

Southern African Power Pool



Request For Proposals

Request for proposals for:	Provision of annual strategic review/business planning services
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Closing date & time:	22 December 2023 at 15:30 hours Central African Time

1. Request For Proposals

Proposals are hereby requested from reputable service providers to provide annual strategic review/business planning services to SAPP for the year 2024/25.

2. Scope Of Works

In line with this RFP, the annual business planning services shall include, but are not limited to, the following:

- Reading, reviewing, and extracting the key performance areas, strategies, and targets from the SAPP strategic plan, as well as other informative sources of strategic direction.
- Engaging with relevant stakeholders for the purpose of refining any areas of concern in the SAPP strategic plan.
- Designing and executing engagement sessions based on the SAPP strategic plan with SAPP management, staff, and other relevant stakeholders.
- Gathering and integrating feedback from SAPP staff, management, and other relevant stakeholders.
- Interviewing individuals (where necessary) to clear any gaps or grey areas in the strategic plan or feedback received.
- Drafting the new annual business plan for the year 2024/25 to reflect priorities, strategies and metrics that are best aligned with the SAPP strategic plan, mission, and vision.
- Designing a comprehensive approach to measuring all strategies identified by the business plan.
- Facilitating a one to one and half days strategic/business planning workshop. The workshop must be held from 23 to 24 January 2024.
- Submitting the draft annual business plan for the year 2024/25 for review by SAPP management at the workshop.
- Finalising and presenting the annual business plan for the year 2024/25 by the end of the strategic/business planning workshop.

3. Qualifications and Experience

The following shall be required from the Consultant:

- The lead expert must have a relevant master's degree in strategic/business planning, business administration or equivalent.
- Both the lead expert and the firm should have at least 5 years' experience in strategic/business planning, review, and execution.

- The lead expert must have excellent verbal and written/electronic/digital communication skills.
- Experience (both the lead expert and the firm) with assisting similar regional organisations (preferred).

4. **Content of the Response**

All proposals shall:

- Be in the English language.
- Contain a description of proposed methodology and approach.
- Provide a clear understanding of the TOR and alignment to the needs of SAPP.
- Provide a detailed work plan – reflecting project phase, time frames and outputs/ deliverables.
- Have up-to-date CVs of the lead expert, other key personnel and a description of the qualifications, experience, and capabilities in providing the type of services being requested by this RFP.
- A minimum of three (3) contactable references from recently concluded projects.
- Detailed financial proposal, including applicable Tax.
- Include a contact name, email address, and telephone number to facilitate communication.
- Provide a brief outline of the organization and services offered – including legal name, physical address, legal name of the company's Chief Executive Officer and/ other senior officer/ managers, and year of incorporation.
- Provide a clear description of the support expected from SAPP CC's side.

5. **Selection Criteria**

Suppliers will be selected based on the following criteria:

No	Evaluation Criteria	Indicative Weight
1.	Project approach, work plan and schedule responsive to SAPP's needs	30
2.	Experience of the firm in strategic/business planning, review, and execution as evidenced by successful track record of projects	25
3.	Qualifications, experience, and competence for the assignment of the lead expert assigned from the firm	45
	Maximum Points Possible	100

6. **Conditions Of Bid**

Only acceptable bids/proposals will be considered during the evaluation phase. All bids will be scored by the Bid Evaluation Committee against the evaluation criteria set out above.

Minimum functional requirements: Submission of acceptable bids and the overall minimum score (70%), based on the average of scores awarded by the Bid Evaluation Committee members.