

## **Request for Proposals (RFP): Individual or Firm Consultancy**

**RFP # FY25-02132026**

### ***Project Title: Develop a Sustainable Financing Framework for the Lower Zambezi Fisheries Management Plan (2026 – 2031). (National Call)***

#### **1. INTRODUCTION**

The fisheries resources of the Lower Zambezi form an integral part of Zambia's natural wealth, contributing to food security, employment, tourism, and income for thousands of households while maintaining the ecological balance of the Zambezi River system. Sustainable management of these resources is critical to national development objectives, rural livelihoods, and biodiversity conservation.

Over the years, the Lower Zambezi fishery has faced mounting pressure from unsustainable fishing practices, increasing demand, habitat degradation, and climate change, leading to declining fish stocks and reduced productivity. These challenges threaten the long-term benefits derived from this vital ecosystem.

In 2022, Conservation Lower Zambezi (CLZ), the communities living along the Lower Zambezi river, Department of Fisheries and Conservation International (CI) embarked on a process to establish a fisheries co-management framework in the Lower Zambezi. This work is part of the regional Pro-nature Enterprises Project for the People of Southern Africa, funded by the French Development Agency (AFD) and French Global Environment Facility (FFEM). The objective was to co-create a co-management model that would place communities at the center of managing the fisheries, while ensuring compliance with the laws, as well as recognizing the needs of other stakeholders such as the tourism industry. The partners have been working closely with the Chiawa and Namoomba community towards the formal declaration of Fisheries Management Areas (FMAs).

In preparation to operationalize the FMAs, the Government of the Republic of Zambia, through the Ministry of Fisheries and Livestock and the Department of Fisheries, in collaboration with traditional authorities, community-based fisheries management committees, and cooperating partners, has developed a *5-Year (2026 – 2031) Lower Zambezi Fisheries Management Plan (FMP)*. Within this framework, the Namoomba Fisheries Management Area (FMA) and Chiawa Fisheries Management Area—play a key role in supporting food security, income generation, and cultural identity for several key traditional fishing villages including, Mushonganende Mugurameno, Chiawa, Kabwadu, Mufungautsi, GotaGota, and Chisakila (Chiawa), and Namunjolo, Namoomba, Kashili, and Mulopa (Namoomba)

The Management Plan promotes inclusive co-management, ecosystem protection, and livelihood diversification to ensure sustainability. It outlines strategic interventions aimed at strengthening governance and compliance, enhancing community co-management and

participation, promoting sustainable fishing practices and conservation, and integrating alternative livelihood initiatives that reduce dependency on capture fisheries. It also aligns with the provisions of the Fisheries Act No. 22 of 2011, the National Fisheries and Aquaculture Policy, and Zambia's broader development and environmental strategies.

The success of this plan will depend on the collective commitment of all stakeholders from local fishing communities and traditional leaders to enforcement agencies, conservation partners, tourism operators and private sector. To achieve this vision, a **sustainable financing framework** is required to secure resources for implementation, strengthen governance, and support conservation and community development.

## **2. TERMS OF REFERENCE**

### **2.1 Objective of the Consultancy**

To design a Sustainable Financing Framework that ensures long-term financial support for the implementation of the *Lower Zambezi Fisheries Management Plan*, including mechanisms for resource mobilization, cost-sharing, and investment in conservation and community development initiatives.

### **2.2 Scope of Work**

The consultant will undertake the following tasks:

#### **a) Review and Analysis**

- Assess the Lower Zambezi Fisheries Management Plans (Namoomba FMP and Chiawa FMP) and related policy frameworks.
- Take inventory of current funding sources, gaps, and financial needs for plan implementation.
- Assess and identify livelihood enhancement strategies that provide alternative income sources and reduce reliance on capture fisheries.

#### **b) Stakeholder Engagement**

- Conduct consultations with key stakeholders, including government agencies, traditional authorities, community-based committees, private sector actors, and development partners.
- Facilitate participatory workshops to gather input on financing priorities and mechanisms.

