



PROCUREMENT COMMITTEE

REQUEST FOR EXPRESSIONS OF INTEREST

ZACL/DANS/EOI/31/2025: REQUEST FOR EXPRESSIONS OF INTEREST FOR THE DEVELOPMENT AND IMPLEMENTATION OF A COMPREHENSIVE DATA PROTECTION COMPLIANCE PROGRAMME

1.0 INTRODUCTION

The Zambia Airports Corporation Limited (hereinafter referred to as the “Corporation” or “ZACL”) is responsible for the development, maintenance and management of the four designated international airports, namely, Kenneth Kaunda (Lusaka), Harry Mwaanga Nkumbula (Livingstone), Simon Mwansa Kapwepwe (Ndola), and Mfuwe. The Corporation is also responsible for the development and maintenance of seven (7) provincial airports, and three strategic aerodromes, while also providing air navigation services throughout Zambia. The Corporation is further mandated to enhance safety and improve standards of service provision at these airports and in the Zambian air space.

2.0 BACKGROUND

In the 2025 budget, the Corporation has set aside funds towards the cost of acquisition of various goods, works and services.

As a data controller and processor, the Corporation collects and manages significant volumes of personal and sensitive information relating to employees, customers, partners, and stakeholders. The enactment of the Data Protection Act No. 3 of 2021 provides a legal framework for the regulation of the collection, processing, storage, transfer, and protection of personal data in Zambia. To

ensure compliance with the Act and align with international best practices on data protection and privacy, the Corporation seeks to engage a qualified consulting firm to support the development and implementation of a comprehensive data protection compliance program.

3.0 OBJECTIVE

The overall objective of the assignment is to facilitate the effective implementation of the Data Protection Act of 2021 within the Corporation. Specifically, the consulting firm will be required to undertake the following:

- a. Sensitize the Corporation Management and/or Board on the Data Protection Act;
- b. Assess the Corporation's current data management and processing practices;
- c. Identify compliance gaps in line with the Data Protection Act, 2021;
- d. Assist in conducting benchmarking exercises with at least two National Airport Authorities that have already developed and implemented Data Protection Policies, Standard Operating Procedures, and Notices;
- e. Develop and implement policies, procedures, and guidelines to ensure compliance;
- f. Build institutional capacity through training and awareness;
- g. Support the establishment of a Data Protection governance framework within the Corporation; and
- h. Provide Data Protection Officer (DPO) services for a minimum period of one (1) year, while simultaneously building capacity within the Corporation to designate an internal DPO in the subsequent year.

4.0 SCOPE OF ASSIGNMENT

The scope of the assignment includes, but is not be limited to, the following:

a. Baseline Assessment and Registration

The Consultant shall review the Corporation's current policies, systems, and practices relating to data collection, processing, storage, and

transfer, identify risks of non-compliance with the Act and develop a compliance roadmap to guide the Corporation in its data protection compliance journey and submit it for approval to the Data Protection Commissioner.

b. Sensitization of Management and/or Board of Directors

The Consultant shall develop training materials and come up with an agenda to facilitate a workshop to sensitize management staff and/or the Board of Directors on the Data Protection Act.

c. Gap Analysis

The Consultant shall assess compliance gaps against the requirements of the Data Protection Act of 2021 and relevant international standards in order to identify risks, vulnerabilities, and areas requiring remedial action.

d. Policy and Framework Development

The Consultant shall draft a Data Protection and Privacy Policy, guidelines, Standard Operating Procedures (SOPs), and data handling manuals. **The consultant shall also** benchmark with other Airport Authorities how they handle consent, data subject rights, breach handling etc.

e. Institutional Framework

The consultant will provide guidance on the designation of a Data Protection Officer (DPO) and provide support to the creation of a Data Protection governance structure within the Corporation.

f. Provision of Data Protection Officer (DPO) Services for one (1) Year

The Consultant shall provide Data Protection Officer services to the Corporation for a period of one (1) year. The period may be extended if need be.

4.0 Requirements

Interested respondents must provide information indicating that they are qualified, have the required expertise and experience to undertake the assignment.

The expression of interest must include the following minimum information:-

- a. Certificate of Incorporation from the Patents and Company Registration Agency (PACRA) supported by a printout of shareholders;
- b. A valid 2025 Tax Clearance Certificate from the Zambia Revenue Authority;
- c. Certificate of Compliance from the National Pension Scheme Authority or any pension organization;
- d. Accreditation with the Data Protection Commissioner;
- e. availability of appropriate skill by providing bio-data of key personnel to be involved and other relevant particulars to demonstrate adequate professional and technical qualifications;
- f. description of similar assignments (atleast three);
- g. At least three references for similar assignments undertaken including names of the institutions/countries and contact details;
- h. All documentation must be prepared and submitted in the English language;
- i. should have experience in the development and execution of the data protection compliance programmes with at least three organisations, one of which must have at least 700 employees;
- j. valid professional membership with the Information and Communication Technology Association of Zambia;
- k. experience of working in a developing country on similar assignments; and
- l. Local consultants must partner with citizen consultants. Foreign Consultants are not eligible to participate.

5.0 Details for Submission

The Expressions of Interest as hard copies (maximum of 30 pages) should be sent clearly marked, **“REQUEST FOR EXPRESSIONS OF INTEREST FOR THE DEVELOPMENT AND IMPLEMENTATION OF A COMPREHENSIVE DATA PROTECTION COMPLIANCE PROGRAMME,”** addressed to the Managing Director, Zambia Airport Corporation Limited Head Office, Airport Road, Kenneth Kaunda International Airport (Control Block), P.O. Box 30175, Lusaka, Zambia. The telephone number is Tel: (+260 211) 271 044/ 271 313 and the email address is procurement@zacl.aero.

The Expressions of Interest should be received on or before Monday, January 26, 2026 at 16:00 hours local time. Opening of the applications shall take place in the **Mezzanine Floor, First Floor, Terminal 1, Kenneth Kaunda International Airport, Lusaka.**

TELEFAX AND/OR ELECTRONIC EXPRESSIONS OF INTEREST WILL NOT BE ACCEPTED.

Respondents meeting the above criteria will receive a Request for Proposals (RFP) for the assignment and will be required to submit detailed technical and financial proposals based on the detailed Terms of Reference that will be issued to them.

**Senior Manager – Procurement and Supplies
FOR/MANAGING DIRECTOR
ZAMBIA AIRPORTS CORPORATION LIMITED**

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