



## **REQUEST FOR EXPRESSION OF INTEREST**

CONSULTANCY SERVICES FOR ORGNAISATION REDESIGNING AND RESTRUCTURING  
OF THE INDUSTRIAL DEVELOPMENT CORPORAATION (IDC) - IDC/EOI/001/2023

(CONSULTING SERVICES – FIRMS SELECTION)

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**Issuance Date: 27<sup>th</sup> January 2023**

### **1.0 BACKGROUND**

The Industrial Development Corporation (IDC) is an investment holding company wholly owned by the Government of the Republic of Zambia. The corporation is in the process of developing a Five-Year Corporate Strategy which is guided by the Corporation's mandate to spearhead industrialisation in the country as well as transform its portfolio to sustainable viability. The new Corporate Strategic Plan calls for internal reforms and redesigning the existing organization Structure in order to support the delivery of its mandate in the new Strategic Plan.

The corporation has set aside funds in its 2023 budget and intends to apply part of the funds for consultancy services to undertake organization redesigning and restructuring of the IDC.

### **2.0 ASSIGNMENT OBJECTIVE**

The main purpose of the assignment is to develop an appropriate organisation structure with relevant job positions and roles that will ensure IDC undertakes its mandate as per the new Strategic Plan more effectively and efficiently.

### **3.0 SPECIFIC OBJECTIVES OF THE REVIEW**

The specific objectives of the consultancy are as follows:

3.1 To review the current organisation structure for responsiveness with streamlined departments and with well-defined roles and responsibilities;

3.2 To review and update existing job descriptions of the positions that shall be retained or develop job descriptions for new positions created;

3.3 To determine the classifications of retained or newly established positions with their salary levels in view of existing job classification; and

3.4 To recommended an appropriate organisation structure that includes newly established staff positions within IDC's current and future financial capacity.

#### **4.0 SCOPE OF WORK**

In order to attain the above objectives, the scope of works shall include but will not be limited to the following:

4.1 Undertake a review and understanding of the new Strategic Plan in order to understand what is to be delivered.

4.2 Undertake a review of the current organization structure and make proposals for a new structure which is more responsive to the current operating environment and will contribute to the efficiency and effectiveness in the delivery of the organization's SP;

4.3 To develop, analyze and review existing and new job descriptions related to the organizational structures under review.

4.4 To Train selected IDC staff in job analysis and evaluation to enable them participate effectively in the process.

4.5 Conduct job evaluation and develop an appropriate and rational grade structure which will take into account the relative value of jobs and ensure proper placement of personnel.

4.6 To undertake the alignment and adjustment of existing job levels and salary grades to respond to the new realities of the organisation, address inequities and disparities in similar functions performed in the Company.

4.7 To undertake a salary and conditions of service survey and develop an appropriate salary structure derived from the grade structure and the survey results.

4.8 Derive a job description and job evaluation manual for use with the system developed.

4.9 Submit recommendations to Management with Implementation and Monitoring Strategies of the revised Organisational and Staffing Structure.

Detailed Terms of Reference (ToRs) regarding this Consultancy can be obtained from the IDC website: [www.idc.co.zm](http://www.idc.co.zm) and the ZPPA e-GP platform.

#### **5.0 DURATION OF THE ASSIGNMENT**

This assignment is expected to be completed within three (3) calendar months after signing of Contract. This assignment is expected to be undertaken starting from March 2023.

## 6.0 INVITATION

IDC now invites interested and eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consulting Firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

## 7.0 ELIGIBILITY CRITERIA

The shortlisting criteria includes:

- i. Must be legally registered as a Consultancy Service Provider preferably with more than 10 years of active engagement in Organizational Management and Human Resource Consultancy with specific focus in Organisational Restructuring, Job Evaluation and Remuneration Administration;
- ii. The firm should have successfully restructured not less than 10 corporate entities in that past 10 years.
- iii. The firm should have a valid license from the Zambia Institute of Human Resource Management and valid practicing licenses for the Human Resource expert.
- iv. The Key staff responsible for the review must possess relevant professional qualification in Organisational Management preferably at the Master’s degree level or higher; and demonstrate evidence of performing similar work for not less than 10 years.

The above required relevant qualifications and experience *relates to the qualifications and experience of the firm and should not be based on individual experts or bio data of the firms that express interest as this is not required at this stage.*

A Consulting Firm will be selected in accordance with the Quality and Cost Based Selection method (QCBS).

Interested Consulting Firms may obtain further information at the address below during office hours (08:30 -12:30 and 14:30 to 16:30 hours local time).

Expressions of interest must be submitted electronically through the ZPPA e-GP platform using the following link <https://eprocure.zppa.org.zm/epps/home.do> by 10<sup>th</sup> February 2023, at 10:30 hours local time.

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### HEAD OF PROCUREMENT AND SUPPLIES

For/Acting Group Chief Executive Officer

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