



## **EXPRESSION OF INTEREST (EOI)**

### **DEVELOPMENT AND IMPLEMENTATION OF ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) AND INTEGRATED REPORTING FOR THE NATIONAL PENSION SCHEME AUTHORITY (NAPSA)**

#### **1.0. BACKGROUND**

- 1.1. The National Pension Scheme Authority (NAPSA) is a corporate establishment under the National Pension Scheme Act No. 40 of 1996. The Authority is strengthening its environmental stewardship, social impact and governance through adopting an integrated reporting system that is aligned with global standards and enhances transparency, accountability, and fiduciary oversight of members' funds. In line with emerging regulatory expectations and international best practice, the Authority intends to implement comprehensive Environmental, Social and Governance (ESG) practices and produce its first Integrated Report for the Financial Year 2026.
- 1.2 To achieve this, the Authority seeks to engage a qualified and experienced consulting firm with expertise in ESG, sustainability reporting, climate risk integration, and integrated reporting obtained from similar organisations to develop a robust sustainability reporting framework and roadmap and support capacity building for internal teams.

#### **2.0. TERMS OF REFERENCE**

##### **2.1. Objectives of the Assignment**

- 1.1 The overall objective of this consultancy is to support the Authority in developing, implementing, and institutionalising ESG and integrated reporting in accordance with:
- IFRS S1 – General Requirements for Sustainability-related Financial Disclosures
  - IFRS S2 – Climate-related Disclosures
  - Global ESG frameworks (e.g., GRI, TCFD-aligned disclosures)

1.2 Specifically, the assignment aims to:

- 1.2.1 Conduct a comprehensive ESG materiality assessment.
- 1.2.2 Develop a sustainability reporting framework aligned to IFRS and ZICA standards.
- 1.2.3 Integrate climate, governance, and ESG risks into financial reporting processes.
- 1.2.4 Develop an implementation roadmap for ESG and Sustainability reporting by the Authority
- 1.2.5 Build internal capacity for long-term ESG reporting sustainability.
- 1.2.6 Support the preparation and production of the **FY2026 Integrated Report**.

## 2.2 Scope of Work

The Consultant shall carry out the following tasks:

### 1.1 Inception Phase

- Hold kick-off meetings with the Authority.
- Review existing policies, governance structures, reports, and strategies.
- Submit an **Inception Report** detailing methodology, work plan, and timelines.

### 1.2 ESG Materiality Assessment

- Conduct stakeholder mapping and engagement sessions.
- Undertake double materiality assessment (impact and financial materiality).
- Identify ESG risks, opportunities, and priority issues.
- Develop a Materiality Matrix and document the Materiality Determination Process (MDP).

### 1.3 Development of ESG & Sustainability Reporting Framework

- Align disclosures with IFRS S1 and S2, Framework, and relevant ESG standards.
- Develop sustainability KPIs, metrics, and reporting templates.
- Establish data collection systems, controls, and assurance pathways.

- Provide guidance on integrating ESG into existing strategic and financial planning.

#### **1.4 Integration of Climate and Governance Risks**

- Identify climate risk exposures, including physical and transition risks.
- Support climate-related scenario analysis and quantification methodologies.
- Align ESG and climate risks with the Authority's Enterprise Risk Management (ERM).
- Recommend governance enhancements for sustainability oversight.

#### **1.5 Capacity Building**

- Develop and deliver training modules for internal teams.
- Conduct workshops on IFRS S1/S2, ESG indicators, climate risk management, and integrated reporting.
- Provide ongoing technical support during implementation.

#### **1.6 Development of the FY2026 Integrated Report**

- Prepare the structure and outline of the Integrated Report.
- Draft narrative sections and compile relevant disclosures.
- Support design and production processes.
- Facilitate internal validation sessions.
- Produce the final publication-ready Integrated Report.

