



## **EXPRESSION OF INTEREST (EOIs) FOR PROVISION OF CONSULTANCY SERVICES IN VARIOUS CATEGORIES**

**Procurement Ref. No.: NAC/PDD/3/CS/2024-2027**

### **1.0. INTRODUCTION**

The National AIDS Commission (NAC) guided by the HIV and AIDS (Prevention and Management) Act 2018 is responsible for provision of leadership, technical guidance, and coordination of the National Response to HIV and AIDS in Malawi. The broad objectives of the Commission are to (i) provide leadership and enhance management and administrative systems to support implementation of the National HIV and AIDS Strategic Plan (NSP); (ii) Strengthen multi-sectoral and multi-disciplinary coordination and implementation of HIV and AIDS Programs and (iii) Strengthen monitoring and evaluation of the national response to HIV and AIDS.

The **National AIDS Commission (NAC)** receives funding from the Government of Malawi and from various funding partners towards the implementation of the **Malawi National HIV and AIDS Strategic Plan (NSP) and** applies part of the funding for the procurement of consultancy services for the NAC secretariat and its stakeholders.

### **2.0. OBJECTIVE OF THE ASSIGNMENT**

The National AIDS Commission wishes to compile a database of consultants for the provision of various consultancy services as shown below for its use for the next 3 years.

### **3.0. REQUESTS FOR CONSULTANCY SERVICES**

It is against this background that the National AIDS Commission would like to invite expression of interest from reputable firms or individuals whose consultancy services will be engaged for specific periods and when need arises, to assist them in providing technical expertise on issues being considered by the Commission. Interested Consultants are free to express an interest in a maximum of two categories.

#### 4.0. SCOPE OF THE CONSULTANCY SERVICES

The Consultants are expected to carry out the following tasks among others:

#### 5.0. CONSULTANTS CATEGORIES AND EXPECTED QUALIFICATIONS

Category	DESCRIPTION OF CONSULTANCY SERVICES	REQUIRED QUALIFICATION/S
1	Non-biomedical Prevention, Social and Behaviour Change Interventions	<ol style="list-style-type: none"> <li>1. Should have a minimum of a post-graduate degree in Social Sciences, Socio-economic Development or any related discipline</li> <li>2. Should have a minimum of five years' demonstrable practical knowledge and experience in integrating cross-cutting issues, such as gender and human rights in health and development programmes</li> <li>3. Should have demonstrable practical experience in social behavior change and also in comparable assignments.</li> </ol>
2	Biomedical Prevention, Treatment, Care and Support	<ol style="list-style-type: none"> <li>1. Should have a minimum of a post-graduate degree in the biomedical field, preferably in Medicine, Epidemiology, Public Health, or Health Sciences.</li> <li>2. Should be a seasoned consultant, with wide knowledge and at least five years hands on experience in HIV and AIDS prevention and management particularly in the Malawian or similar contextual setting</li> <li>3. Should have demonstrated ability and a sound track record in leading and facilitating development, review and evaluation of strategic frameworks in the health and HIV/AIDS sector in Malawi and within the region.</li> <li>4. Should have vast experience in the field of HIV and AIDS.</li> <li>5. Should have extensive knowledge on HIV combination prevention.</li> </ol>
3	Mainstreaming, Partnerships, Resilient systems for health and Capacity Building	<ol style="list-style-type: none"> <li>1. Should have a minimum of a post-graduate degree in a relevant field, preferably a master's degree in strategic management and planning, Business Administration,</li> <li>2. At least Five (5) years' experience working in similar assignments.</li> <li>3. Five years experience in a capacity building role including partnership and networking</li> <li>4. Experience working with decentralised health systems</li> </ol>

