. Have been registered with the Authority as a Supplier and have paid the applicable Supplier Registration Fee set out in Part III of the Fifth Schedule to the Regulations.

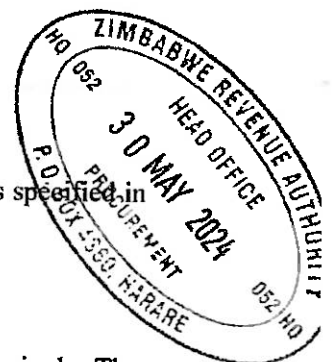
Participation in this bidding procedure is open to Zimbabwean bidders

Origin of Goods

All goods and related services must have as their country of origin an eligible country, as specified in the Special Conditions of Contract.

Technical Criteria

The Technical Specifications Sheet details the minimum specification of the goods required. The goods offered must meet this specification, but no credit will be given for exceeding the specification. No alternatives to technical specifications given shall be accepted for evaluation.



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Currency

Bids should be priced in United States Dollars (US\$). The currency of evaluation is the *United States Dollars* and the currency of payment will be the Zimbabwean Zimbabwe Gold (ZiG) at the prevailing interbank rate.

Award of Contract

The lowest evaluated bid, after application of any additional evaluation criteria, including any margin of preference, which is substantially responsive to the requirements of this bidding document will be recommended for award of contract. The proposed award of contract will be by issue of a Notification of Contract Award in terms of section 55 of the Act which will be effective until signature of the contract documents in accordance with Part 3: Contract. Unsuccessful Bidders will receive the Notification of Contract Award and, if they consider they have suffered prejudice from the process, they may within 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

Right to Reject

The Procuring Entity reserves the right to accept or reject any Bids or to cancel the procurement process and reject all Bids at any time prior to contract award.

Corrupt Practices

The Government of Zimbabwe requires that Procuring Entities, as well as Bidders and Contractors, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

1. the Procuring Entity will reject a recommendation for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract or been declared ineligible to be awarded a procurement contract under section 99 of the Act;
2. the Authority may under section 72 (6) of the Act impose the sanctions under section 74 (1) of the Regulations; and
3. Any conflict of interest on the part of the Bidder must be declared.

Bid opening

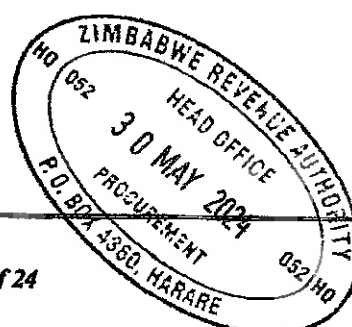
Bidders will be done on eGP and bidders will be notified

Withdrawal, amendment or modification of Bids

A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative. However, no Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder or any extension of that period.

Delivery Requirements

The delivery period required (from the date of contract signing) and the final destination for delivery are as indicated in the Delivery Schedule in Part 2.



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Bid Submission Sheet

{Note to Bidders: Complete this form with all the requested details and submit it. Attach the completed Statement of Requirements and any other documents requested in Part 1. Ensure that your Bid is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorised, it may be rejected. If the Bidder is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

Bidders must mark as "CONFIDENTIAL" information in their Bids which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information}.

Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

Bidder's Reference Number:

Date of Bid:

We offer to supply the items listed in the attached Statement of Requirements, at the prices indicated on the attached Price Schedule and in accordance with the terms and conditions stated in your Bidding Document referenced above.

We confirm that we meet the eligibility criteria specified in Part 1: Procedures of Bidding.


We declare that we are not debarred from bidding and that the documents we submit are true and correct.

The validity period of our bid is: {Days} from the date of submission.

We confirm that the prices quoted in the attached Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision, variation or adjustment.

Bid Authorised by:

Signature	Name:
Position:	Date: (DD/MM/YY)
Authorised for and on behalf of:	
Company	
Address:	



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PART 3 CONTRACT

PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:

Bidder's Reference Number:

List of Goods/Services and Price Schedule

Currency of Bid: US\$.....

