



**ZIMBABWE NATIONAL STATISTICS AGENCY (ZIMSTAT)
20TH FLOOR KAGUVI BUILDING, CORNER 4TH/CENTRAL AVENUE, PO BOX CY 342,
CAUSEWAY, HARARE**

www.zimstat.co.zw

PROCUREMENT REFERENCE NUMBER: DOMESTIC/ZIMSTAT/RFP/23/2023

THE PROVISION OF IPSAS TRAINING CONSULTANCY SERVICES TO ZIMSTAT

DATE OF ISSUE: 23rd JUNE 2023

CLOSING DATE: 29th JUNE 2023 (1000 HOURS ZIMBABWEAN TIME)

**CLOSES AT: ZIMSTAT HEAD OFFICE
20TH FLOOR KAGUVI BUILDING,
CORNER 4TH/CENTRAL AVENUE
HARARE, ZIMBABWE
OR
e-tenderbox@zimstat.co.zw**

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PART 1: REQUEST FOR PROPOSALS PROCEDURES

References:

References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter22:23] and references to the regulations are to the Public Procurement and Disposal of Public Assets (General) Regulations, 2018 (Statutory Instrument No. 5 of 2018). The terms and requirements in the Act and Regulations govern the submission of Proposals and should be read by all Consultants.

Preparation of Proposals:

Only consultants registered with the Procurement Regulatory Authority of Zimbabwe in terms of section 4 of the Regulations are eligible to participate.

You are requested to submit a Proposal to provide the consulting services detailed in the Statement of Requirements by submitting separate technical and financial proposals, as detailed below. The standard forms contained within this Request for Proposals may be retyped for completion but the Consultant is responsible for their accurate reproduction.

You are advised to read carefully the complete Request for Proposals document, including the Special Conditions of Contract in Part 3, as well as the Contract Agreement and the General Conditions of Contract for Consultancy Services (available on the Authority's website or on request), before preparing your proposal. Part 3: Contract Agreement is provided not for completion at this stage but to enable Consultants to note the Contract terms they will enter into if their bid is successful.

Number of bids allowed

No Consultant may submit more than one bid, either individually or as a joint venture partner in another bid, except as a subcontractor. A conflict of interest will be deemed to arise if bids are received from more than one Consultancy owned, directly or indirectly, by the same person.

Preparation of Proposals:

Preliminary proposals should contain the following documents and information:

1. a brief methodology for performing the services;
2. a workplan, showing the inputs of all key staff;
3. CVs of key staff;
4. a summary of your experience in similar assignments, together with the names and contact details of persons connected with these assignments who will provide references;
5. a copy of your certificate of registration demonstrating your registered supplier status (PRAZ Certificate in the relevant category);
6. a copy of your tax clearance certificate and VAT registration;
7. Certificate of incorporation

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8. A minimum of Degree in Accounting/Business/Banking and Finance/Auditing (PHD will be an added advantage)
9. A minimum of at least 5 years in the field of Accounting or Auditing
10. Must have conducted at least 2 similar assignments in the previous 24 months
11. Proof of traceable experience of executing similar surveys (at least two traceable references)
12. The capacity of providing IPSAS Consultancy and Training.
13. Detailed Company profiles including information on organization, technical and logistical capability to undertake the assignment.
14. Attach written agreement that clearly specifies the lead partner and their roles (only applicable for joint ventures and consortia)

Sealing and marking of Proposals:

The proposal should be sealed in an envelopes, both clearly marked with the Procurement Reference Number above, the Consultant's name, the name of the Procuring Entity and either "Preliminary Proposal" or as appropriate.

The Consultant must prepare one original of the documents and clearly mark it "ORIGINAL." In addition, two (2) copies of the Proposals, which must be clearly marked "COPY." In the event of any discrepancy between the original and the copies, the original will prevail.

Submission of Proposals:

Proposals should be submitted to the address below, no later than the date and time of the deadline below. Late proposals will be rejected. The Procuring Entity reserves the right to extend the proposal submission deadline but will notify all consultants invited to submit proposals of the amended proposal submission deadline.

Date for Submission: **29th of June 2023**

Time of Submission **1000 hours (local time) both physical & online submission**

Address for submission: **20th Floor, Kaguvi Building,
Cnr 4th/ Central Avenue, Harare**

OR

e-tenderbox@zimstat.co.zw

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Means of acceptance:

Consultants that submit proposals must ensure that they are enclosed in sealed envelope and proposals must be **properly** bound and endorsed on the outside with the correct details of the Consultant and the Request for Proposal Number, the description, and the closing date and placed in ZIMSTAT tender box.

Opening of Proposals:

The preliminary proposals will be opened in public immediately following the deadline for submission. After evaluation of the same, only one shortlisted bidder will be requested to submit both financial and technical proposal.