4	Conduct functional reviews	<ol style="list-style-type: none"> <li>1. Should have a minimum of a post-graduate degree in a relevant field, preferably a master's degree in strategic management and planning, Business Administration, or related field and at least Five (5) years' experience working in similar assignments.</li> <li>2. Should have demonstrated ability and a soundtrack record in conducting functional reviews of reputable institutions. Consultants are expected to attach at least two copies of similar contracts performed elsewhere.</li> <li>3. 4 years' experience in the field of HIV and AIDS; excellent communication and report writing skills</li> <li>4. 3 years' experience in Organizational Development, change management, structural and systems design, organizational design, leadership functions and corporate governance.</li> </ol>
5	Legal Retainership Services	<p><b>A. Qualifications</b></p> <p><b>Team Leader</b></p> <ol style="list-style-type: none"> <li>1. Have a minimum of a master's degree in law.</li> <li>2. Possess not less than 8 years knowledge and extensive experience in practice.</li> <li>3. Be a seasoned lawyer with demonstrated leadership in managing complex cases especially labor related.</li> <li>4. Demonstrable track record of success in handling of similar organizational cases in the past. At least 80% success rate</li> <li>5. Should provide evidence of the won cases through copies of court judgements.</li> <li>6. Have excellent communication and report writing skills.</li> <li>7. Should be of good standing with the Malawi Law Society with active membership.</li> </ol> <p><b>Team Members</b></p> <ol style="list-style-type: none"> <li>1. Should have a minimum of a bachelor's degree in law.</li> <li>2. Should have demonstrable ability and soundtrack record of at least five years in practice.</li> <li>3. Should be a seasoned lawyer with wide knowledge and demonstrable experience in handling employment and labour related cases in the past 3 years.</li> <li>4. Should be of good standing with the Malawi Law Society with active membership.</li> </ol> <p><b>B. Experience of the Legal Firm</b></p> <ol style="list-style-type: none"> <li>1. At least 10 years' experience in legal practice.</li> <li>2. Proven track record of capacity and practical experience to handle complex Civil or Commercial cases successfully and ably. Firms are expected to attach similar copies of contracts as well as list of clients served in the past 5 years</li> <li>3. Demonstrable Knowledge of company/Administrative law</li> </ol>

		<ol style="list-style-type: none"> <li>4. Working knowledge of commercial law and drafting</li> <li>5. Adequate knowledge of operations and status of the National AIDS Commission.</li> <li>6. In-depth and specialist understanding of laws relating to contractual issues, labour law and employment act as well as the operations of the Public Service in general particularly parastatals</li> <li>7. Registration to the Malawi Bar; Firms are expected to attach copy of their certificate</li> <li>8. 8.Registration with the Malawi Law Society; firms are expected to attach copy of their certificate</li> <li>9. Registration with MRA, firms are expected to attach Tax Clearance certificate with MRA</li> <li>10. The legal firm is expected to have in-depth and specialist understanding and expertise on a variety of legal issues including but not limited to the following             <ol style="list-style-type: none"> <li>a) Commercial law</li> <li>b) Constitutional &amp; Administrative Law</li> <li>c) International Trade Law</li> <li>d) Employment &amp; Labour Laws;</li> <li>e) Drafting and Conveyancing</li> </ol> </li> </ol> <p><b>C. General Requirements</b></p> <ol style="list-style-type: none"> <li>1. The law firm is expected to be fully self-sufficient in terms of office space supplies, communications, and transport during any assignment and to discharge its responsibilities to the expected professional standards and integrity.</li> <li>2. For logistical purposes, and easy management of assignments, only legal firms fully based in Lilongwe or with an office in Lilongwe shall be considered for this assignment</li> </ol>
6	Team Building and Corporate Governance Training services	<ol style="list-style-type: none"> <li>1. Minimum of a master's degree in either Human Resources Management, Strategic Management, Programmes Management, or in any relevant field for the Team Leader. Consultants are expected to submit copies of Curriculum Vitae's of key staff and attach copies of their academic and professional certificates;</li> <li>2. Minimum 5 years of relevant professional experience in management or team building consulting. Consultants are expected to submit the organizations detailed profile, and valid certificate of company registration.</li> <li>3. Proven track record of facilitating team building and knowledge sharing workshops and consultancy experience; Consultants are expected to list similar assignments they have completed including copies of previous contracts, including three (3) traceable referees.</li> <li>4. Proven experience working with both government and commercial organizations will be an added advantage.</li> </ol>

		<ol style="list-style-type: none"> <li>5. Excellent analytical writing and communication skills;</li> <li>6. Fluency in English, both written and spoken are essential</li> </ol>
7	Development and maintenance of software systems	<ol style="list-style-type: none"> <li>1. A national consultant firm with a minimum of 5 years' experience in software development, system design, system testing, UX design</li> <li>2. Have a lead programmer with 5 years of active experience in software development.</li> <li>3. Have a well-structured team with relevant skill sets for UX designer, system designer, and system tester with minimum of 3 years of experience.</li> <li>4. Lead programmer should possess bachelor's degree in computer science, software engineer or equivalent.</li> <li>5. Proven UX, and system design certificates for the development team.</li> <li>6. Proficiency in the following programming languages relevant to the industry, languages include Python, Java, C++, and JavaScript.</li> <li>7. Understanding of different software development methodologies like Agile and Waterfall, and the ability to adapt to different client preferences.</li> <li>8. The technology landscape is constantly evolving, the consultant must be adaptable and willing to learn new tools, languages, and methodologies as needed to meet industry demand.</li> </ol>
8	ICT hardware and biometric/CCTV security system maintenance	<ol style="list-style-type: none"> <li>1. A national consultant firm with a minimum of 5 years' experience in hardware installation.</li> <li>2. Have a lead technician with a minimum of advanced diploma in ICT/Computer Systems/Engineering or similar together with 5 years of active experience in hardware installation and maintenance.</li> <li>3. Should poses strong understanding of electrical systems, including circuit design, power distribution, and control systems.</li> <li>4. Knowledge of CCTV camera systems, including camera types, installation techniques, and networking principles for video surveillance.</li> <li>5. Familiarity with uninterruptible power supply (UPS) systems, generators, batteries, and other backup power solutions to ensure continuous operation of critical equipment.</li> <li>6. Understanding of inverter technology, including DC to AC conversion, power efficiency, and grid-tied or off-grid applications.</li> </ol>
9	Audit Services	<p><b>A. Qualifications</b></p> <p><b>Team Leader/ Engagement Partner:</b></p>