ITEM NO.	Description of Goods/Service	Sum Insured (USD) Exch. Rate of ...dated...	Total Price Inclusive of Taxes	Total Price Inclusive Taxes (USD)
			<i>[to be provided by the Bidder]</i>	<i>[to be provided by the Bidder]</i>
1	Produce comprehensive modules prior to the commencement of the course			
2	Deliver the training in at least 10 days spread over a period of 6 months			
3	Prepare and administer an examination during the course of the training			
4	Prepare and administer a research project examination which can be carried out in groups			
5	Mark answer scripts and research project and submit schedule of results to ZIMRA within one (1) week after course completion			
6	Issuance of certificates reflecting affiliation with institutions of higher learning by the training provider will carry weight in the tender and proposals should include a description of certification			

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ITEM NO.	Description of Goods/Service	Sum Insured (USD) Exch. Rate of ...dated...	Total Price Inclusive of Taxes	Total Price Inclusive Taxes (USD)
7	Submit final course report at the end of 2 weeks after the course covering the following. ✦ Individual performance on the examination. ✦ Suggested recommendations			
8	Mark answer scripts and research project and submit schedule of results to ZIMRA within one (1) week			

Note 1: The bid should be United States Dollars (US\$) but payable in Local Currency

Note 2: Price to include any additional costs as below:

1. Transport
2. Lecture rooms

Delivery Schedule

Name of Bidder:

Bidder's Reference Number:

{Note to Bidders: If the delivery period offered, or any other details, differ from the requirements below, this should be stated in your tender}.

Expected delivery period

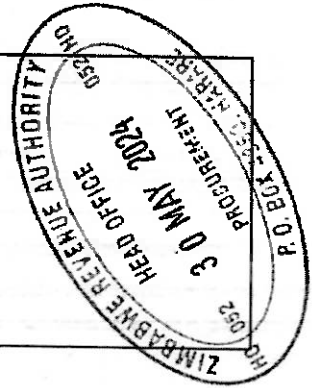
The delivery period required is measured from the date of the signing of the Contract between the Procuring Entity and the Bidder.

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a) The site for delivery of the goods/service or the system is:	Zimbabwe Revenue Authority Head Office ZB Centre Cnr First Street & Kwame Nkrumah Harare
or	
b) The one mentioned in contract	



Technical Specification and Compliance Sheet

Name of Bidder:

Bidder's Reference Number:

The Goods and Related Services must comply with following Technical Specifications and Standards:

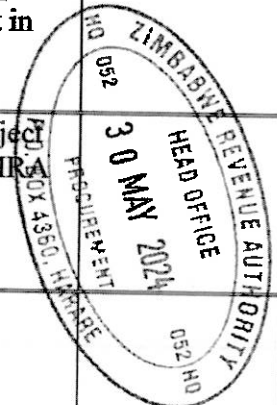
[Columns a and b are completed by the Procuring Entity. Column c must be completed by the Bidder to indicate the full specification of the items offered and their compliance with the specification required (in Column b)]

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	a	B	c
Item No	Item description and full technical Specification required (including applicable standards)	Item description and full technical Specification required (including applicable standards)	{Confirm full specification of items offered and compliance of items to detail in column b}
1.	Produce comprehensive modules prior to the commencement of the course	Produce comprehensive modules prior to the commencement of the course	
2	Deliver the training in at least 10 days spread over a period of 6 months	Deliver the training in at least 10 days	
3	Prepare and administer an examination during the course of the training	Prepare and administer an examination on the last day of the course.	
4	Prepare and administer a research project examination which can be carried out in groups	Prepare and administer a research project examination which can be carried out in groups	
5	Mark answer scripts and research project and submit schedule of results to ZIMRA within one (1) week after course completion	Mark answer scripts and research project and submit schedule of results to ZIMRA within one (1) week	
6	Issuance of certificates reflecting affiliation with institutions of higher learning by the training provider will carry weight in the tender and proposals should include a description of certification	Issuance of certificates reflecting affiliation with institutions of higher learning.	
7	Submit final course report at the end of 2 weeks after the course covering the following. <ul style="list-style-type: none"> Individual performance on the examination. Suggested recommendations 	Submit final course report at the end of 2 weeks after the course covering the following. <ul style="list-style-type: none"> Individual performance on the examination. Suggested recommendations 	
8	Mark answer scripts and research project and submit schedule of results to ZIMRA within one (1) week	Mark answer scripts and research project and submit schedule of results to ZIMRA within one (1) week	



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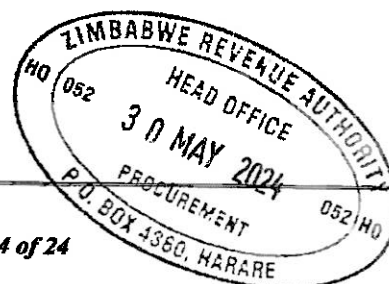
The detailed technical evaluation will examine the technical specification of the items offered in column c and determine whether this meets the minimum specification in column b. Bidders must complete column c. Bidders are required to include technical literature to positively support the details provided in column b.

