



PublicPrivate  
Partnership  
Commission

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**REQUEST FOR EXPRESSIONS OF INTEREST  
(CONSULTING SERVICES – INDIVIDUAL SELECTION)**

<b>COUNTRY</b>	:	MALAWI
<b>NAME OF PROJECT</b>	:	THE DIGITAL MALAWI PROGRAM PHASE I: DIGITAL FOUNDATIONS PROJECT
<b>CREDIT No.</b>	:	TBA
<b>ASSIGNMENT TITLE</b>	:	PROVISION OF CONSULTANCY SERVICES AS AN ADMINISTRATIVE ASSISTANT FOR MALAWI RESEARCH AND EDUCATION NETWORK (MAREN)
<b>REFERENCE No.</b>	:	MW-PPPC-39623-CS-INDV

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The Government of Malawi has applied for financing from the World Bank toward the cost of the implementation of a new ICT Project “**Digital Malawi Program Phase I: Digital foundations Project**”, and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include provision of clerical, secretarial and administrative services to the MAREN Secretariat. The services shall include but not limited to managing administrative issues, assisting in procurement activities such as sourcing quotations and supporting other technical, operational and management activities. The Administrative Assistant will be recruited for an initial period of a three-year contract, renewable on the first anniversary subject to performance. This is a full time position. The Administrative Assistant will be expected to commence providing the services on 1<sup>st</sup> July, 2018 depending on the approval of the Project.

The Public Private Partnership Commission (PPPC) now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- a) Should have Secretarial Qualifications or/and a Diploma in Business Administration
- b) Having extra qualifications in Human Resource Management or Accounting will be an added advantage
- c) Must have at least 5 years of relevant work experience

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 for IPF Borrowers" July 2016 Revised November 2017 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

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

Further information can be obtained at the address below during office hours, that is, 08:00 to 4:30 hours. Detailed Terms of Reference (TORs) are available on the PPPC website [www.pppc.mw/procuremnt](http://www.pppc.mw/procuremnt). The TORs can also be sent to interested consultants by e-mail upon request from the e-mail address indicated below.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by 2:00pm local time on Tuesday 13<sup>th</sup> February, 2018.

Attn: The Chairman  
Internal Procurement Committee  
Public Private Partnership Commission  
2nd Floor, Livingstone Towers  
Glyn Jones Road  
P.O. Box 937  
Blantyre  
MALAWI

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