



THE ELECTRICITY SUPPLY CORPORATION OF MALAWI LIMITED

**REQUEST FOR EXPRESSION OF INTEREST
CONSULTING SERVICES – INDIVIDUAL CONSULTANT**

COUNTRY: MALAWI

NAME OF PROJECT: MALAWI ELECTRICITY ACCESS PROJECT

PROJECT ID No. P164331

LOANNO. IDA63790

Reference No. MW-ESCOM-146950-CS-INDV

ISSUE DATE: 11th May, 2020

Assignment Title: Consultancy for Assistant Procurement Specialist

1.0 Background

The Government of Malawi has received financing from the World Bank toward the cost of the Malawi Electricity Access Project (MEAP) being implemented by Ministry of Energy and Electricity Supply Corporation of Malawi (ESCOM) Limited. ESCOM intends to apply part of the proceeds for consulting services for the position of Assistant Procurement Specialist.

2. The position The Position: Assistant Procurement Specialist (1 Position)

The Assistant Procurement Specialist is part of a larger Project Management Team (PIU), which comprises the Project Manager, Procurement Specialist and other specialists. In executing the duties as outlined under item 4, the Assistant Procurement Specialist will act in a manner to ensure that all transactions related to the project are consistent with procurement regulations, Public Procurement and Disposal of Assets Act of 2017 and all other relevant guidelines and policies.

The Assistant Procurement Specialist is expected to work in close coordination with the Project's Procurement Specialist and other officers within the PIU.

Specific Tasks:

- a. Assist in timely processing of solicitation documents such as Request for Quotation, Request for Expression of Interest, and Request for Proposals
- b. Assist in opening and closing of bids
- c. Participate in evaluation of bids and assist with preparation of up to standard evaluation reports.

- d. Assists in contract administration to ensure delivery of goods/services is in accordance with contract terms.
- e. Assist with preparation of procurement progress reports to the Project Manager, highlighting achievements and challenges in the course of execution of activities.
- f. Ensure project procurement adheres to World Bank and other donor Fiduciary and Governance requirements.
- g. To assist in establishing and maintaining a procurement records system, including maintaining a contracts register with complete “paper trail” of procurement and implementation of each contract from planning, procurement processing and contract Administration including contract closure.
- h. To assist in preparation and updating of the general and detailed procurement plans
- i. Assist in handling bidders and consultants’ complaints and coordinate preparation of clarifications and debriefing in a timely manner.
- j. Provide support to the technical departments of ESCOM in the various procurement selection steps of the procurement cycle and ensure compliance to the applicable procedures and regulations.
- k. From time to time, assist in reviewing and implementing improvements in the procurement arrangements to ensure timely and cost effective procurement under the project.
- l. Other duties as may be assigned from time to time.

3. Reporting

The Assistant Procurement Specialist will be reporting to the Procurement Specialist for his/her everyday responsibilities.

4. Duration of Assignment

The Assistant Procurement Specialist shall be recruited for a period of four (4) years but renewable each year subject to satisfactory performance.

ESCOM now invites suitable individuals (“Consultants”) to indicate their interest in providing the Services. Interested individuals should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

5. Qualification Criteria

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- a. Must EITHER have a degree from a recognized institution in the following areas: Engineering, Accountancy, Procurement, Business Administration, Economics or Public Administration with 3 years’ procurement experience working in a donor financed project such as those funded by the World Bank OR
- b. A Diploma in similar fields with at least 5 years’ post-graduation procurement experience including 3 years’ procurement work in a donor financed project.
- c. Prior participation in short training courses in World Bank Procurement Regulations and procedures is a plus
- d. Familiarity with procurement policies, knowledge of preparation of specific documents based on standard World Bank documents.
- e. Ability to guide and prepare evaluation reports for works, consultancy services and equipment in a utility firm will be an added advantage.
- f. Must have hands-on experience of Government of Malawi Procurement law, policies and procedures.
- g. Good computer skills in using office applications such as word, excel, Power Point.
- h. Knowledge and practical skills in the use of Systematic Tracking of Exchanges in Procurement (STEP) will be an added advantage

6. Location of Employment

The Assistant Procurement Specialist will be based in Blantyre, but will be required to travel regularly to the project areas across the country and work closely with the Project Implementation Unit members and all other relevant stakeholders.

The attention of interested consultants is drawn to section III, paragraphs 3.14, 3.16 and 3.17 of the World Bank's "Procurement Regulations of IPF Borrowers" July 2016 Revised November 2017 and August 2018 (Procurement Regulations), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the **Individual Consultant (INDV)** selection method set out in the Procurement Regulations.

Further information can be obtained at the address on (a), below during office hours (**08:00 – 12:00 Hours; and 13:00 -17:00 Hours**). Detailed Terms of Reference (TORs) are available on ESCOM website www.escom.mw. The TORs can also be obtained on request by email upon request from the email address indicated below.

Expression of interest must be delivered in a written form to the address (b) below (in person, or by email) by 2nd June 2020 at 14:00 Hours.

Addresses referred to above are:

a) For information and clarifications:

Projects Manager
ESCOM Limited
Umoyo House, 3rd Floor,
Victoria Avenue
P.O Box 2047
Blantyre
MALAWI.
Telephone +2651830 321
Email: akaitane@escom.mw/jthabwa@escom.mw

b) The expression of interest should be submitted to:

The Chairman
Internal Procurement and Disposal Committee
ESCOM Limited
Umoyo House, 3rd Floor,
Victoria Avenue
P.O Box 2047
Blantyre
MALAWI.
Attention: The Procurement Specialist

Email: jthabwa@escom.mw/akaitane@escom.mw