 

**Republic of Zambia**

**MINISTRY OF MINES AND MINERALS DEVELOPMENT**

**REQUEST FOR EXPRESSION OF INTEREST (CONSUTLTING SERVICES)**

**RECRUITMENT OF CONSULTANT TO SUPPORT ZEC TO PRODUCE 2021 ZAMBIA EITI STREAMLINED RECONCILIATION REPORT**

1. The Ministry of Mines and Minerals Development received financing from the Government of the Republic of Zambia and intends to apply part of the funds towards the payments for the contract for Recruitment of Consultants to Support ZEC to produce the 2021 streamlined Reconciliation Reports covering Periods January 2021 to December 2021.
2. *The consulting services (“the Services”) include but not limited to the following;*

*         Review past Reconciliation and Scoping reports to assess areas which need improved.*

*         Compile, Review and analyse information collected from government reporting agencies and mining companies.*

*         Establish payment streams and materiality threshold of payments made by extractive companies and revenues received by government agencies in 2021;*

*         Prepare a report covering the fiscal year 2021 in accordance with the 2019 EITI standard;*

*         Prepare a summary report based on the report findings ; and,*

*         Identify the existing types of disclosures by government and company reporting entities and provide recommendations for how to improve online and timely systematic disclosures of mining related information and data;*

*2.    The Ministry of Mines and Minerals Development now invites all suitably qualified consulting firms to indicate their interest in providing the services indicated above. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.*

*3.    The following information and documentation will be required to be provided for a firm to be shortlisted:*

*i.        Evidence of registration in home country*

*ii.        The Firm's core business (Submit Company Profile)*

*iii.        Name, scope and cost of previous comparable assignments particularly in Extractive Industry Transparency Initiative (EITI) reporting and client contact details (Email, Postal/Physical address)*

*iv.        Firms Technical and Managerial capacity based on historical experience.*

*v.        Based on Historical/ previous assignments, availability of experts with experience and qualifications in similar assignments is required. Service providers must include names of staff that you think are appropriate for the proposed assignment and not CVs as this information is not required at this stage.*

*vi.        Suitability of the qualifications and experience of the consulting firms core staff such as principals or director;*

*vii.        Provide evidence of having carried out work in similar geographical conditions in the region or in sub-Saharan Africa. The* International firms should demonstrate willingness to have local representation by partnering with local firms or individual consultants to encourage transfer of knowledge. The local auditing firms and/or individual consultants must be duly registered under the Zambia Institute of Chartered Accountants (ZICA).

1. The consulting firm will be selected based on consultants’ qualification in accordance the procedures set out in the Public Procurement Regulations of 2022.
2. Further information can be obtained at the address below during office hours 08:30hrs to 16:00hrs.
3. Expression of interest must be clearly marked “Recruitment of Consultant to Support ZEC to produce the 2021 Zambia EITI Streamlined Reconciliation Report” on the outer envelope and Deposited in the Tender Box at the Physical address provided below by Tuesday, 2nd August, 2022 at 14:30Hours.

All Correspondences must be addressed to:

**The Permanent Secretary**

**Ministry of Mines and Minerals Developemnt**

**New Government Complex, 14th Floor,**

**Independence avenue, Kamwala**

**P.O. Box 31969, Lusaka**

**ZAMBIA**

Phone: +260 211 250 120/3

Email: [Infor@zambiaeiti.org](mailto:Infor@zambiaeiti.org) or visit: [www.zambiaeiti.org](http://www.zambiaeiti.org)

Senior Purchasing and Supplies Officer

For/Permanent Secretary

**MINISTRY OF MINES AND MINERALS DEVELOPMENT**