		<p>1. Master's degree in accounting, Finance, Commerce, or Economics and should be a Certified Public Accountant plus FCCA. 10 years post qualification experience and must have carried out 5 similar audits.</p> <p><b>Team Members</b></p> <p><b>a. Audit Manager:</b></p> <p>1. Bachelor's degree in Accounting, Finance, Commerce, or Economics plus ACCA. Three years of post-qualification experience and carried out 5 similar audits.</p> <p><b>b. Senior Auditor</b></p> <p>1. Bachelor's degree in accounting, Finance, Commerce, or Economics plus ACCA. Two years post qualification experience and carried out 5 similar audits.</p> <p><b>B. Experience of the Audit Firm</b></p> <ol style="list-style-type: none"> <li>1. The Auditor shall be an Authorized Public Auditor/ Certified Public Accountant having a valid practicing certificate issued by the Institute of Chartered Accountants in Malawi (ICAM) and Malawi Accountants Board (MAB).</li> <li>2. Adequate experience of auditing public sector institutions and reporting under International Public Sector Accounting Standards</li> <li>3. Understanding of the accounting and audit requirements of donor funded projects.</li> <li>4. Adequate knowledge of operations and status of the National AIDS Commission.</li> </ol> <p><b>C. General Requirements of the Audit Firm</b></p> <ol style="list-style-type: none"> <li>1. The firm should be of good reputation and should have a valid business registration certificate.</li> <li>2. The firm must be registered with MRA and evidenced by a Tax Clearance certificate with MRA.</li> </ol>
	Development of the Global AIDS Monitoring (GAM) Report	<ol style="list-style-type: none"> <li>i. A seasoned national consultant, with a minimum of a master's degree in Epidemiology, Public Health, Behavioral Statistics, Social Science, or any other relevant qualification.</li> <li>ii. Have at least 5 years' experience in leading and conducting national program evaluations especially in producing HIV and AIDS related documents.</li> </ol>

		<p>iii. Experience (5 years) in the production of national level M&amp;E reports especially within the region or similar setting, within the last 5 years.</p>
11	<p>Conduct Surveillance, Social and Behavior Studies on Key Populations</p>	<ol style="list-style-type: none"> <li>1. Have a minimum of a Masters Degree in Public Health, Epidemiology or Social Sciences.</li> <li>2. Possess not less than 3 years knowledge and experience in Key population communities service provision and challenges</li> <li>3. Understanding of local and regional studies, approaches, to service provision for key populations. Consultants are expected to list assignments they have completed in key populations including three (3) traceable referees</li> <li>4. Experience in conducting behavioural related research studies.</li> </ol>
12	<p>Development and Review of Strategic Plan and mid term reviews.</p>	<p><b>Qualifications</b></p> <p><b>Team leader</b></p> <ol style="list-style-type: none"> <li>1. A minimum of a postgraduate Degree in a relevant biomedical field (Public Health, Epidemiology, medicine).</li> <li>2. A seasoned consultant with demonstrated experience, ability and a sound track record in leading and facilitating the development or review of strategic documents and appraisal in HIV and AIDS and SRHR.</li> <li>3. .Wide knowledge and at least eight years hands-on experience in HIV, and SRHR programme management particularly in the Malawian or similar context setting, and proven ability to provide strategic recommendations to key stakeholders.</li> <li>4. Strong knowledge of the Malawi epidemic and national response; the legislative and policy environment.</li> <li>5. Strong analytical skills and ability to synthesize and present findings, draw conclusions, make pragmatic recommendations and prepare well-written reports in a timely manner.</li> </ol> <p><b>Team Members</b></p> <p><b>a. Monitoring and Evaluation Expert</b></p> <ol style="list-style-type: none"> <li>1. A minimum of a postgraduate Degree in Social Science or Economic Development related discipline/ Epidemiology/Statistics/ Public Health /Strategic Management.</li> <li>2. Expertise in HIV and AIDS program Monitoring and Evaluation with more than five years of</li> <li>3. demonstrated experience in undertaking similar assignments.</li> <li>4. Wide knowledge and hands-on experience in HIV and AIDS-related work and SRHR.</li> </ol> <p><b>b. Social-Economic Development Expert</b></p> <ol style="list-style-type: none"> <li>1. A minimum of a Postgraduate Degree in Social Science or Economic Development related discipline/ Epidemiology/Statistics/ Public Health /Strategic Management</li> </ol>

