



**GOVERNMENT OF MALAWI**

**Specific Procurement Notice (SPN)**

**CONSULTANT SERVICES FOR ASSET DISPOSITION CONSULTANT**

**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 an Asset Disposition Consultant. The consultant is expected to access and review the Fixed Asset Register (FAR) to establish its completeness and accuracy. The consulting firm will in collaboration with Government and MCA-Malawi, be required to perform the following tasks:
  - **Conduct Physical count for all Assets**
  - **Conduct an asset valuation for Administrative Assets**
  - **Develop an Asset Disposition Plan to assist MCA-Malawi to dispose of all Program Assets in a manner that is transparent and accountable.**
  - **Prepare and Coordinate Proposals for Granting Program Assets**
  - **Coordinate the evaluation and prepare a Report on beneficiaries of Compact Assets**
  - **Review and prepare the necessary documents to act as legal evidence of transfer of ownership of assets from MCA-Malawi to the respective beneficiaries.**

The period of performance for this assignment is six (6) person months, spread over a period of nine months commencing on 1 April 2018 to 31 December 2018.

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.

3. The Consultant will be selected under the Consultant’s Qualifications (CQS) method, the evaluation procedure for which is described in accordance with “MCC Program Procurement Guidelines” which are provided on the MCC website: [www.mcc.gov](http://www.mcc.gov) and on the MCA-Malawi web site: [www.mca-m.gov.mw](http://www.mca-m.gov.mw). The Consultant will sign a contract (**Format in Section 5**) on the basis of a fixed price.
4. Consultants are requested to send their Proposal, which should include a **Technical Proposal (Format in Section 2)** to be considered for the assignment, updated CVs showing the minimum requirements described in the Terms of Reference, and in compliance with the attached Terms of Reference, contact details (i.e., address, telephone and fax numbers, e-mail address, etc.), at least three references (Name, Designation, organization, Phone and Email id) that can comment on the consultant’s related work experience, The Consultant shall also submit in a separate envelope a **Financial Proposal (Format in Section 3)**. The deadline for submission of the proposal is **15.00** hours (local Malawian time), on **April 3, 2018**.
5. **Any clarification required** can be requested only up to **March 28, 2018, at 17:00 Hours**, Malawi time to the following address:

**The Procurement Director**

MCA-Malawi, Millennium House, Convention Drive

Email: [raphael.mboози@mca-m.gov.mw](mailto:raphael.mboози@mca-m.gov.mw)

E-mail: [MCAMalawiPA@cardno.com](mailto: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](mailto:MCAMalawiPA@cardno.com)

**Dye B Mawindo**

**Chief Executive Officer**

**Millennium Challenge Account-Malawi**