

Government of the Republic Of Malawi



R O A D S A U T H O R I T Y

REHABILITATION AND WIDENING OF THE M1 MALAWI ROAD

ROAD SAFETY EDUCATION AND PUBLICITY CAMPAIGNS

REQUEST FOR EXPRESSION OF INTEREST CONTRACT NO. RA/CON/2022-2023/03

1. INTRODUCTION

The Government of Malawi has received financing under a loan from the European Investment Bank (EIB) and a grant from the European Union (**European Development Fund under the Africa Investment Facility**) towards the cost of rehabilitating a total of approximately 301km of the M1 Road and intends to apply part of the agreed amount to payment under the contract for the provision of Road Safety Education And Publicity Campaigns along the project road sections.

The M1 road is the backbone of the Malawi primary road network and is part of the Southern Africa Development Community's North-South Corridor linking the two port cities of Dar es salaam in Tanzania with Durban in South Africa. Approximately 1,145km of this corridor passes through Malawi on the M1 road. As a landlocked country Malawi's economy is dependent on this route for the importation of commodities and the export of agricultural production.

2. PROJECT SCOPE

The overall objective of the assignment is to mitigate the road safety impact of the upgrade of the route through sensitisation of the local communities that live alongside the route and also those road users regularly driving along the route.

Specific objectives include:

- increasing road users' knowledge about road traffic legislation.
- increasing road users' awareness of the dangers of construction works, and increased vehicle speeds and traffic volumes on completion of the road upgrade.
- improving road user behaviour both during construction and on completion of the road upgrade; and,
- minimising the number of crashes and injuries during construction and to reduce the number of crashes and injuries after completion of the road upgrade compared with the same number prior to commencement of construction.

The specific tasks to be carried out by the Service Provider shall include, but not necessarily limited to:

- preparing an Action Plans for Road Safety Education and Publicity campaigns, including proposed campaign material.
- conducting regular road safety education and publicity campaigns; and,
- regular monitoring and evaluation of campaigns.

The Service Provider will need to provide ongoing road safety education and publicity campaigns for all the people living at least in all the main trading centres and villages along the M1 and for drivers regularly travelling along the route. These include truck, bus, taxi and other drivers; motorcycle/bicycle riders and passengers; pedestrians, in particular school children; and vendors/traders/hawkers.

The Service Provider will be required to undertake continual monitoring and evaluation of all of its activities. DRTSS and RA (through the appointed supervision consultant) will be responsible for oversight and monitoring of the activities of the Service Provider.

Construction works on all four LOTS is planned to commence concurrently, and the road safety education and publicity campaigns shall be undertaken continually throughout this period, but taking the following phases of construction into account:

- i. Phase I: Construction; and,
- ii. Phase II: Pre-opening.

The anticipated duration of works on each LOT is:

S/N	Road section	Duration
LOT 1	From the turn off to the Kamuzu International Airport Lilongwe to Kasungu (102km)	30 months
LOT 2	From Kasungu to Jenda (85.5km)	18 Months
LOT 3	From Jenda to the Mzimba turn off (46.74km)	15 Months
LOT 4	From Kacheche to Chiweta (66.5km)	24 Months

3. SELECTION AND QUALIFICATION CRITERIA

The Roads Authority of Malawi now invites eligible consultants to indicate their interest in providing these services. The invitation is open to all eligible firms and interested firms are hereby invited to submit their expression of interest. This invitation shall be followed by the production of a list of short-listed qualified consulting firms. The short-listed firms will be invited to submit technical and financial proposals. Award of the contract shall be made on the basis of Quality and Cost Based Selection (QCBS).

3.1. Eligibility

The Eligibility criteria are set in accordance with the EIB's Guide to Procurement version 2018 ("EIB GtP") and the establishment of the short-list, the selection procedures, and the subsequent tender procedures, shall be carried out in accordance with the EIB's Guide to Procurement version 2018, which is available on the EIB's website <http://www.eib.org/en/infocentre/publications/all/guide-to-procurement.htm>.

In particular the attention of applicants is drawn to the inclusion that: "Firms originating from all countries of the World are eligible to tender for works, goods and services contracts." (EIB GtP §1.2) and that:

Applicants must not have a conflict of interest as defined in section 1.5 of EIB GtP.

Applicants may apply for providing the required services or one or any number of the four LOTS.

