Request for Proposals

End-of-Project Consultancy for the Support Leading and Learning with Project Management initiative.

CARE Zimbabwe is implementing the Support Leading and Learning with Project Management initiative, funded by Project Management Institute Educational Foundation (PMIEF). The project, which commenced in March 2024 and will conclude in December 2026, has successfully reached 3000 learners across 20 secondary schools in Mutare Rural District. As the project approaches completion, CARE Zimbabwe hereby invites suitably qualified and experienced individual consultants or consulting firms to submit both technical and financial proposals to undertake the Endline Evaluation of the Support Leading and Learning with Project Management initiative. Interested and eligible bidders should note the following:

RFP NAME	**Support Leading and Learning with Project Management – Endline Consultancy Service**
Introduction	This procurement is being conducted by CARE Zimbabwe for the **End-of-Project Consultancy service** of the Support Leading and Learning with Project Management initiative. Suppliers must comply with this RFP, including written amendments, CARE procurement requirements, applicable donor requirements, applicable laws of Zimbabwe, and CARE Zimbabwe country office procedures. The proposal submitted is an offer by the supplier and does not oblige CARE to award a contract. CARE may cancel the process at any stage without liability by notifying suppliers or using the same channel used to advertise the RFP.
Submission Method	Consultants must register on the **CARE Supplier Portal** using the registration link, which will be shared by procurement via email. For assistance with registration on the portal, please contact Nyaradzo Mutaramutswa on nyaradzo.mutaramutswa@care.org Once registration is complete, please notify Procurement at the same email address to be added to the Request for Proposal Supplier list. All proposals must be submitted electronically through the supplier portal. Email submissions will not be accepted. **Deadline for requesting the registration link is, Thursday 15 October 2026.**

Deadline for proposal submission	The submission **deadline for separate technical and financial proposals is Thursday 22 October 2026.** Consultants must comply with all the RFP requirements. Consultants are responsible for ensuring that they register and submit proposals through the **Supplier Portal**. Email submissions will not be accepted.
Proposal Costs	CARE is not responsible for any supplier costs related to proposal preparation or submission, regardless of outcome or selection process.
Code of Conduct	Suppliers must comply with CARE standards, including safeguarding, anti-fraud, anti-corruption, donor, legal, and ethical obligations. CARE has zero tolerance for fraud, corruption, collusion, coercion, unethical conduct, exploitation, abuse, and other prohibited practices. Non-compliance may result in rejection, cancellation of award, contract termination, or other action.
Conflict of Interest	Suppliers must avoid and disclose any actual, potential, or perceived conflict of interest, including relationships with CARE staff, partners, donors, government officials, or anyone involved in the procurement process. Suppliers must act independently and without unfair advantage. CARE may reject a proposal where a conflict, undisclosed relationship, or unfair access to RFP information is identified.
Eligibility	Suppliers must not be suspended, debarred, sanctioned, excluded, or otherwise ineligible by CARE, any donor, relevant government authority, the United Nations, the World Bank Group, or other international organization. Suppliers must disclose any eligibility concern and ensure personnel, subcontractors, suppliers, and service providers meet applicable CARE, donor, safeguarding, compliance, and legal requirements.
Currency	All financial proposals shall be submitted and negotiated in United States Dollars (USD). For international consultants or firms, CARE reserves the right to contract and make payments in an agreed currency in accordance with CARE policies and applicable regulations.
JV / Consortium	If the supplier is a Joint Venture, Consortium, or Association, it must designate one authorized lead entity able to legally bind all members jointly and severally, evidenced by a signed agreement submitted with the proposal. If awarded, CARE will contract with the lead entity acting for all members.
Only One Proposal	A supplier may submit only one proposal, independently or as lead entity of a Joint Venture, Consortium, or Association. CARE may reject related or duplicate proposals where suppliers share ownership, control, legal representation, key personnel, subsidies, confidential information access, or subcontracting arrangements that may affect independence or fair competition.

Price Variation	No price variation due to escalation, inflation, exchange-rate fluctuation, or other market factors will be accepted during proposal validity after receipt of the proposal unless expressly allowed in the RFP.
Contact	All correspondence, clarification requests, and notifications should be submitted by email to the procurement focal point Nyaradzo Mutaramutswa via email **on nyaradzo.mutaramutswa@care.org** . Any delay in CARE's response shall not extend the submission deadline unless CARE determines an extension is necessary and communicates a revised deadline to all suppliers.
Right Not to Accept	CARE may accept or reject any or all proposals, in whole or in part, waive informalities or irregularities, and cancel the solicitation process without liability. CARE is not obliged to accept the lowest-priced proposal or any proposal.
Award Variation	At award, CARE may vary, increase, or decrease the quantity of services and/or goods within RFP limits without change in unit price or other terms unless otherwise agreed in writing.
Award Publication	CARE may publish contract award information in accordance with CARE policy, donor requirements and Zimbabwe country office procedures.