Evaluation of Proposals:

The evaluation of proposals will use the Single Source Selection methodology as detailed below:

Single Source Selection (SSS)

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of consultants and to confirm that the Consultant has accepted all terms and conditions without material deviation or reservation; and only one bid shall be shortlisted if the same has appropriate qualifications, experience and competence
2. Technical evaluation to assess the technical quality of proposals against the set criteria to determine the technical capacity of consultant and
3. Financial evaluation to determine the financial proposal reasonability subject to negotiation.

Proposals shall first be considered for preliminary and only one bid with highest score as per the below set criteria shall be considered to submit technical and financial bid.

NB: PLEASE ONLY SUBMIT PRELIMINARY DOCUMENTS AS REQUESTED UNDER PART 1

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Evaluation Criteria:

Proposals will be awarded scores out of the maximum number of points indicated below for each of the following criteria:

S/N	Criteria	Maxium Score
1	Key staff educational qualifications-number of key staff and the talent level	15
2	Key staff experience -number of active years in proven human resources work.	10
3	Firm's Lead Consultant should have at least 5 years experience in Accounting/Auditing consultancy	15
4	Firm's project portfolio (references)- number and quality of past projects (each referral letter equivalent to 2 marks)	10
7	Lead Consultant Experience of similar projects in the past 24 months (attach evidence)- 2 marks each completed project	10
8	Methodology of the execution of training	40
Grand Total		100

NB: Only one bidder *with highest score shall be considered to submit combined technical and financial proposal.*

PART 2: STATEMENT OF REQUIREMENTS

A: Terms of Reference

Background

Zimbabwe National Statistics Agency (ZIMSTAT) is a corporate body, established through the Census and Statistics Act of 2007. The Agency is the main source of official statistics in Zimbabwe and is mandated to play a coordination and supervisory role within the National Statistical System. ZIMSTAT has the authority to certify and designate any statistics produced in the country as official statistics having been satisfied that all the quality requirements of statistics were met. Under the said Act, ZIMSTAT is mandated to produce official statistics where “statistics” means the aggregated numerical information relating to demographic, economic, financial, environmental, social or matters at national, provincial or local level, compiled and analyzed according to statistical standards and procedures.

ZIMSTAT is expected to migrate from International Financial Reporting Standards (IFRS) to IPSAS. This is in line with Statutory instrument 41 of 2019 of Public Accountants and Auditors Regulation, 2019. Therefore, the Agency is therefore looking for consultancy and support services for the below listed groups with regards to IPSAS.

Terms of Reference for IPSAS Training

1.) Board Training

- Overview of IPSAS framework;
- The Difference between IFRS and IPSAS (High Level) focusing on Elements of Financial statements;
- The Role of the Board in IPSAS Migration;
- The Change Management process;
- Risk related to change management;
- Policy issues related to Migration;
- Strategic matters for Consideration

2.) Management Training

- The role of Management in IPSAS Migration;
- The difference between IPSAS and IFRS;
- The Rationale for Migration from IFRS to IPSAS;
- The Interdependence of management in the Migration process;
- Change management;
- Crafting Road Map and monitoring;

3.) Preparers and Auditors

- The different Between IFRS and IPSAS detailed analysis;
- Elements of Financial statements;
- The Government Financial Reporting Manual;
- Implementation Road Map and Readiness;
- The Conceptual Framework for IPSASB;

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- Mapping of Accounting Standards and selection of applicable standards to the Organisation;
- Drafting Accounting Policies from IFRS to IPSAS;
- Conversion of latest Financial Statements from IFRS to IPSAS

4.) Training on Assets

- Property Plant and Equipment IPSAS 17;
- Investment Property IPSAS 16;
- Inventory IPSAS 12;
- Biological Assets IPSAS 27;
- Financial Instruments IPSAS 41
- Assets Held for Sale and Discontinued Operations IPSAS 44
- Leases (Right of Lease Liability) IPSAS 43

5.) Training on Liabilities

- Lease Liabilities IPSAS 43;
- Financial Instruments – Liabilities IPSAS 41;
- Employee Benefits IPSAS 39

6.) Other Standards

- Revenue –IPSAS 47 (Very critical)
- Related Party Transactions IPSAS 20:

A: Key Personnel

NOTES ON THE CONSULTANTS TECHNICAL TEAM

The Consulting firm shall provide a team who are registered/ accredited with a body officially recognized in the country of origin of the individual consultant. As a minimum, the team indicated above will comprise professional staff with the following qualifications and competencies:

Lead Consultant

The lead consultant of this project must possess the following qualifications and attributes:

- A minimum of Degree in Accounting/Business/Banking and Finance, Audit (PHD will be an added advantage)
- A minimum of at least 5 years in the field of Accounting/Audit Human Resources
- Must have conducted at least 2 similar assignments in the previous 24 months

Support Staff

- At least 2 other members of the team must have a background in Accounting/Auditing or similar field
- Excellent communication, presentation and report writing skills.