

Terms of Reference

ZHI Sustainability Plan Development Consultant

Duration: 14 days

Period: July 15- Aug 15, 2023

Background

Zimbabwe Health Interventions (ZHI) is a not-for-profit human development organisation which is registered as a Private Voluntary Organisation (PVO 17/22). ZHI's mission is to develop and deliver innovative and sustainable high-impact, integrated health interventions to the communities we serve, while working with and strengthening existing institutions. ZHI seeks to develop a Sustainability Plan to ensure the ensure the organization's existence in perpetuity. The sustainability plan should have strategies that will ensure sustainability in the following domains; institutional/organisational, financial, programmatic, impact and results , relational , Technical/Capacity and environmental . This plan should align to the ZHI strategic documents, global and regional sustainability development goals that speak to the ZHI mandate.

Purpose of Assignment

ZHI seeks to engage the services a consultant to develop the organization's Sustainability Plan, a roadmap for achieving long-term goals and documents strategies to continue the program, activities, and partnerships in perpetuity. Under the overall guidance of the Executive Director, the Consultant will develop a sustainability plan with a focus on concrete deliverables working closely with the Senior Management Team (SMT).

Scope of Work

- Develop a technical proposal for this consultancy.
- Participate in an inception meeting with ZHI SMT and finalise the technical proposal with a clear work plan for this consultancy.
- Conduct desk review on sustainability measures applied to similar organisations as ZHI.
- Conduct a desk review of all ZHI strategic documents, policies within all ZHI sustainability domains mentioned above.
- Conduct a ZHI sustainability SWOT analysis.
- Develop strategies required for each sustainability domain align these strategies to ZHI strategic documents, global and regional development sustainability goals.
- Develop a comprehensive ZHI sustainability plan that provides a set of strategies and recommendations that will ensure that ZHI's sustainability across all domains.
- Develop an action plan with activities that ZHI should implement to ensure sustainability for all domains.

Deliverables

- Inception Report with a clear workplan for the ZHI Sustainability plan development.
- Desk Review Report outlining the ZHI Sustainability SWOT analysis findings and proposed strategies and recommendations.
- Draft Sustainability Plan that will be reviewed by ZHI SMT.
- A comprehensive ZHI sustainability plan that includes an overview of the situation, a critical analysis of ZHI strategic documents, policies, global and regional sustainable development goals landscape and sustainability strategies for the seven domains outlined above.
- An action plan with detailed activities and implementation timelines that ZHI will implement to ensure organisational sustainability.

Plan of work

The level of effort for this activity will not exceed 14 days (about 2 weeks) with a period of performance between Jul 15- Aug 15, 2023.

Profile and Qualifications

- At least a master's degree in public health, Social Sciences, Communication, Journalism, Public Relations, Development studies, Planning, Business Administration, communication, or another related field,
- PHD in relevant field an added advantage
- At least 5 years of progressively responsible and relevant professional work experience in developing sustainability plans for similar organisations.
- Previous experience in providing organisational development/ organisation capacity development for organisations is required.
- Good strategic visioning, critical and strategic thinking, and ability to develop strategic partnerships.
- Well-informed of the national and Southern Africa regional context with previous experiences working in different countries in the SADC region,

Place where services are to be delivered.

Zimbabwe Health Interventions

Emerald Office Park Number 30, The Chase

Corner 2nd St. Extension & The Chase (West)

Mount Pleasant, Harare

How to Apply

No paper applications will be accepted. Individual(s)/organization with the experience, skills and expertise in the above assignment should submit a proposal, CVs and evidence of previous work done related to these activities to ZHI on procurement@zhi.co.zw not later than the 25th



of June 2023. The proposal should be no more than 2MB in size. During submission, use the title of this consultancy in the subject line, “**ZHI Sustainability Plan Development Consultant**”.

The technical proposal should detail the following:

- Understanding of the Terms of reference.
- A capacity statement including demonstrated ability to handle the assignment.
- A detailed plan of conducting the exercise, with a clear description of the methodology.
- Budget breakdown detailing consultancy and any other related costs i.e., daily rate.
- Detailed curriculum vitae with at least three recent organizations where similar services of the consultant were utilized including contact details and title of the assignment.
- Completed biodata form.

Evaluation and Selection

Proposals will be evaluated and ranked according to the criteria described in the evaluation criteria below, with a total overall maximum point value of 100:

Criteria	Score
1. Technical Proposal Capacity statement and relevant experience that shows an understanding of terms of reference and demonstrated ability to handle the assignment. It should include descriptions of similar work and solid references. A clear description of the proposed methodology and timeline for consultancy deliverables.	60%
2. Supporting Evidence of Ability to Conduct this Assessment Three samples of previous Sustainability Plans or Similar work done. A list of three recent organizations where similar services of the consultant were utilized including contact details and title of the assignment.	30%
3. Cost-effectiveness of financial proposal	10%
Total	100%

Selection will be based on “Best Value.” Applications will first be evaluated and scored from criteria 1 and 2 in the table above; proposals not having a score of at least 60 points on this criterion will be considered non-responsive; therefore, other domains will not be evaluated. Applications that are technically acceptable shall then be evaluated in terms of cost. The award shall be issued to the offeror with the highest combined technical and cost score.

Payment conditions

The consultant should detail how their payments are structured and any related terms thereof. Payments shall be made directly to the vendors’ Nostro bank accounts, subject to applicable taxes, after approval by Executive Director.