Declaration by the Accounting Officer

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

Musheck Gouva *[Signature]*

29/05/2024



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PART 3 CONTRACT

PART 3 CONTRACT

Contract Agreement

Procurement Reference: ZIMRA NCB24/2024

THIS CONTRACT AGREEMENT is made on the [insert: date] day of [insert: month], [insert: year].

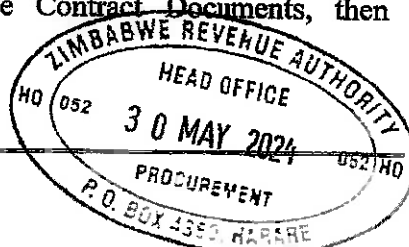
BETWEEN

- (1) [insert complete name of Procuring Entity], a [insert description of type of legal entity, for example, an agency of the Ministry of of the Government of Zimbabwe, or corporation incorporated under the laws of Zimbabwe] and having its principal place of business at [insert full postal address of Procuring Entity] (hereinafter called "the Procuring Entity"), and
- (2) [insert name of Contractor], a corporation incorporated under the laws of [insert: country of Contractor] and having its principal place of business at [insert full postal address of Contractor] (hereinafter called "the Contractor").

WHEREAS the Procuring Entity invited Bids for certain Goods and ancillary services, viz., [insert brief description of Goods and Services] and has accepted a Bid by the Contractor for the supply of those Goods and Services in the sum of [insert Contract Price in words and figures, expressed in the Contract currency] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are assigned to them in the General and Special Conditions of Contract referred to below.
2. The following documents shall constitute the Contract between the Procuring Entity and the Contractor, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement;
 - (b) Special Conditions of Contract;
 - (c) General Conditions of Contract;
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications);
 - (e) The Contractor's Bid, original Price Schedules and Delivery Schedule;
 - (f) The Procuring Entity's Notification of Contract Award;
3. This Contract Agreement shall prevail over all other Contract Documents. In the event of any discrepancy or inconsistency within the Contract Documents, then the documents shall prevail in the order listed above.



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4. In consideration of the payments to be made by the Procuring Entity to the Contractor as mentioned below, the Contractor hereby agrees with the Procuring Entity to provide the Goods and Services and to remedy any defects in them in conformity with the Contract.
5. The Procuring Entity hereby agrees to pay the Contractor in consideration of the provision of the Goods and Services and the remedying of any defects in them, the Contract Price or such other sum as may become payable under the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Zimbabwe on the day, month and year indicated above.

For and on behalf of the Procuring Entity

Signed:
Name:
In the capacity of: *[Title or other appropriate designation]*

For and on behalf of the Contractor

Signed:
Name:
In the capacity of: *[Title or other appropriate designation]*

General Conditions of Contract

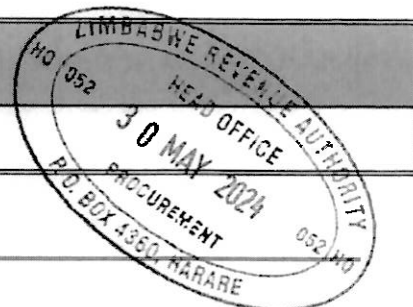
Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Goods (copy available on request) except where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number... NCB24/2024

The clause numbers given in the first column correspond with the relevant clause number of the General Conditions of Contract.

GCC reference	Special Conditions
GCC 7.5	Eligible Countries: Zimbabwe,

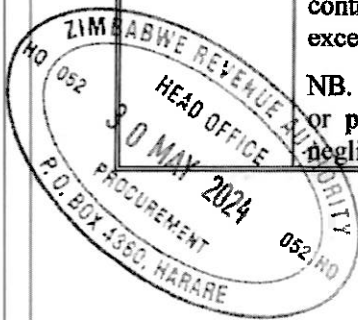


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GCC reference	Special Conditions
GCC 8.1	<p>Notices: Any notice shall be sent to the following addresses:</p> <p>For the Procuring Entity, the email address shall be as given in the Contract document and the contact shall be, procurement@zimra.co.zw</p> <p>For the Contractor, the address shall be as given in the Bid and the contact shall be {state name of contact}</p>
GCC 19.1	<p>Liquidated Damages:</p> <p>Liquidated Damages in terms of section 88 of the Act shall apply. In the case of delays in the delivery of goods, the Contractor will be liable to pay damages of 0.5% of contract price per week of delay up to a maximum of 10% of contract value. If 10% is exceeded, the contract may be cancelled</p> <p>NB. The contractor will not be charged liquidated damages when the delay in delivery or performance is beyond the contractor's control and is not caused by fault or negligence on the part of the contractor.</p>

