



**CALL FOR EXPRESSION OF INTEREST TO ATTEND
DFID Zimbabwe and Leading Programme Partners Supplier Briefing Seminar
To be held on Wednesday 27th January 2016, at the Celebration Centre, Harare**

The Department for International Development (DFID), as part of the UK Government, leads the UK’s work to end extreme poverty. It does this by creating jobs, unlocking the potential of girls and women and helping to save lives when humanitarian emergencies hit.

DFID has come together with some of its key partners to provide the opportunity for Small & Medium Enterprises in Zimbabwe to hear more about the work DFID and its partners undertake in Zimbabwe and other parts of the world and to have the opportunity to meet implementing partners on a 1:1 basis. It is also a chance to receive some ‘capacity-building’ support to assist in being able to support DFID and partner led development programmes.

The co-hosts for this event collectively provide support for the delivery of a range of programme services and implementation of development activities in Zimbabwe. All co-hosts would like to expand on the number of partners and suppliers/service providers it works with in Zimbabwe. The primary sectors would include the following;

- Livelihoods and Social Protection – programmes focusing on food security and developing improved social protection interventions.
- Governance and Economic Development- supporting governance reforms and economic development opportunities
- Supporting Basic Services including health, education, water and sanitation.

The types of services typically required include technical and design expertise, programme implementation expertise, audit, financial management (including grant/fund management), monitoring and evaluation, research work, conducting surveys and policy support.

We therefore would like to invite prospective suppliers/service providers to submit an expression of interest **to attend our briefing seminar**. If you are a private supplier/service provider/CSO currently working in Zimbabwe and have the right skills and relevant development sector experience, then we would like to hear from you.

Interested organisations and individuals are now requested to submit the following information (no more than 2 pages long): Companies / individuals shortlisted to attend the event will be notified by **Wednesday 13th January 2016**. Please note that short-listing for the event will be based on the specific requirements of each of the co-hosts

Organisations/companies	Private/individual suppliers
1. Name of Supplier/Organisation	1. Full names (including titles)
2. Key contact name	2. Contact details (address, phone, email, etc)
3. Contact details (address, telephone, email, etc)	3. Self-employment registration details
4. Area of expertise & services provided	4. CV including the following:
5. Status of Company (partnership, plc, not for profit, etc)	• Professional qualifications
6. Registration details (number, place of registration, etc)	• Area of expertise/services provided
7. Number of employees	• Previous experience and clients
8. Annual turnover for the last 3 years	
9. Previous experience and clients	

Submissions should be clearly marked “Zimbabwe Development Programme Briefing Seminar and sent to d-coope@dfid.gov.uk All submissions are due on/before **Thursday 17th December 2015**.