



GOVERNMENT OF MALAWI

Specific Procurement Notice (SPN)

CONSULTANT SERVICES FOR TRUST COORDINATOR

FOR

MCA-MALAWI

Ref: PA/MCA-MW/MCC/PPB/SER/117/2018

1. The Millennium Challenge Corporation (“MCC”) and the Government of Malawi (the “Government”) have entered into a Millennium Challenge Compact for Millennium Challenge Account assistance to help facilitate poverty reduction through economic growth in Malawi (the “Compact”) in the amount of approximately US\$350,700,000 (“MCC Funding”). The Government, acting through the Millennium Challenge Account-Malawi (“MCA-Malawi”), intends to apply a portion of the MCC Funding to eligible payments under a contract for which the Invitation for Bid is issued. Any payments made under the proposed contract will be subject, in all respects, to the terms and conditions of the Compact and related documents, including restrictions on the use of MCC funding and conditions to the disbursements of MCC funding. No party other than the Government and MCA-Malawi shall derive any rights from the Compact or have any claim to the proceeds of MCC Funding.
2. MCA-Malawi requires the services of a Trust Coordinator who will work with Board of Trustees of Shire BEST and the electrical utilities (EGENCO and ESCOM) to ensure that work goes according to schedule and that the Trust is on sound financial and administrative footing by the end of the MCA-Malawi Compact on September 20th, 2018.
3. The individual will be based at MCA-Malawi, but work closely with Shire BEST Board of Trustees, Partners and Stakeholders. The period of performance for this assignment is five (5) months, with expected start date in March to July 2018.
4. The MCA-Malawi now invites proposals to provide the consultant services referenced above (“Proposals”). More details on these consultant services are provided in the Terms of Reference

The Request for Proposals (RFP) is open to all eligible and qualified entities who wish to respond. The required qualifications for Personnel to be considered are indicated in the Terms of Reference.

5. The Consultant shall be selected under the Individual Consultants (IC) method, where individual may submit their proposal under the evaluation procedure for which is described in accordance with “MCC Program Procurement Guidelines” which are provided on the MCC website: www.mcc.gov and on the MCA-Malawi web site: www.mca-m.gov.mw. The Consultant will sign a contract

(**Format in Section 5**) on the basis of a fixed lump sum price (fee plus expenses).

6. Prospective Consultant interested in submitting their proposals should send an e-mail, giving their full contact details of the bidder, to the MCA-Malawi Procurement Agent at MCAMalawiPA@cardno.com. Before applying firms should review the Terms of Reference included in the RFP. The RFP will be placed on the MCA-Malawi's website at www.mca-m.gov.mw and can also be issued on application to the MCA-Malawi Procurement Agent at MCAMalawiPA@cardno.com.
7. The closing time for receipt of Proposals is **February 16, 2018, at 17:00 Hours. Electronic submission is allowed.** Proposals received after this time and date shall not be considered and will be returned unopened. Consultants should be aware that distance and customs formalities may require longer than expected delivery time.
8. **Any clarification required** can be requested only up to **February 06, 2018, at 17:00 Hours**, Malawi time to the following address:

The Procurement Director

MCA-Malawi, Millennium House, Convention Drive

Email: raphael.mboozi@mca-m.gov.mw

E-mail: MCAMalawiPA@cardno.com

To submit your Proposal, please use the following address:

MCA-Malawi Procurement Agent

1st Floor, West Wing

Kang'ombe House, City Center

Lilongwe 3, Malawi.

E-mail: MCAMalawiPA@cardno.com

Dye B Mawindo

Chief Executive Officer

Millennium Challenge Account-Malawi