### c) **Framework Development**

- Propose innovative and practical sustainable financing mechanisms (e.g., trust funds, payment for ecosystem services, enterprises, levies, public-private partnerships).
- Develop a practical and specific costed financing strategy aligned for the each FMA. Outline governance and accountability structures for implementation of the financing framework and the management of resources, consistent with the FMA by-laws.

### d) **Validation and Finalization**

- Present the draft framework to stakeholders for validation.
- Incorporate feedback and submit the final Sustainable Financing Framework with an implementation roadmap.

## **2.3 Deliverables**

- **Inception Report** detailing methodology, work plan, and timeline.
- **Stakeholder Consultation Report** summarizing findings and recommendations.
- **Draft Sustainable financing Framework** includes proposed mechanisms, budgets and governance structures.
- **Final financing Framework** (not more than 20 pages excluding attachments).
- An external facing powerpoint deck summarizing the financing framework (not more than 15 slides)

## **2.4 Required Expertise**

- Advanced degree in Natural Resource Economics, Environmental Finance, Fisheries Management, or related field.
- Proven experience in developing financing strategies for conservation or fisheries management.
- Strong knowledge of community-based resource management and participatory approaches.
- Excellent facilitation and stakeholder engagement skills

## **2.5 Duration**

The consultancy is expected to be completed within **10–12 weeks** from the date of contract signing.

## 2.6 Budget

The project budget for this consultancy is between US\$15,000 to US\$18,000.

## 2.7 Reporting

The consultant will report to Pronature Enterprises project team composed of Conservation International, Conservation Lower Zambezi and Department of Fisheries and work closely with the Namoomba and Chiawa Fisheries Management Committees and cooperating partners.

Conservation International will be the contracting entity.

## 3. HOW TO APPLY

- Submission Deadline: Proposals must be received no later than February 27, 2026, 17:00 (ET). Late submissions will not be accepted. Proposals must be submitted via email to [ciprocurement@conservation.org](mailto:ciprocurement@conservation.org).
- Validity: Offeror's proposals must remain valid for 90 calendar days after the RFP deadline
- Clarifications: Questions may be submitted to [ciprocurement@conservation.org](mailto:ciprocurement@conservation.org) by the specified date and time in the timeline below.

### **Proposal Timeline**

RFP Issued	February 13, 2026
Clarifications submitted to CI	February 19, 2026 (17:00PM CAT)
Clarifications provided to known bidders	February 23, 2026
Complete proposals due to CI	February 27, 2026 9 (17:00PM CAT)
Final Selection	March 11, 2026

#### 4. PROPOSAL DOCUMENTS TO INCLUDE:

Interested consultants are invited to submit their proposals, including the following:

##### 4.1 Technical Proposal.

- A detailed methodology and work plan.
- Relevant experience and qualifications.
- References from previous similar assignments.

##### 4.2 Financial Proposal

- A breakdown of costs and proposed timeline (suggested cost proposal template can be found in Attachment 1) The cost proposal must be in US dollars.

##### 4.3 Other

- Signed Statement of Integrity, Eligibility and Environmental and Social Responsibility AFD (Attachment 2)

#### 5. EVALUATION CRITERIA

Proposals will be evaluated based on:

No.	Criteria	Points
1.	Relevance and depth of experience	20%
2.	Understanding of the scope of work and proposed methodology	30%
3.	Qualifications of the consultant/team	20%
4.	Cost-effectiveness and value for money	20%
5.	References and past performance	10%
<b>Total (Maximum)</b>		<b>100%</b>

### **Attachment 1: Cost Proposal Template**

The cost proposal must be all-inclusive of profit, fees or taxes. Additional costs cannot be included after the award, and revisions to proposed costs may not be made after submission unless expressly requested by CI, should the Offeror's proposal be accepted. Nevertheless, for the purpose of the proposal, Offerors must provide a detailed budget showing major expense line items. Offerors must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in USD.

