

Request for Proposals: Government Relations Consultant

Organization: VVOB Zambia

Location: Lusaka, Zambia

Engagement Type: Part-time consultancy, limited-value contract (negotiated procedure)

Submission Deadline: 24 August 2026, 12:00 hours local time

VVOB Zambia invites suitably qualified consultants to submit a proposal for a part-time Government Relations Consultant assignment. The engagement is intended to support effective government engagement, institutional collaboration and alignment within Zambia's education sector.

The procurement is a limited-value contract awarded through a negotiated procedure without prior publication, with a voluntary announcement intended to increase participation. The contract is not divided into lots.

Assignment Focus

- Strategic engagement with senior government stakeholders, particularly Director and Permanent Secretary level, within the Ministry of Education and/or Ministry of Finance
- Technical knowledge of Zambia's education sector, including foundational literacy and numeracy, early/primary education and remedial learning approaches
- Advisory insight on Ministry institutional strengthening, inter-Directorate coordination and education policy implementation
- Credible national and regional networks supporting public-sector partnership alignment and stakeholder engagement
- Capacity development, including designing and facilitating professional development for institutional teams

Selection Criteria

- Expertise and experience of the consultant/economic actor
- Prior experience working with or alongside international NGOs or development organisations in Zambia's education sector
- Familiarity with current national education priorities, including the Catch Up Programme and Closing the Learning Gap
- Experience advising on Ministry institutional strengthening or education policy implementation

- Regional networks and experience in education system strengthening in Sub-Saharan Africa

Evaluation Weighting

Technical – 60/100 (minimum provisional technical score: 42/60). **Price – 40/100**, assessed proportionally after technical evaluation; the cheapest tender receives 40 points.

What to Submit

- Expression of interest (max. two pages) covering relevant experience, proposed approach and understanding of the VVOB Zambia context
- Up-to-date CV, proposed daily/monthly rate and contact details for three professional references
- Administrative declarations: identity of tenderer, tax and social security compliance, VVOB code-of-conduct compliance, authorised signatory information
- Technical proposal: approach, services, rationale, work plan, timetable, proposed expert/consultant and execution deadline
- Financial proposal using the required price list, prices in EUR with applicable VAT information

Only one quotation may be submitted. Subcontracting, free variants and options are not permitted. Quotations are valid for 90 calendar days from the submission deadline.

Submission

Signed quotations must be emailed to procurement.zm@vvob.org, with jack.jarret@vvob.org in copy, by **24 August 2026 at 12:00 hours local time**. Subject line: "quotation ref VVOBZM 2026 08 01 Government Relations Consultant".

Note: this is a summary of the full Call for Quotation. Applicants should obtain and review the complete procurement documentation from VVOB Procurement by emailing procurement.zm@vvob.org before submitting a proposal.