

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

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

REQUEST FOR EXPRESSION OF INTEREST

CONTRACT NO. RA/CON/2022-2023/01

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 Consultancy Services for the Prevention Of Gender Discrimination, Sexual Exploitation And Abuse & Communicable Diseases - Education And Publicity Campaigns along the project road sections.

The EIB's Environmental and Social Standards 2013/2018, underscores the importance of considering of the rights and interests of vulnerable groups (under EIB E&S Standard 7), which is brought into action through the Stakeholder Engagement – (EIB E&S Standard 10). The EIB Environmental and Social (E&S) standards align with the Government of Malawi's (GoM) recognition of the gender discrimination including gender-based violence (GBV), Violence against Children (VAC) and its impacts on the vulnerable groups, gender equality and poverty reduction efforts (Ministry of Gender, Children, Disability and Social Welfare - MoGCDSW, 2014); as well as Malawi's National HIV/AIDs Policy – Under Ministry of Health (MoH), which seek to enable a high level of commitment, strong intersectoral collaboration and sustained action to address the challenge of HIV/AIDS in the country. The Policy in part aims at preventing HIV infections, improving delivery of prevention, treatment, care and support services and mitigating the impact of HIV/AIDS on individuals, the family and communities. In addition, the project responds to Roads Authority's – HIV/AIDs Policy Mission and Objectives, which aims at promoting appropriate and effective ways of managing HIV/AIDS and related illness.

2. PROJECT SCOPE

The Government of Malawi through the Road Authority has planned a strategic project to rehabilitate approximately 301km of the M1 Road north of Lilongwe in the Central and Northern Regions of the country. This road is a major national and regional road connector and is a section of the Southern Africa Development Community's (SADC's) North-South Corridor which links the regions two port cities of Dar es Salaam in Tanzania with Durban in South Africa. The road is a major facility for Malawi's transportation of imports and exports as well as for internal commodity markets. The Road project will traverse the jurisdictions of the five District Councils of Lilongwe, Dowa, Kasungu, Mzimba and Rumphi.

The Government through RA have a task to manage project associated, potential gender discrimination aspects including gender-based violence; sexual abuse and exploitation; as well as communicable diseases (inclusive of prevention of HIV/AIDs) risks and impacts, which is a key component in the implementation of M1 Road Rehabilitation Project. The assignment will target all communities, men and women, girls and boys (in and out of school), traditional and political leaders and technical staff of government and non-governmental institutions located in the project area of influence. These will include all villages/trading centres and schools, health centres, community centres, business and all road users.

The assignment involves offering information and training of community resources – structures and institutions, consistent/continuous awareness on the prevention and avoidance of adverse risks and impacts, including practical clinical services to the survivors and affected persons as well guiding the appropriate pathways to managing/reporting the impacts, risks and in some cases potential crimes.

The overall objective of the assignment is to mainstream gender equality; enhance mechanisms for the prevention of violations of the rights of the vulnerable groups such as women and children, and provide education and awareness, clinical services including testing, treatment support and referrals, Counselling of the affected persons in respect of HIV/AIDS, GBV/SEA, and as appropriate managing grievances and making necessary referrals.

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 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.

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 (2016-2021) of not less than EUR1.2Million. This must be substantiated by submission of documentary proof such as audited financial statements for the five-year period. 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 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 each of the fields relevant to this scope of work, the applicant is required to have evidence of availability of professionally qualified staff who are experienced experts. The relevant fields of work are Programme Coordination, Communicable Diseases Nurse/Psycho-social Support, Child Care and Protection and Development Communication.

The submitted personnel must be permanent staff members of each team on all the LOTs and be available to provide the relevant services as required.

These staff candidates should be identified by the applicant companies, and the candidates must confirm in a statement that they are employees of the applicant company.. 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.

The Applicant company is also required to demonstrate that the percentage of their permanently employed professional staff is not less than 30% of their total professional staff employed and should demonstrate their ability to fulfil this requirement on the form in Section 7 D Staff.

3.2.1.3. Areas of Specialisation

The applicant companies must demonstrate experience in the following list of Specialisations:

- Provision of project coordination support services to Infrastructure development with added advantage of Road Construction works
- Experience in the provision of Gender Based Violence (GBV)/ Child Protection services in infrastructure development
- Environmental and Social Management.

The applicant companies must demonstrate their experience in specialisations through completion of the Table in Section 7 E. This table requires cross reference of the work to References in their Table in Section 7 Part F – Experience.

Applicant companies must demonstrate expertise in all of the specialisations. Additionally, each member of a JVCA, association or joint venture must show experience in at least one of the specialisations as a lead in a project referenced in Table F.

3.3. 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 up to and including 7 days prior to the deadline for submission of their EOI.

3.4. Staffing Requirements for assignment

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 / Team Leader	<ul style="list-style-type: none"> • Programme Coordinator • Communicable Diseases Nurse/Psycho-Social Support officer • Child Care and Protection Officer • Development Communication Officer • Support Staff
2.	LOT 2	18		
3.	LOT 3	15		
4.	LOT 4	24		

3.5. 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 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 to perform the Services. The shortlisting criteria are:

- Number of similar assignments, including at least two of the specialisations specified under 3.2.1.3.
- Field of specialization of the firm;
- Experience in carrying out Gender Based Violence (GBV) and child rights protection Services i.e. Provided GBV Prevention and Response/child rights protection Services within the last five (5) years;
- 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;
- Experience in similar 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 31st May 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 proposals 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 showing an average annual turnover over the last five years (2017-2021) of not less than EUR450,000.00. 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 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.

Assessment of the financial soundness and prospective long-term profitability will be based on the achievement as indicated in these submitted balance sheets, that no more than one of the five years has reflected a trading loss, and that the ratio of Current Assets/Current Liabilities is not less than 1 for each of the five years.

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					

D. STAFF

The Applicant is required to demonstrate that they fulfil the requirements as set out in Section 3.2 relating to Staff. Note that “permanent staff” relates to staff employed on indefinite

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.

contracts. The percentages required to be demonstrated are numbers of staff employed at the date of submission. "Professional staff" in this context means degree or above qualified staff

Permanently Employed Professional Staff Form– to be complete by Applicant. This form should include information from all parties under a JVCA.

Name of Applicant	
Number of Professional Staff Currently Employed	
Number of Professional Staff Currently Permanently Employed	
Therefore Percentage of permanently employed professional staff	

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 ...
Provision of project coordination support services to Infrastructure development with added advantage of Road Construction works;				
Experience in the provision of Gender Based Violence (GBV)/ Child Protection services in infrastructure development;				
Environmental and Social Management				

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 ten years up to the deadline for the receipt of applications, and that demonstrate completion of 3 similar contracts each in excess of 50 km in length and each with a fee value in excess of EUR120,000 in the last 10 years and with at least two of these being located in the Sub Saharan Africa region, and with a minimum Works value of EUR5 million each. 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 fundin g	Dates (start/e nd) 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 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. The originals must be sent to the Roads Authority upon request.
- (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. The originals must be sent to the Roads Authority upon request.

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 tender procedure referred to above. If our application is short-listed, we fully intend to submit a tender to provide the services requested in the tender dossier.

We understand that our tender 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 must 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 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