3.2. Qualifications for Short-listing

3.2.1. Requirements

The following are the technical requirements for applicants to be included on the short list of Consultants that are to be invited to submit proposals. The inclusion of applicants will be on a pass/fail basis. In order to pass, the Applicant must demonstrate that they have fulfilled all of the requirements, which are:

- Economic and Financial Capacity
- Staff availability
- Areas of Specialisation
- Experience

3.2.1.1. Economic and Financial Capacity

It is a requirement that applicants can show an average annual turnover over the last five years (2017-2021) of not less than EUR100,000.00. This must be substantiated by submission of documentary proof such as audited financial statements for the five-year period or statements of income supported by declaration by a certified public accountant. Financial qualifications relate to an individual company, or where the application is by a JVCA, at least one partner must meet 70% of the requirements and each other partner must meet at least 30% of the requirements.

All individual company applicants, and all partners within a JVCA, must demonstrate a ratio of current assets to current liabilities of not less than 1 for each year of the same 5- year period. Additionally, over this 5- year period, not more than 1 year of the audited accounts may show a trading loss. Please ensure that the currency denomination in all documents presented is clearly indicated. All values will be converted to Euros using the rates given by the Reserve Bank of Malawi on the date that this Request for Expression of Interest is published.

3.2.1.2. Staff

In order to prepare for regularly undertaking road safety education and publicity campaigns, the Service Provider will need to mobilise for any one LOT: one supervisor/team leader, one coordinator and three trainers. Applications for more than one LOT can utilize the same supervisor/team leader.

The overall staff requirement will comprise the following key experts:

S/N	LOT	Duration (Man- months)	Common Resource– all lots	Required Team for Each LOT
1.	LOT 1	30	Supervisor (office based)	<ul style="list-style-type: none">• Coordinator/Team Leader• Trainers (3)• Support staff (drivers etc)
2.	LOT 2	18		
3.	LOT 3	15		
4.	LOT 4	24		

The Team Leader/coordinator and the supervisor should have appropriate qualifications in community development or related fields and appropriate experience in similar community-related campaigns (for example HIV/AIDs). Involvement in similar assignments on road construction projects will be an advantage. Trainers, responsible for conducting regular road safety education and publicity campaigns, should have Malawi School Certificates of Education (MSCE), good proven communication skills in both English and the local languages and preferably some involvement in community-related campaigns (for example HIV/AIDs).

All staff should be fluent in English and the local languages pertinent to the specific areas of each LOT.

These staff candidates should be identified by the applicant companies, and the candidates must confirm in a statement that they are available to accept the appointment by the Applicant in the event that the EOI and subsequent proposal is successful. The applicant companies should include in their submission a pen picture (not more than half an A4 page) of each of the nominated staff to demonstrate their expertise and confirming the location of their employment. Detailed CVs are not required with the EOI application but will be a necessary inclusion in the proposals to be submitted by the short-listed companies.

3.2.1.3. Areas of Specialization

The applicant companies (not the individual staff candidates) must demonstrate experience in similarly executed campaigns involving presentations and training of rural populations including children.

The applicant companies must demonstrate their experience in specialisations through completion of the Table in Section 5 E. This table requires cross reference of the work to References in their Table in Section 5 Part F – Experience.

Applicant companies including all members of a JVCA must demonstrate expertise in the type of campaigns described above. Previous involvement in road projects will be an advantage.

Clarification

Interested consultants may obtain further information or seek clarification on matters included in this Expression of Interest document from the Roads Authority Head Office during office hours i.e., 0800 to 1630 hours local time Monday to Friday up to and including 7 days prior to the deadline for submission of their EOI.

3.3. Evaluation of expressions of interest

Consultants will be evaluated and identified on the basis of compliance with the requirements stated in this Request for Expressions of Interest. Qualification for inclusion in the short-list of applicants that will be invited to submit detailed proposals for these services will be on a pass/fail basis. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience in at least three similar projects over the period of the last five years. The shortlisting criteria are:

- Number A minimum of three of similar assignments successfully completed over the last five years.
- Field of specialization of the firm in community development or related fields.
- Experience in carrying out similar mainly rural community-related campaigns (for example HIV/AIDs).
- Technical and Managerial capability of the firm. (Provide only the structure of the organization, general qualifications and experience, and number of key staff. Do not provide detailed CV of the staff. Experts will not be evaluated at the shortlisting stage).
- Compliance with the financial requirements specified in 3.2.1.1 above
- Experience in similar rural and remote working conditions.

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a JVCA (joint venture, consortium or association) and/or a sub-consultancy. In the case of a JVCA all partners shall be jointly and severally liable for the entire contract, if selected.

4. Submission of expression of interest

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by 13th June 2022, 16:30 hours local time.