		<p>2. Demonstrated experience of more than five years in social-economic development work including costing and target setting.</p> <p>3. Wide knowledge and hands-on experience in HIV and AIDS-related work and SRHR.</p>
13	Maintenance of SAGE	<ol style="list-style-type: none"> <li>1. A national consultant firm with a minimum of 5 years' experience in Sage handling.</li> <li>2. A verified SAGE partner with active sage clients</li> <li>3. Have a lead systems engineer with bachelor's degree in computer business applications, ICT or any relevant field.</li> <li>4. Have a lead systems engineer with 5 years of active experience in SAGE management, including installation, database configuration, troubleshooting and report customization.</li> <li>5. Poses a team with capabilities to conduct training of all modules offered by SAGE.</li> </ol>
14	Development and Maintenance of the NAC Website	<ol style="list-style-type: none"> <li>1. A national consultant firm with a minimum of 5 years' experience in web design, web app design and development</li> <li>2. Have a lead developer with 5 years of active experience in web development.</li> <li>3. Have a well-structured team with relevant skill sets for UX designer, system designer, and system tester with minimum of 3 years of experience.</li> <li>4. Lead developer should possess bachelor's degree in web application and design, computer science, ICT.</li> <li>5. Proficiency in the following web development languages relevant to the industry, languages include HTML, CSS, Python, JavaScript, and other relevant technologies.</li> <li>6. Experience with web development frameworks and tools such as React, Angular, Vue.js, or Node.js is required.</li> <li>7. Proven UX, and system design certificates for the development team.</li> </ol>



## 7.0. DELIVARABLES

The Consultants are expected to carry out the following tasks among others:

- i. Conduct literature review of the documents related to the consultancy and proposal review process, such as the National HIV and AIDS Strategic Plan (2015-2020); National HIV Prevention Framework (2023-2027);
- ii. Conduct detailed analysis/review and scoring of all the areas under their specific consultancy assignment;
- iii. Consult various key stakeholders in the HIV and AIDS space;
- iv. Submit Acceptable Inception Report soon after signing of the contract;
- v. Submit a detailed and summarized report of the consultancy assignment.
- vi. Prepare research papers relevant to the subject matters under consideration at any particular time;
- vii. Produce draft and final acceptable reports in consultation with the relevant Contract Administrators

## 9.0. FUNDING

The Consultants will be engaged with financial support from both the Government of Malawi and its development and cooperating partners.

## 10.0. SUBMISSION OF EXPRESSION OF INTEREST

- a. Interested Consultants must provide information indicating that they meet the qualification requirements to perform the consultancy as indicated above.
- b. Interested individuals should submit their curriculum vitae (CVs) indicating their educational qualifications, technical competences and previous work experience to the address in 10.0(b) (i) below.
- c. Expressions of interest clearly marked “**Expressions of interest to be part of the Database of Consultants 2024-27**” must be deposited in the tender located at the reception at the address in 10.0. (d) (ii) below before **Thursday 2<sup>nd</sup> May 2024 at 14:00 hrs.** Interested Consultants may obtain further information at the address in 10.0(d i) below:
- d. The addresses as indicated above are as follows:
  - i. for enquiries and clarification of the disposal process is;

**The Procurement and Disposal Division  
National AIDS Commission (NAC)  
CP Properties House; Plot No. 47/1/1185, Area 47 Sector 1  
Off Mchinji Road, Behind Automotive Products**

**P. O. Box 30622, Lilongwe 3, MALAWI**

**Attention: Head of Procurement**

**Tel: +265 01 76 20 36; Fax: +265 01 76 10 08/ +265 999 492 014**

**Email: [procurement@aidsmalawi.org.mw](mailto:procurement@aidsmalawi.org.mw)**

- ii. The address for Delivery and Submission of Bids

**The IPDC Chairperson  
National AIDS Commission (NAC)  
CP Properties House on Plot No. 47/1185  
Off Mchinji Road, Behind Automotive Products Limited  
P.O box 30622  
Lilongwe 3  
Malawi.  
Ground Floor at the Reception (Tender Box)**

**NB: Bidders are expected to sign a submission register at the reception before depositing their document.**

- iii. Opening of the EOs

**National AIDS Commission (NAC)  
Ground Floor, Main Conference Room  
Properties House on Plot No. 47/1185  
Off Mchinji Road, Behind Automotive Products Limited  
P.O box 30622  
Lilongwe 3  
Malawi.**