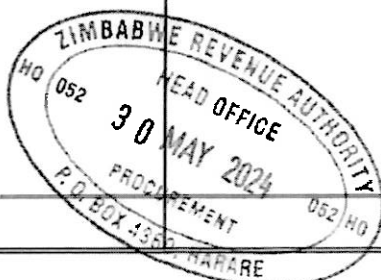


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GCC reference	Special Conditions
	<p>Sample provision - For Goods/Service from within Zimbabwe</p> <p>Upon or before delivery of the Goods/Service, the Contractor shall notify the Procuring Entity in writing and deliver the following documents to the Procuring Entity:</p> <ul style="list-style-type: none">(i) One original and two copies of the Contractor's invoice, showing the Procuring Entity, the Contract number, Service/Goods' description, quantity, unit price, and total amount. Invoices must be signed in original;(ii) One copy of delivery note, document showing Procuring Entity as the consignee and delivery through to final destination as stated in the Contract;(v) one original of the manufacturer's or Contractor's Warranty certificate covering all items supplied; <p>The above documents shall be received by the Procuring Entity before arrival of the Goods and, if not received, the Contractor will be responsible for any consequent expenses.</p>



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GCC reference	Special Conditions
GCC 22.1	Insurance: The Goods shall be insured in accordance with the specified Incoterms.
GCC 23.1 & 23.2	Inspections and tests: the tests and/or inspections of the Goods and Related Services that the Contractor is required to carry at its own expense are: 100% inspection on technical compliance.
GCC 24.4	Indemnity
GCC 25.1	Warranty period required (N/A)
GCC 25.6	Failure to remedy a defect: The period allowed to the Contractor to remedy a defect during the period of the Warranty shall be (30) days
GCC 29.1	Price adjustments: The following price adjustments are applicable. When the application of price adjustment would modify the initial price by more than twenty per centum or would modify the balance owing under the contract by more than twenty per centum, the procuring entity may terminate the contract
GCC 30.1	Terms of Payment: Shall be stated by the bidder, however, if terms are not specified, service provider shall accept ZIMRA's terms where payment is done thirty (30) days after delivery period.



ZIMBABWE REVENUE AUTHORITY

TERMS OF REFERENCE (ToR)

Executive Development Programme

2024



Talent & Organisational Development

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PART 3 CONTRACT

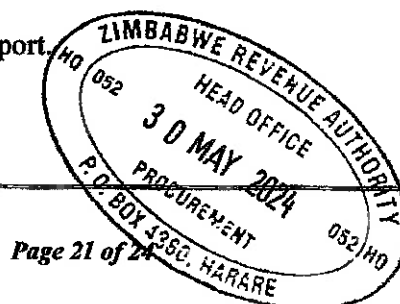
1.0 Background

As our organization continues to navigate through dynamic and competitive business landscapes, the role of our senior managers becomes increasingly pivotal in driving strategic initiatives, fostering innovation, and ensuring organizational growth. However, in order to effectively lead in today's rapidly evolving business environment, it is imperative that our senior managers possess the necessary skills, knowledge, and competencies to adapt, innovate, and lead with agility. Following numerous statistical analysis and a 360 degree evaluation feedback conducted in 2021 and recognizing the critical importance of developing our senior management team, proposing the procurement of services from a reputable consultant for an Executive Development Program is essential. Such a program would provide our senior managers with tailored training and development opportunities to enhance their leadership capabilities, strategic thinking, decision-making skills, and ability to drive organizational change. In light of the aforementioned, the Authority seeks to engage a consultant to undertake the Training.