### **3.0. EXPECTED DELIVERABLES**

3.1. The following are the expected deliverables:

3.1.1 The Consultant shall provide the following outputs:

- 1.1 Inception Report
- 1.2 ESG Materiality Assessment Report and Materiality Matrix
- 1.3 Sustainability Reporting Framework aligned with IFRS S1/S2
- 1.4 Data Collection & Reporting Toolkit (KPIs, templates, controls)
- 1.5 Climate & Governance Risk Integration Methodology
- 1.6 Training Materials and Capacity Building Sessions
- 1.7 Draft Integrated Report FY2026

1.8 Final Integrated Report FY2026 (publication-ready)

#### 4.0 Duration of Assignment

4.1 The consultancy will run from **Q2 2026 to Q2 2027**, covering the entire process leading to the publication of the Authority's first Integrated Report for FY2026.

#### 5.0 Reporting Arrangements

- The Consultant will report to the **Director Finance** or a designated Project Steering Committee.
- The Authority will provide relevant documents, data, and access to stakeholders.
- Regular progress meetings will be scheduled throughout the assignment.

#### 6.0 Ethical Consideration

6.1 The Consultant must maintain:

- Confidentiality of all Authority information
- Independence and objectivity
- Compliance with professional and ethical standards
- Protection of data and sensitive information

#### 7.0 SELECTION CRITERIA

##### 7.1 Preliminary Requirements

7.1.1 Interested **Citizen** and **Local** consultants are required to provide the following information about their firm:

- a) Valid 2026 NAPSA Compliance Certificate. *The certificate should be current and verifiable online. A suspended certificate will not be accepted.*
- b) Valid 2026 Zambia Revenue Authority (ZRA) Tax Clearance Certificate. The certificate should be current and verifiable online by NAPSA. A suspended certificate will not be accepted.
- c) Certificate of Registration or Incorporation from the Patents and Companies Registration Agency (PACRA).

##### 7.2 Technical Requirements

### 7.2.1 The bidding firm must demonstrate:

- Minimum 5 years of experience in ESG, sustainability, climate risk, or integrated reporting consulting. To comply with this requirement, consultants should submit references from companies that they have supported in implementing the integrated reporting and clearly indicate the period of support for each company.
- Proven experience with IFRS S1/S2 implementation, Task Force on Climate-related Financial Disclosures (TCFD) and Global Reporting Initiative (GRI). A firm should demonstrable expertise and experience evidenced by a list of organisations supported in IFRS S1/S2 implementation.
- Demonstrated ability to deliver integrated reports for large institutions, preferably in the public sector or financial services. To comply with this requirement, consultants should submit a list of companies with contact details which they have assisted with preparing integrated reporting.
- Technical expertise in climate risk modelling, financial disclosures, and ESG governance. Consultants should submit CVs for key personnel with technical expertise in this area.
- A multidisciplinary team possessing (consultants should submit CVs for each discipline):
  - ESG and sustainability specialists
  - Financial reporting/IFRS experts
  - Climate risk analysts
  - Data and reporting specialists
  - Communications/design professionals (optional)

## 8.0 CLARIFICATIONS

8.1 Note that clarifications can be sent to the Senior Procurement Manager through electronic mail address: [MwanaumoE@napsa.co.zm](mailto:MwanaumoE@napsa.co.zm) copy in [MisaelT@napsa.co.zm](mailto:MisaelT@napsa.co.zm) and [ZuluR@napsa.co.zm](mailto:ZuluR@napsa.co.zm)

## 9.0 DETAILS FOR SUBMISSION

9.1 Interested Consultants must submit their sealed and bound Expression of Interest (EOI) documents clearly marked “**EXPRESSION OF INTEREST FOR THE DEVELOPMENT AND IMPLEMENTATION OF ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) AND INTEGRATED REPORTING FOR THE NATIONAL PENSION SCHEME AUTHORITY (NAPSA)**”.

9.2 **One (01) original and three (03) copies of the EOI documents** must be deposited in the tender box situated on the Ground Floor, Office Park, National Pension Scheme Authority, Corner of Church and Kabelenga Roads, Lusaka, Zambia on or before the closing date, **Friday 20<sup>th</sup> February 2026, at 10:30 hours. LATE SUBMISSIONS WILL NOT BE ACCEPTED.**

**Note: Consultants are expected to prepare their EOI documents based on the information outlined above.**

Secretary

**MANAGEMENT PROCUREMENT COMMITTEE**

**FOR/DIRECTOR GENERAL**

**NATIONAL PENSION SCHEME AUTHORITY**

**Issue Date: 9<sup>th</sup> February 2026**