The IPDC Chairperson, Roads Authority
Attention: Procurement Manager
Functional Building - Off Paul Kagame Road
Private Bag B346, Lilongwe 3
Malawi
Tel: +265 1 753 699
Fax: +265 1 750 307
Email: ipc@ra.org.mw

5. APPLICATION FORMS AND REQUIRED DOCUMENTS

The Applicants Submission must include the details required in Forms A to F (inc.) below. The Applicants Submission must include both of the signed Declarations as set out in part G here, and a Signed Statement as set out in part H. Failure to complete any of these declarations or statements, as instructed, will make the application non-compliant and it will be disregarded.

Qualification for inclusion in the short-list of applicants that will be invited to submit tenders for these services will be on a pass/fail basis .

A. IDENTITY OF THE APPLICANT

	Name(s) of legal entity or entities making this application	Nationality ¹
Lead ²		
Member		
etc ...		

B. CONTACT PERSON (for this application)

Name	
Organisation	
Position in the organisation	
Telephone Contact	
Email address	

C. ECONOMIC AND FINANCIAL CAPACITY

The financial requirements for qualification are as follows:

Applicants must submit evidence of their financial capacity in the form of audited balance sheets or a statement of income covering the specified 5- year period certified by a certified public account and showing an average annual turnover over the last five years (2017-2021) of not less than EUR100,000.00. In the case of JVCA applications, at least one partner must meet at least 70% of this requirement and each other partner must meet at least 30% of the requirement

Applicants must also submit proof of their current financial soundness and prospective long-term profitability. This must be indicated in the submission of the audited balance sheets/income statement for the period 2017 to 2021.

¹ Country in which the legal entity is registered.

² Add / delete additional lines for joint venture members as appropriate. Note that a subcontractor is not considered to be a joint venture member for the purposes of this application form. Subsequently, data on subcontractors must not appear in the data related to the economic, financial and professional capacity. If this application is submitted by an individual legal entity, the name of that legal entity should be entered as 'leader' (and all other lines should be deleted). Any change in the identity of the leader and/or any joint venture members between the deadline for receipt of applications indicated in the contract notice and the award of the contract is not permitted without the prior written consent of the contracting authority.

In the case of JVCA these requirements must be met by each partner.

Please complete the following table of financial data⁴ based on your closed annual accounts. If annual accounts are not yet available for the specified years, please provide your latest estimates in the columns marked with **. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). Any other clarification or explanation which is judged necessary may also be provided. If the candidate is a public body, please provide equivalent information.

Please ensure that the currency denomination of all documents presented is clearly indicated. All figures will be converted to Euros using the rates given by the Reserve Bank of Malawi on the date that this Request for Expression of Interest is published.

Financial data (EUR)	Year				
	2017	2018	2019	2020	2021**
Annual turnover ³ , excluding this contract ⁴					
Current assets ⁵					
Current liabilities ⁶					
Ratio of current assets to current liabilities					
Annual profit before tax					

No more than one of the five years should reflect a trading loss, and the ratio of Current Assets/Current Liabilities is not less than 1 for each of the five years.

D. STAFF

The Applicant is required to demonstrate that they fulfil the requirements as set out in Section 3.2 relating to Staff. Candidates submitted for the posts of Supervisor and Coordinator/Team Leader should be qualified in a related field to degree level.

³ The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year

⁴ If this application is submitted by a JVCA, the data in the table must be the sum of the data in the corresponding tables in the declarations provided by the JVCA members

⁵ A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash.

⁶ A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts.

Trainers, responsible for conducting regular road safety education and publicity campaigns, should have Malawi School Certificates of Education (MSCE), good proven communication skills in both English and the local languages and preferably some involvement in community-related campaigns (for example HIV/AIDs).

All staff should be fluent in English and the local languages pertinent to the specific areas of each LOT.

E. AREAS OF SPECIALISATION

Please fill in the table below to indicate any areas of specialist knowledge related to this contract for each legal entity (each member of a JVCA) making this application. The Applicants must show that they have demonstrated the specialisation in a project which is included in their submitted Table F using the Reference Number from that Table.

Use the name of the legal entity as the column headings. Indicate the areas of specialist knowledge each legal entity has by placing the project reference number in the appropriate row.

Specialisation	JVCA Leader	Member 2	Member 3	Etc ...

Overall, all of the Specialisations must be demonstrated and linked to at least one project reference in Table F. Furthermore, each member of a JVCA, association or joint venture must show experience in at least one specialisation as a lead in a project referenced in Section 5.

