

Terms of Reference

Lusaka City

Chilenje Market Upgrades

14 May 2026

ICLEI Africa invites applications to participate in a project titled,
“Strengthening fresh food markets for healthier food environments”.

Bids due: 3 June 2026, 17h00.

All bids should be valid for 30 days.

Bids and technical queries can be sent to Project Manager: amy.murgatroyd@iclei.org
with cc to: meembo.changula@iclei.org

*ICLEI Africa reserves the right not to appoint a service provider in relation to this
Terms of Reference.*

Introduction

This GIZ funded project, *Strengthening Fresh Food Markets for Healthier Food Environments*, supports the transformation of urban fresh food markets into more resilient and inclusive economic hubs. Working with municipal authorities, market committees, and local stakeholders, the project focuses on upgrading market facilities and systems to improve food safety, strengthen livelihoods, build capacity and enhance market functionality in the face of climate and urbanisation pressures.

To date, the project has completed comprehensive market assessments to diagnose infrastructure gaps, operational constraints, and governance challenges. Building on this evidence base, the project initiated pilot infrastructure investments (drainage, water access, waste management) at Chilenje Market, alongside targeted training for traders to strengthen technical and operational capacity. In parallel, dedicated governance support has been provided to municipal officials to improve coordination between departments, clarify roles and responsibilities, and embed more sustainable, inclusive market management practices.

This contract serves to build on the infrastructure work completed at Chilenje Market, with the aim of making Chilenje a model fresh produce market in the City of Lusaka.

Scope of Work

The selected Service Provider will be responsible for the design (where applicable), supply, installation, and completion of the following infrastructure works:

- **Shelter for Fruit Traders:** Construct a durable, weather-resistant shelter for up to 10 fruit traders (estimated total size of 10m x 15m)
- **Repair of Main Market Roof:** Assess and repair damaged sections of the existing roof at the main market entrance (estimated total size of 10m x 10m). See Appendix 1 for image.
- **Electrical Connection for Bailer:** Install a connection line and electrical metering system linking the waste baler to the municipal electricity supply, ensuring compliance with local electrical standards and safety regulations
- **Painting and Revival of Market Archway:** Prepare surfaces (cleaning, scraping, priming as needed), apply high-quality, weather-resistant paint, and ensure aesthetic improvement aligned with market identity, including replanting a suitable tree to replace the historic tree that was once situated at the market entrance. As the previous tree grew too big and damaged roofing when it fell, tree selection should be a hardy, medium size tree with a spreading canopy which will not pose a long-term threat to market infrastructure by growing too big.

In addition to the above, the Service Provider will be expected to make cash disbursements to the Lusaka Task Force members in compensation for their support on overseeing the infrastructure works. This will be to a maximum budget of EUR 2000 (included in total contract value).



Expected Results

- Improved protection of traders and goods from weather conditions
- Reduced infrastructure-related disruptions in market operations
- Enhanced waste management through operationalisation of the baler
- Enhanced visual appearance and usability of the market

Contractor Expertise Requirements

The Service Provider must demonstrate:

Technical Capacity

- Proven experience in infrastructure construction
- Competence in roofing and electrical installations
- Ability to deliver durable, context-appropriate solutions

Operational Capability

- Experience working in live market environments with minimal disruption
- Strong project management and on-site coordination skills

Compliance and Safety

- Knowledge of local construction standards and regulations in Zambia
- Ability to implement appropriate health and safety measures

Reporting and Communication

- Clear communication with ICLEI Africa and Lusaka City Council
- Ability to document and report on progress and completion

Fluency in English is required.

Overall contract value

Bidders are required to submit a proposed budget, **not exceeding a total value of EUR 16,750**. The contractual partnership is limited to the agreed fixed amount, and in accordance with the time/duration of the contract period.

The contractor will report to the ICLEI Africa project team.

Application Requirements

Applicants are required to submit a proposal to Project Manager: amy.murgatroyd@iclei.org with cc to meembo.changula@iclei.org by no later than 3 June 2026, 17h00.

Proposals must include the following elements:

- A narrative proposal of no more than 3-pages, that outlines the approach/methodology, work plan and risk assessment.
- CV/CVs of contractor teams



- A brief summary of relevant past project to demonstrate alignment and skills related to this work – with no more than five lines describing each output (with URL links where possible)
- A detailed budget
- Certificate showing that the company is a duly registered Zambian company.
- Tax compliance certificate from the Zambia Revenue Authority.

Selection Criteria

- Demonstrated experience and expertise evidenced through past projects
- Understanding of the ToR, clear methodology and workplan presented
- Skills and team composition
- Financial proposal and value for money

Timeline

Submission deadline: 3 June 2026, 17h00

Work commences: 12 June 2026

Construction completed: 7 September 2026

Handover to City Council & final report due: 14 September 2026

Contract end: 30 September 2026

Note: We highly encourage all applicants to submit a further application to complete the works under the ToR “Chilenje Market Rain Water Harvesting Infrastructure”.

ICLEI Africa RESERVES THE RIGHT NOT TO SHORTLIST A SERVICE PROVIDER IN RELATION TO THIS REQUEST FOR EXPRESSION OF INTEREST.

Please be aware if you do not hear any feedback, either ICLEI Africa has decided not to appoint a service provider for this piece of work, or you have been unsuccessful in your application.



Appendix 1: Image of damaged roof