2.0 Scope of Services

The scope of services will include but not limited to the following key tasks:

- Use scientifically validated assessment instruments to assess the training and development needs of thirty (30) Senior Managers and prepare a compressive training needs profile for each manager.
- Assess each Senior Manager and check if they have the potential to be developed and whether ZIMRA should invest in the development of the executive.
- Assess each Senior Manager's potential to occupy higher positions.
- Based on the assessments above, develop a comprehensive development plan for each Senior Manager.
- Include in each Senior Manager's development plan key performance indicators that need to be achieved when agreed goals have been met.
- Ensure every Senior Manager going through this program achieves the desired development goals.
- Prepare a post development report.



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PART 3 CONTRACT

3.0 Objectives

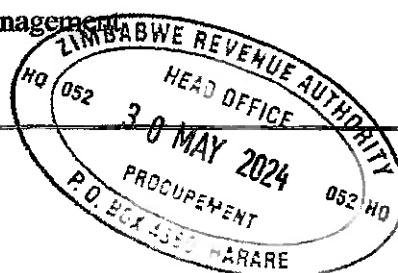
At the end of the course, participants should be able to:

- 1) Design and implement strategies that work
- 2) This training is intended to create and share an understanding of the principles of leadership and effective people management
- 3) Provide insight into strengthening the people management and leadership skills of participants
- 4) To build participants' team leadership skills
- 5) Manage stress and turmoil in the work place
- 6) Lead and manage by example
- 7) Exercise integrity in all respects
- 8) Manage resources effectively and efficiently
- 9) Adopt and implement 360 evaluation as part of performance appraisal and feedback for self and teams

4.0 Tasks and Responsibilities

Having regard to the objectives above the Consultants shall:-

- 1) Prepare a module and other course material relating to course objectives for distribution to course participants.
- 2) Ensure that participants complete the Course Registration form.
- 3) Deliver the training over 9 days covering the following aspects/areas:
 - a) Effective Strategic Management
 - b) Strengthening Business Acumen
 - c) 21st Century Leadership
 - d) Managing for Results and Building High Performance teams
 - e) Emotional Intelligence and Personal Leadership/ Branding
 - f) Critical Thinking and Scenario Planning
 - g) Conflict Management and Strategic Negotiations
 - h) Talent Management and Succession Planning
 - i) Digital Communication, Innovation and Design Thinking
 - j) 360 evaluation performance management
 - k) Individualized coaching



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5.0 Deliverables

The Consultancy Firm will deliver the following outputs of the assignment:

- 1) Comprehensive modules prior to the commencement of the course.
- 2) Deliver the training in at least 10 days.
- 3) Prepare and administer an examination on the last day of the course.
- 4) Prepare and administer a research project examination which can be carried out in groups.
- 5) Ensure that participants evaluate the course using the ZIMRA approved Course Evaluation form.
- 6) Mark answer scripts and research project and submit schedule of results to ZIMRA.
- 7) Issuance of certificates (including at diploma level) reflecting affiliation with institutions of higher learning by the training provider will carry weight in the tender and proposals should include a description of certification.
- 8) Submit final course report at the end of 2 weeks after the course covering the following.
 - Individual performance on the examination.
 - Suggested recommendations

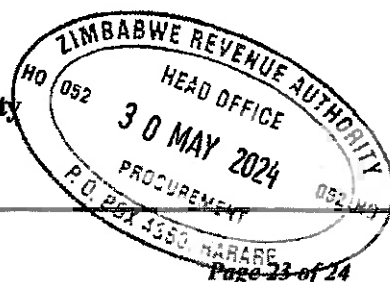
6.0 Timeframes

The leadership program should be undertaken over a period of six months, starting from April 2024 in which the consultant will outline the period for assessment, training and other activities thereto.

7.0 Qualifications of the consultants

1. Bachelor of Honours degree and Master's degree in Social Sciences
2. 5 years' experience in Assessment Centre technologies, talent management, career path planning and skills audit.
3. At least 3 years Industry Work Experience at Executive Management Level

8.0 Confidentiality



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It is acknowledged that in the ordinary course of collecting and analyzing the assessment feedback from the participants, the consultant will access information about the business of the Zimbabwe Revenue Authority (*the Authority*) and individual Senior Managers. The consultant will be required to sign an oath of secrecy before commencement of this assignment.

The consultant will not, either during or after this assignment, for own purposes or for any other purpose and for any reason and in any manner, use or divulge or communicate any confidential information acquired or discovered, to any person, firm, company or organization, except with the express written permission of the Authority and only to authorized persons for the purposes that the Board will specify.