F. EXPERIENCE

Please complete the Table below to summarise the projects that the applicant has implemented and completed, or that are in progress but not necessarily completed, during the last five years up to the deadline for the receipt of applications, and that demonstrate completion of 3 similar contracts each with a fee value in excess of EUR70,000 and with at least two of these being located in the Sub-Saharan Africa region.

The Applicant shall demonstrate that it had a minimum participation of 60% in each of the contracts brought as reference by the legal entity or entities making this application. The number of references to be provided must not exceed 15 for the entire application.

Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment). In case of projects still ongoing only the portion satisfactorily completed during the reference period (although started earlier) will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value.

Ref no (maximum 15)	Project title							
Name of legal entity	Country	Overall contract value (EUR) ⁷	Proportion carried out by legal entity (%) ⁸	No of staff provided	Name of client	Origin of funding	Dates (start/end) ⁹	Name of joint venture members, if any
...
Detailed description of project						Type and scope of services provided ¹⁰		
<p><i><please include a summarised, but sufficiently detailed description of the assignment (objectives, scope, results). In case the project / assignment / consultancy services have been provided in relation to an investment, please also indicate the value, objectives and scope of that investment></i></p>						<p><i><please include a description of the types of services provided by the legal entity within the framework of the project. Where the projects referenced have been implemented by consortia comprising two or more of the members now associated as a joint venture for this tender procedure, please indicate here the types of services provided by each of the members></i></p>		

⁷The effect of inflation will not be taken into account

⁸ Only the proportion carried out by the legal entity may be used as reference.

⁹ If the reference contract is only partially completed, please quote the percentage and value which has been completed.

¹⁰Please also indicate the function of key experts provided, whether belonging or not to permanent staff, and the number of months each of them worked on the project.

G. DECLARATIONS

- (1) As part of their application, each legal entity identified under Form A (attached) of this application, including every joint venture or JVCA member and capacity-providing entities (if any), must submit a signed declaration using the attached format (Annex A). The declaration should be signed and stamped.
- (2) As part of their application, each legal entity identified under Form A of this application, including every joint venture or JVCA member and capacity-providing entities (if any), must sign the Covenant of Integrity using the attached format (Annex B). The Covenant should be signed and stamped.

H. STATEMENT FROM APPLICANT

To be submitted on the headed notepaper of the legal entity concerned

I, the undersigned, the authorised signatory of the above candidate (for a joint venture, this includes all joint venture members), hereby declare that we have examined the Invitation for Expression of Interest for the restricted proposal procedure referred to above. If our application is short-listed, we fully intend to submit a proposal to provide the services requested in the proposal dossier.

We understand that any proposal submitted must comply with the EIB's definition on conflict of interest as per Section 1.5 of the EIB GtP,

We are fully aware that the composition of any JVCA cannot be changed during the course of the procurement process unless the Client has given its prior approval to such change in writing.

We are further aware that all members of a JVCA will have joint and several liability towards the Client concerning participation in this procurement procedure and any contract awarded to us as a result of it.

We understand that entities upon whose capacity we rely on with regard to economic and financial criteria become jointly and severally liable for the performance of the contract.

Signed on behalf of the Applicant

Name	
Signature	
Date	

ANNEX A

FORMAT FOR THE DECLARATION REFERRED TO IN POINT G (1) OF THE APPLICATION FORM

To be submitted on the headed notepaper of the legal entity concerned

<Date>

Roads Authority
Functional Building
Off Paul Kagame Road
Lilongwe, Malawi

Attention: Procurement Manager
E-mail: jpc@ra.org.mw with copy to mmalinda@ra.org.mw

Your ref: Consulting Services for The Service Provider for The Prevention of Gender Discrimination, Sexual Exploitation and abuse & Communicable Diseases Education and Publicity Campaigns

Dear Sir/Madam

In response to your Invitation for Expression of Interest RA/CON/2022-2023/01, we, < name(s) of legal entity or entities>, confirm that we intend to submit a tender for the contract for Consulting Services for the Prevention of Gender Discrimination, Sexual Exploitation and abuse & Communicable Diseases Education and Publicity Campaigns of four sections of the M1 road if we are invited to do so.

