



## **CALL FOR EXPRESSIONS OF INTEREST (EOI)**

### **Development of a Guide and Self-Help Kit for NGO Compliance in Zimbabwe**

#### **1. Background**

The National Association of Non-Governmental Organisations (NANGO) is seeking the services of a qualified consultant to develop a comprehensive Guide and Self-Help Kit for NGO Compliance in Zimbabwe.

Zimbabwe's civil society sector is currently operating within a rapidly evolving regulatory and compliance environment. The enactment of the Private Voluntary Organisations (PVO) Amendment Act, 2025 introduced significant changes to the legal and operational framework governing civil society organisations. The new law establishes additional registration, reporting, governance, accountability, and compliance obligations that organisations must fulfil to remain compliant and continue operating effectively.

Since the enactment of the legislation, many organisations have either transitioned or are in the process of transitioning their registration status to comply with the requirements of the PVO framework. However, many NGOs, community-based organisations, trusts, and other not-for-profit entities continue to face challenges in understanding the practical implications of the law, the compliance obligations arising from it, and the procedures required to maintain good standing with regulatory authorities.

Beyond the PVO regulatory framework, NGOs are also expected to comply with various statutory obligations administered by government institutions. In recent years, both the Zimbabwe Revenue Authority (ZIMRA) and the National Social Security Authority (NSSA) have introduced digital compliance and reporting platforms aimed at enhancing efficiency, transparency, and record management. These include systems such as the Tax and Revenue Management System (TaRMS) and the NSSA Self-Service Portal, which require organisations to adapt to new reporting processes, electronic submissions, record-keeping requirements, and compliance procedures. Many NGOs, particularly small and medium-sized organisations operating in rural and underserved areas, require practical guidance to effectively navigate these systems and fulfil their obligations.

Furthermore, the not-for-profit sector continues to face heightened scrutiny regarding Anti-Money Laundering (AML) and Counter-Terrorist Financing (CTF) measures, particularly in light of international standards established by the Financial Action Task Force (FATF). Recommendation 8 of the FATF framework places emphasis on ensuring that nonprofit organisations are protected from abuse for terrorist financing purposes while preserving their legitimate activities. Consequently, NGOs are increasingly expected to demonstrate robust governance systems, risk management practices, financial controls, due diligence procedures, and compliance mechanisms that align with national and international requirements.

Against this background, there is a growing need for a practical, user-friendly, and comprehensive resource that will assist NGOs to understand and comply with applicable legal, regulatory, tax, employment, social security, and counter-terrorist financing requirements. The proposed Guide and Self-Help Kit will serve as an important reference tool for organisations across Zimbabwe and contribute to strengthening compliance, accountability, transparency, and sustainability within the civil society sector.

## **2. Purpose of the Consultancy**

The purpose of this consultancy is to develop a comprehensive Guide and Self-Help Kit for NGO Compliance in Zimbabwe that provides practical guidance and compliance checklists to support NGOs in meeting their legal and regulatory obligations.

Specifically, the guide should cover:

- Compliance requirements under the PVO Amendment Act, 2025 and related regulations.
- Tax compliance obligations applicable to NGOs and not-for-profit organisations in Zimbabwe.
- NSSA compliance requirements applicable to NGOs, including registration, contributions, reporting, and use of the NSSA Self-Service Portal.
- Counter-Terrorist Financing (CTF) compliance requirements applicable to NGOs, including practical guidance aligned with FATF Recommendation 8 and relevant national legislation.

**Note:** *The guide should be written in a practical and accessible manner to accommodate organisations of varying sizes, capacities, and geographical locations.*

## **3. Deliverables**

The main deliverable of this assignment shall be a comprehensive Guide and Self-Help Kit for NGO Compliance in Zimbabwe that can be used by civil society organisations across the country as a practical compliance resource.

## **4. Consultant Qualifications**

The consultant should demonstrate:

- Proven expertise and extensive knowledge of Zimbabwe's civil society regulatory and legal framework.
- Demonstrated understanding of the PVO Amendment Act, NGO governance, compliance systems, and accountability mechanisms.
- Strong knowledge of Zimbabwe's tax regulatory framework, including requirements administered by ZIMRA.
- Strong knowledge of NSSA compliance obligations and social security regulations applicable to employers.
- Familiarity with Anti-Money Laundering and Counter-Terrorist Financing frameworks, including FATF standards and Recommendation 8.
- Proven experience in developing manuals, toolkits, guidelines or compliance resources for civil society organisations.

## **5. Expression of Interest Requirements**

Interested consultants or consulting firms should submit the following:

- A technical proposal outlining the consultant's understanding of the assignment, proposed methodology and work plan.
- A financial proposal with a detailed budget breakdown.
- Curriculum Vitae (CV) of the lead consultant and key team members (where applicable).
- Samples of similar assignments previously undertaken (if any).
- At least two traceable professional references from previous clients.

## **6. Submission Details**

Interested consultants are invited to submit their applications electronically to: [ngorecruitmentzw@gmail.com](mailto:ngorecruitmentzw@gmail.com) [cc\\_programs@nangozim.org](mailto:cc_programs@nangozim.org)

**Subject Line:** *Consultancy – Development of a Guide and Self-Help Kit for NGOs Compliance in Zimbabwe*

**Deadline for Submission:** 9 June 2026

Only shortlisted candidates will be contacted.