

REQUEST FOR PROPOSALS

Consultancies for the SADC-DFRC Capacity Building Programmes (2026–2027)

RFQ Ref.: DFRC/RFQ/2026/CBP

1. Issuing Organisation

The SADC Development Finance Resource Centre (DFRC) is a regional centre of excellence mandated to strengthen the institutional, operational, and strategic capabilities of Development Finance Institutions (DFIs) across the SADC region. This is achieved through capacity building, policy review and advocacy, and applied research.

SADC-DFRC delivers high-impact capacity-building programmes aimed at enhancing the developmental effectiveness of DFIs.

2. RFQ Reference

DFRC/RFQ/2026/CBP

3. Objective

The objective of this RFQ is to establish a pool of pre-qualified consultants to support the design and delivery of SADC-DFRC's 2026–2027 Capacity Building Programmes.

Selected consultants will provide specialised expertise across various thematic areas to ensure the delivery of high-quality, results-oriented training interventions.

4. Background and Programme Context

The SADC-DFRC Capacity Building Programmes (2026–2027) will consist of structured learning interventions delivered across the SADC region through:

- Virtual learning platforms
- Regional in-person workshops
- Executive masterclasses

5. Scope of Services

Pre-qualified consultants will be appointed on a framework basis to deliver the following services:

5.1 Programme Design and Customisation

- Tailor programme content in line with SADC-DFRC frameworks and regional context
- Develop case studies, tools, and practical learning materials

5.2 Programme Delivery

- Deliver training programmes (virtual and in-person)
- Facilitate executive masterclasses and technical workshops
- Apply interactive and learning methodologies

5.3 Knowledge Outputs

- Produce post-training reports and recommendations
- Conduct participant assessments and feedback analysis

5.4 Programme Support

- Collaborate with SADC-DFRC on continuous programme improvement
- Ensure alignment with institutional capacity-building objectives
- Deploy highly qualified, multidisciplinary experts

6. Thematic Areas

Consultants may apply for one or more of the following programmes:

- i) Financial Modelling for Impact Investments
- ii) Executive Masterclass: ESG in Development Finance
- iii) Board and Leadership Governance and Institutional Integrity
- iv) Development Finance Credit Assessment
- v) Executive Masterclass: Renewable Energy Finance
- vi) ESG Integration for Development Finance
- vii) Investment Readiness and Due Diligence
- viii) Regulatory Compliance and Institutional Governance
- ix) Innovative Financial Instruments and Structuring
- x) Ethical Governance and Leadership
- xi) Organisational Transformation
- xii) Advanced Financial Reporting and IFRS
- xiii) Infrastructure and PPP Project Structuring
- xiv) Strategic Resource Mobilisation for Development
- xv) Impact Assessment and Evaluation
- xvi) Integrated Risk Management for DFIs
- xvii) Digital Security and Data Protection
- xviii) Prudential Regulation
- xix) Project Finance and Infrastructure Investment

7. Eligibility Criteria

7.1 Mandatory Requirements

Applicants must:

- Be a legally registered consultancy.
- Have a minimum of three (3) years of institutional experience
- Demonstrate experience in one or more of the following areas:
 - Development finance
 - Infrastructure finance
 - Financial sector advisory
 - Capacity building

7.2 Technical Capacity

Consultants must demonstrate:

- Proven expertise in selected thematic areas
- Ability to design customised, results-oriented programmes
- Access to a qualified pool of experts and facilitators
- Strong programme delivery and coordination capabilities

7.3 Regional Experience

Experience within the SADC region, particularly in development finance or comparable emerging markets, is strongly preferred

7.4 Key Experts

Consultants must provide:

- Profiles of key experts
- Relevant academic and professional qualifications
- Demonstrated facilitation and advisory experience

8. Submission Requirements

Consultants must submit the following:

- Expression of Interest (EOI)
- Company Profile

8.1 Technical Proposal (including):

- Relevant experience aligned to selected programmes.
- Approach and methodology
- Summary of similar assignments
- CVs of key experts
- List of similar assignments
- Client references (minimum of three)
- Indicative fee structure (optional)

Consultants with an established training academy or institutionalised learning platform will have an added advantage.

9. Evaluation Criteria

Criteria	Weight
Technical Expertise	25%
Relevant Experience	25%
Facilitation Capacity	25%
Qualifications of Experts	20%
Regional Experience	5%

Minimum qualifying score: 80%

10. Pool Structure and Engagement

- Consultants will be pre-qualified into thematic areas
- SADC-DFRC may appoint multiple consultants per thematic area
- Assignments will be issued on a call-off basis

Selection for assignments will be based on:

- Relevance of expertise
- Availability
- Past performance

11. Duration

Validity Period: April 2026 – March 2027

12. Submission Details

- Submission Method: Email
- Email Address: programmes@sadc-dfrc.org
- Subject Line: *SADC-DFRC Programme Facilitators Proposal*
- Closing Date: 31 March 2026
- **Mandatory Online Registration:** <https://forms.office.com/r/3F6KXAveaV>

12.1 Registration Requirement

All interested consultants are required to complete a **mandatory online registration** prior to submission of their Expression of Interest (EOI).

The registration form is accessible at: <https://forms.office.com/r/3F6KXAveaV>

Consultants must ensure that:

- The registration form is completed in full;
- Accurate organisational and contact details are provided;
- Registration is submitted before the closing date.

Please note that registration serves as confirmation of interest only. Consultants must still submit a **complete proposal** in accordance with the requirements outlined in this RFQ.

Submissions from consultants who have not completed the mandatory registration may not be considered.

13. Clarifications

Requests for clarification may be directed to:
+267 3191146.

14. Conditions

SADC-DFRC reserves the right to:

- Accept or reject any submission.
- Request additional information from applicants.
- Pre-qualify multiple consultants per thematic area.