We hereby declare that we:

- are making this application [on an individual basis] * [as member of the joint venture led by [< name of the leader>] [ourselves]]* for this contract. We confirm that we are not involved in any other application for the same contract, in any form (as a member, leader, in a joint venture or as an individual candidate);
- agree to abide by the ethical conduct requirements of paragraphs 1.4 and 1.7 of the EIB's Guide to Procurement (<https://www.eib.org/en/publications/guide-to-procurement>), have not been involved in the preparation of the project which is the subject of this tender procedure unless it is proved that the involvement in previous stages of the project does not constitute unfair competition, and have no professional conflicting interests and/or any relation with other candidates or other parties in the tender procedure or behaviour which may distort competition at the time of submission of this application;
- [have attached a current list of the enterprises in the same group or network as ourselves] [are not part of a group or network]* and have only included data in the application form concerning the resources and experience of [our legal entity] [our legal entity and the entities for which we attach a written undertaking]*;
- will inform the Client immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;
- we agree to grant the contracting authority, the EIB and auditors appointed by either of them as well as any authority or European Union institution or body having competence under European Union law the right to inspect and copy the books and records of the tenderer, contractor, supplier or consultant in connection with any Bank-Financed contract.

We also undertake, if required, to provide evidence of our financial and economic standing and our technical and professional capacity according to the selection criteria for this call for tender specified in the Invitation for Expression of Interest.

<Signature of authorised representative>

<Name and position of authorised representative>

* Delete as appropriate

ANNEX B: COVENANT OF INTEGRITY

“We declare and covenant that neither we nor anyone, including any of our directors, employees, agents, joint venture partners or sub-contractors, where these exist, acting on our behalf with due authority or with our knowledge or consent, or facilitated by us, has engaged, or will engage, in any Prohibited Conduct (as defined below) in connection with the procurement process or in the execution or supply of any works, goods or services for the provision of Road Safety Education and Publicity Campaigns (the “**Contract**”) and covenant to so inform you if any instance of any such Prohibited Conduct shall come to the attention of any person in our organisation having responsibility for ensuring compliance with this Covenant.

We shall, for the duration of the procurement process and, if we are successful in our proposal, for the duration of the Contract, appoint and maintain in office an officer, who shall be a person reasonably satisfactory to you and to whom you shall have full and immediate access, having the duty, and the necessary powers, to ensure compliance with this Covenant.

We declare and covenant that neither we nor anyone, including any of our directors, employees, agents, joint venture partners or sub-contractors, where these exist, acting on our behalf with due authority or with our knowledge or consent, or facilitated by us, (i) is listed or otherwise subject to EU/UN Sanctions and (ii) in connection with the execution or supply of any works, goods or services for the Contract, will act in contravention of EU/UN Sanctions. We covenant to so inform you if any instance shall come to the attention of any person in our organisation having responsibility for ensuring compliance with this Covenant.

If (i) we have been, or any such director, employee, agent or joint venture partner, where this exists, acting as aforesaid has been, convicted in any court or sanctioned by any authority of any offence involving a Prohibited Conduct in connection with any procurement process or provision of works, goods or services during the five years immediately preceding the date of this Covenant, or (ii) any such director, employee, agent or a representative of a joint venture partner, where this exists, has been dismissed or has resigned from any employment on the grounds of being implicated in any Prohibited Conduct, or (iii) we have been, or any of our directors, employees, agents or joint venture partners, where these exist, acting as aforesaid has been excluded or otherwise sanctioned by the EU Institutions or any major Multi-lateral Development Bank (including World Bank Group, African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, European Investment Bank or Inter-American Development Bank) from participation in a procurement procedure on the grounds of Prohibited Conduct, we give details of that conviction, dismissal or resignation, or exclusion below, together with details of the measures that we have taken, or shall take, to ensure that neither this company nor any of our directors, employees or agents commits any Prohibited Conduct in connection with the Contract [*give details if necessary*].

We acknowledge that if we are subject to an exclusion decision by the European Investment Bank (EIB), we will not be eligible to be awarded a contract to be financed either directly or indirectly by the EIB.

We grant the Roads Authority of Malawi, the European Investment Bank and auditors appointed by either of them, as well as any authority or European Union institution or body having competence under European Union law, the right to inspect and copy our books and records and those of all our sub-contractors under the Contract. We accept to preserve these books and records generally in accordance with applicable law but in any case, for at least six years from the date of submission of this Application and in the event, we are awarded the Contract, at least six years from the date of substantial performance of the Contract.”

For the purpose of this Covenant, Prohibited Conduct has the meaning provided in the EIB’s Anti-Fraud Policy¹¹.

Signed:

Stamped:

¹¹ EIB’s Anti-Fraud Policy for definitions (<http://www.eib.org/infocentre/publications/all/anti-fraud-policy.htm>).