

DRAFT TERMS OR REFERENCE FOR CONSULTANT

FORMULATION OF A CORPORATE STRATEGY (2020-2024)

1.0 THE CLIENT & MAIN OBJECTIVE

The Zambezi River Authority (ZRA) is a corporate body established in 1987 through the Acts No.17 and 19 of the Republics of Zambia and Zimbabwe, respectively and jointly owned by the two governments. The Authority is mandated with the management of the Kariba Dam Complex and the stretch of the Zambezi River (from Kazungula to Kanyemba) forming a common border between Zambia and Zimbabwe.

The Main objectives of the assignment are:

- 1.1 To lead the Authority's process of formulating the Corporate Strategy for the period 2020 to 2024 through facilitation of Planning workshops.
- 1.2 To document the agreed draft Corporate Strategy in an acceptable format.
- 1.3 To present the draft Corporate Strategy Management and the Board
- 1.4 To produce the Corporate strategy document

2.0 SCOPE OF THE CONSULTANCY SERVICES

The Consultant will be required to carry out the following and any associated activities:

- 2.1 Independent stakeholder consultations in Lusaka, Zambia and in Harare Zimbabwe.
- 2.2 Facilitate a stakeholder workshop to be held in Victoria Falls, Zimbabwe.
- 2.3 Critically review the Authority's vision, Mission and Value statements
- 2.4 Review the Authority's Corporate Goals and Strategic Objectives
- 2.5 Produce the draft and final versions of the Corporate Strategy
- 2.6 Develop a Corporate Strategy Monitoring and evaluation tool
- 2.7 Present the final Corporate Strategy to the Board and Management

3.0 DELIVERABLES/OUTPUTS

The following outputs will be submitted during the execution of the contract;

- a) Inception Report
- b) Corporate strategy document

c) Corporate Strategy Monitoring and evaluation tool

4.0 THE DURATION OF THE ASSIGNMENT

The assignment is expected to last for approximately two-man months. However, bidding Consultants should make their own assessment as to the time required. In any case, the assignment should be completed by the 1st November 2019 to enable implementation by 1st January 2020.

5.0 QUALIFICATION OF THE FIRM AND KEY EXPERT

Firm Experience

The company should be in the business of consulting with specific experience in corporate strategy for parastatals/Government entities and with regional and international organisations with complex structures. The firm should have at least ten (10) years' specific experience in the formulation of corporate strategy with at least two (2) similar assignments having been successfully completed in the last 5 years. Include at least five (5) contactable Client references in the last ten (10) years clearly noting the contact persons, phone numbers, start and end date of the assignments (s) and the contract value.

Key professional staff qualifications and competence for the assignment:

a) Lead Corporate Strategy Consultant

This role requires an individual with strong leadership, management and communication skills who understands governance and corporate strategy.

He/she should be a holder of an Advanced in Business leadership/ Strategic Management attained at least 10 years ago. A PhD in the relevant field will be an added advantage and at least 15 years relevant experience.

b) Associate Corporate Strategy Consultant

This role requires an individual with communication skills and good understanding of corporate strategy.

He/she should be a holder of an Advanced in Business leadership/ Strategic Management attained at least 5 years ago and at least 10 years relevant experience.

6.0 SERVICES AND FACILITIES

a) Documentation

ZRA shall provide documents, where available, that may be required for the performance of the services.

b) Equipment and Tools

All equipment and tools needed to undertake the assignment shall be provided by the Consultant.

c) Office Space and Facilities

The Consultant shall provide own office facilities, for the execution of the services. However, workshop venues and logistics are the responsibility of the Client.