



REQUEST FOR QUOTATIONS (RFQ) TO FACILITATE THE DEVELOPMENT OF THE KWACHA PENSION TRUST FUND STRATEGIC PLAN FOR THE PERIOD 1ST JANUARY 2027 TO 31ST DECEMBER 2029

1.0 Introduction

Kwacha Pension Trust Fund (KPTF or the Fund) is a single employer defined benefit pension fund and is regulated by the Pensions and Insurance Authority (PIA). The Fund has been implementing a three-year Strategic Plan which comes to an end in December 2026.

The Fund now invites suitably qualified and experienced Consulting Firms to express their interest and provide quotations to facilitate the development of the Kwacha Pension Trust Fund Strategic Plan for the period 1st January 2027 to 31st December 2029.

2.0 The Project

The Firm will facilitate the process of developing the Kwacha Pension Trust Fund (the Fund's) 2027-2029 Strategic Plan (SP) which will involve among others:

- 2.1 Determining the rationale for the SP;
- 2.2 Determining the methodology to be used to develop the SP;
- 2.3 Setting the vision, mission and values;
- 2.4 Developing the strategy road map which will encompass strategic objectives and the accompanying strategies and initiatives and key performance indicators and success measures;
- 2.5 Establishing the implementation matrix and the performance monitoring and evaluation framework for the Fund while identifying key risks and risk mitigants for the indicated three-year period.

In addition to devising continued sustainability strategies, the strategic plan should be able to assist the Fund to identify gaps both in terms of its internal capacity and the most optimal and effective requirements to fulfill its mandate of providing pension benefits to its members.

This assignment will involve, among other things, desk review, physical and/or virtual meetings with members of staff, Management, the Board of Trustees, the Fund Sponsor, the Pensions and Insurance Authority and other stakeholders.

The firm should possess analytical and full understanding of Zambia's pension administration and fund management industry, economic and regulatory outlook etc.

3.0 Required expertise

The Firm should provide the following/ documented evidence of the following:

- 3.1 Company Profile in which the Consulting Firm should highlight experience and expertise and similar assignments undertaken in the recent past;
- 3.2 Proof of physical operational business premises e.g. utility bill, lease agreement. The Fund reserves the right to visit and inspect the business premises;
- 3.3 Certificate of Incorporation/Registration;
- 3.4 Valid 2026 Zambia Revenue Authority (ZRA) Tax Clearance Certificate in the name of the Firm;
- 3.5 PACRA Stamped print-out with details of directors, shareholders or partners (printed out within one month of the RFQ);
- 3.6 Copies of IDs of Shareholders / Directors / Partners;
- 3.7 Copies of IDs of Senior Management;
- 3.8 Seven (7) years or more demonstrated evidence of providing similar services i.e. Strategic Planning, preferably in the pensions industry, fund management or financial services sectors. Relevant Experience – List and description of similar assignments undertaken indicating names of the

clients, detailed work undertaken, year in which the work was undertaken and key contact persons.

- 3.9 A minimum of three recent reference letters (issued within the last three years) from reputable institutions that the firm has rendered similar professional services to i.e. providing Strategic Planning services.
- 3.10 A thorough understanding of the Terms of Reference must be demonstrated in the technical proposal, including a clear methodology, encompassing both qualitative and quantitative approaches.
- 3.11 Work Plan to be included to outline the approach, including an activity schedule or Gantt chart indicating expected start and completion dates for each deliverable;
- 3.12 Key Personnel – CVs/Profiles and copies of professional certifications for the team that will be assigned to this assignment are to be attached.

Key personnel should have over seven (7) years' practical experience in Strategic Planning with an associated postgraduate or relevant professional qualification in Strategic Planning, Investments/ Portfolio Management, Pension Management, or other related field;

- 3.13 The financial proposal should include the fee quotation for the assignment and all applicable taxes. The financial proposal should be sealed in a separate envelope and clearly marked as 'Financial Proposal';
- 3.14 Bid validity period of at least 90 days from the date of quotation, (indicate validity of the quotation).

4.0 Application Method

- 4.1 For interested Firms, please check the KPTF website on www.kptf.org.zm for the detailed Terms of Reference.

THE FUND RESERVES THE RIGHT TO DISCONTINUE THE PROCESS WITHOUT ANY RECOURSE TO THE PARTICIPANTS