If selected, the Offeror shall use its best efforts to minimize the financing of any taxes on goods and services, or the importation, manufacture, procurement or supply thereof. If the Offeror is eligible to apply for refunds on taxes paid, the Offeror shall do so. Any tax savings should be reflected in the total cost.

#### **Required Cost Breakdown by Deliverable**

Please include this template below as a summary of all fees.

<b>Deliverable</b>	<b>Price (Lump Sum, All Inclusive)</b>
<b>Deliverable #1</b>	
<b>Deliverable #1</b>	
<b>Deliverable #3</b>	
.....	
.....	

#### **Sample Cost Breakdown by Cost Component**

In addition, please provide a cost breakdown, following a similar structure seen below, to provide further detail on the cost of each deliverable above.

Description	Unit of measure (day, month etc.)	Total period of engagement	Unit cost/rate	Total Cost for the Period
Consultant 1				
Consultant 2				
Sub-total Personnel				
Travel Costs (if applicable)				
Other related Costs (please specify)				
Total Cost of Financial Proposal				

**Attachment 2: Representation of Transparency, Integrity, Environmental and Social Responsibility**

(To be signed and included with the proposal)

UEI Number (if applicable): N/A

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI's Code of Ethics. CI's Code of Ethics provides guidance to CI employees, service providers, experts, interns, and

volunteers in living CI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violations of the Code of Ethics should be reported to CI via its Ethics Hotline at [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com).

CI relies on the personal integrity, good judgment, and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

- I. With respect to CI's Code of Ethics, we certify:
  - a. We understand and accept that CI, its contractual partners, grantees and other parties with whom we work are expected to commit to the highest standards of Transparency, Fairness, and Integrity in procurement.
  
- II. With respect to social and environmental standards, we certify:
  - a. We are committed to high standards of ethics and integrity and compliance with all applicable laws across our operations, including prohibition of actions that facilitate trafficking in persons, child labor, forced labor, sexual abuse, exploitation or harassment. We respect internationally proclaimed human rights and take no action that contributes to the infringement of human rights. We protect those who are most vulnerable to infringements of their rights and the ecosystems that sustain them.
  
  - b. We fully respect and enforce the environmental and social standards recognized by the international community, including the fundamental conventions of International Labour Organization (ILO) and international conventions for the protection of the environment, in line with the laws and regulations applicable to the country where the contract is to be performed.
  
- III. With respect to our eligibility and professional conduct, we certify:
  - a. We are not and none of our affiliates [members, employees, contractors, subcontractors, and consultants] are in a state of bankruptcy, liquidation, legal settlement, termination of activity, or guilty of grave professional misconduct as determined by a regulatory body responsible for licensing and/or regulating the offeror's business
  
  - b. We have not and will not engage in criminal or fraudulent acts. By a final judgment, we were not convicted in the last five years for offenses such as fraud or corruption, money laundering or professional misconduct.

- c. We are/were not involved in writing or recommending the terms of reference for this solicitation document.
- d. We have not engaged in any collusion or price fixing with other offerors.
- e. We have not made promises, offers, or grants, directly or indirectly to any CI employees involved in this procurement, or to any government official in relation to the contract to be performed, with the intention of unduly influencing a decision or receiving an improper advantage.
- f. We have taken no action nor will we take any action to limit or restrict access of other companies, organizations or individuals to participate in the competitive bidding process launched by CI.
- g. We have fulfilled our obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country where the contract is to be performed.
- h. We have not provided, and will take all reasonable steps to ensure that we do not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitate, or participated in terrorist acts, and we are compliant with all applicable Counter-Terrorist Financing and Anti-Money Laundering laws (including USA Patriot Act and U.S. Executive Order 13224).
- i. We certify that neither we nor our directors, officers, key employees or beneficial owners are included in any list of financial or economic sanctions, debarment or suspension adopted by the United States, United Nations, the European Union, the World Bank, or General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension". [Include additional sanctions lists of the country of a public donor, if required by the donor.]

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_