



**PEOPLE'S OWN SAVINGS BANK OF ZIMBABWE (POSB)
INVITATION FOR EXPRESSION OF INTEREST**

**PREQUALIFICATION FOR THE PROVISION OF EXPRESSION OF INTEREST FOR THE CULTURE
AND DIGITAL TRANSFORMATION, AND SKILLS DEVELOPMENT WORKSTREAM
CONSULTANCY - POSB2026/52**

1. BACKGROUND

The People's Own Savings Bank of Zimbabwe (POSB) is seeking Expressions of Interest from qualified and experienced consulting firms registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ) to provide consultancy services for Culture and Digital Transformation, and Skills Development Workstream. This is a prequalification stage, and shortlisted firms will be invited to submit detailed proposals containing the financial aspects for the assignment.

2. CONSULTANCY SERVICES FOR THE CULTURE AND DIGITAL TRANSFORMATION, AND SKILLS DEVELOPMENT WORKSTREAM

Interested consultants should provide information demonstrating that they have the required capacity, qualifications, technical, financial, commercial, and relevant experience to perform the services.

3. SCOPE OF WORK

The consulting firm shall deliver the following:

1. Culture & digital Transformation

- a) Culture Diagnostic Report
- b) Target Culture Framework aligned to the Transformational Strategic Plan
- c) Digital Ethics and Responsible Technology Framework
- d) Digital Ethics Policy and Governance Guidelines
- e) Staff Awareness and Training Materials
- f) Implementation Roadmap with measurable indicators
- g) Final consultancy report

2. Skills Development Workstream:

- a) Digital Skills Gap Assessment Report
- b) Digital Ethics Training Framework
- c) Leadership Digital Governance Programme

- d) Staff Digital Literacy Training Curriculum
- e) Culture and Behaviour Change Toolkit
- f) Staff Awareness Materials and Guides

4. MANDATORY REQUIREMENTS

The following documentation and evidence will be required in support of the Expression of Interest (EOI)

1. Properly signed expression of interest.
2. Valid NSSA Clearance Certificate for the current period.
3. Copy of the Certificate of Incorporation.
4. Copy of the CR6 form.
5. Copy of the 2026 ITF 263 Tax Clearance Certificate,
6. VAT Registration Certificate
7. Detailed Company Profile. The consultants should include an organizational structure indicating the available key personnel.
8. Proof of registration with PRAZ under Human Resources consultancy services or Management and General Consultancy
9. Consultants should have professional staff and submit copies of educational and professional qualifications and competences of the team leader and all other consultants who will be assigned to carry out the tasks and responsibilities in relation to the above required service.
10. Provide detailed curriculum vitae of key personnel who will be involved in the project.
11. Provide evidence of having carried out similar assignments by providing a minimum of three traceable trade reference letters from different reputable organizations in the immediate past 5 years.
12. Provide detailed methodology and conceptual framework with expected deliverables and timelines, man-days required.

5. REQUIREMENTS FROM POSB

POSB shall provide any relevant information pertaining to this exercise.

6. REPORTING AND LIASON

The Consultant shall report to and receive feedback from Human Resources department.

7. TIMEFRAMES AND DURATION

The consultant shall provide a framework of expected deliverables and timelines.

8. ASSOCIATION WITH OTHER BIDDERS

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications and this must be disclosed when it happens. Full disclosure of any association will be required.

9. SELECTION

Consultants will be selected in accordance with the procedures specified in Part VIII of the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and Part VI of the Public Procurement and Disposal of Public Assets (General) Regulations, 2018 (Statutory Instrument 5 of 2018).

Prequalified firms will subsequently be invited to submit their firm and final proposals, which will include financials on a separate document based on the Request for Proposals (RFP). The firm with the selected proposal will be engaged on the contractual terms set out in that document and in the General Conditions of Contract governing Public Procurement and Disposal of Public Assets Act (Chapter 22:23). Copies of the Act and Regulations and the standard documentation are available on the website of the Procurement Regulatory Authority of Zimbabwe website.

10. EVALUATION CRITERIA/MATRIX

Item No	Description	Score
1	Experience of firm (at least 5 years)	15
2	Qualifications of team leader (Advise name of team leader)	20
3	Qualifications of other team members participating in project other than team leader (two of the best will be considered)	20
5	Detailed methodology and conceptual framework with expected deliverables and timelines	20
6	Company profile	10
7	A minimum of three traceable trade reference letters from different reputable organisations where similar services have been rendered in the last 5 years. (5 pts each)	15
Total		100

- The minimum pass score is 70%
- A maximum of (6) of the highest ranked consultants will be shortlisted for purposes of proceeding with the Request for Proposals (RFP).

Late applications will not be considered, and no liability shall be accepted for loss or late delivery. People's Own Savings Bank (POSB) shall not be responsible for any costs or expenses incurred by firms in connection with preparation or delivery of the application.

11. CLARIFICATION

Enquiries and further information relating to the bidding process can be obtained through Electronic Procurement System (egp. <https://egp.praz.org.zw>) during office hours or may be requested in writing by any bidder by end of day of **30 April 2026** and should be sent to procurement@posb.co.zw to the attention of Godfrey Marecha.

12. EXPRESSION OF INTEREST DOCUMENT AND SUBMISSION OF PROPOSALS

Expression of Interest documents are available online on the Electronic Government Procurement portal **egp**.

Expression of interest submission must be online through the Electronic Government System (egp.<http://egp.praz.org.zw>) not later than the prescribed date.

Late bids will not be considered.

Date of Deadline **4 May 2026**

Deadline time

1100 Hrs

Submission Address

Egp.<https://egp.praz.org.zw>

Means of Acceptance

Electronically as stated above

The bidding submission documents should be scanned as a single document bearing the Expression of Interest Number and description on the subject line.