



REQUEST FOR TECHNICAL AND FINANCIAL PROPOSALS (CONSULTING FIRMS)

Date of Issue: 2nd December 2025

Country: Malawi

**Assignment Title: REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES
INDEPENDENT ICT CONSULTANT TO ASSESS AND
STRENGTHEN THE TRADE MANAGEMENT INFORMATION
SYSTEM (MIS)**

Reference Number: TRADE- MWI-2000001600-0437-CS-LCS

1. Ministry of Local Government, Unity and Culture is the lead implementing agency of a six-year Transforming Agriculture through Diversification and Entrepreneurship (TRADE) Programme. TRADE is a successor Programme of the Rural Livelihoods and Economic Enhancement Programme (RLEEP) and it is being co-funded by the International Fund for Agricultural Development (IFAD) and OPEC Fund for International Development (OFID). The goal of TRADE is to improve the sustainable livelihoods of rural people in Malawi.
2. TRADE intends to apply part of the proceeds for the 2025/26 financial year for the recruitment of a consulting firm to Provision of Consultancy Services for Independent ICT Consultant to Assess and Strengthen The Trade Management Information System (MIS) and invites eligible consulting firms ("consultants") to indicate their interest in providing the consulting services.
3. The use of any IFAD financing shall be subject to IFAD's approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD's rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with **TRADE**.

4. TRADE (“the client”) now invites eligible consulting firms (“consultants”) to indicate their interest in providing the services. Interested firms should provide information demonstrating that they have the required qualifications and relevant experience and expertise to perform the services.
5. The attention of interested consultants is drawn to IFAD’s Anti-Money Laundering and Countering the Financing of Terrorism Policy¹ and the Revised IFAD Policy on Preventing Fraud and Corruption its. Activities and Operations². The latter sets forth IFAD’s provisions on prohibited practices. IFAD further strives to ensure a safe working environment free of harassment, including sexual harassment, and free of sexual exploitation and abuse (SEA) in its activities and operations as detailed in its IFAD Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation, and Abuse.²
6. The consultants shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential, or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one procurement process under this procurement action, c) have a business or family relationship with a member of the Purchaser’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this Proposal, (ii) the shortlisting or selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential, or reasonably perceived conflict of interest during the preparation of the EOI, the selection process, or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract, and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
7. **Evaluation Procedure:** A consultant will be selected using Least-cost selection (LCS) evaluation procedure in accordance with the IFAD Procurement Handbook dated December, 2020, which is available at www.ifad.org/project-procurement. The client will evaluate the Proposals using the criteria provided in **clause 27 of the Request for Proposal (RFP)** document which can be accessed on <https://www.tradeprogramme.org/procurement-update> Or by requesting the same from the Procurement and Contracts Department at TRADE Programme by writing to procurement@tradeprogramme.org **attention Procurement and Contracts Specialist**. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.

¹ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>. ² The policy is accessible at www.ifad.org/anticorruption_policy.

² The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

8. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
9. Any request for clarification on this Request for Proposals should be sent via e-mail to the address indicated on 12(a) below no later than 14 days thus by before 15th December 2025 the through email procurement@tradeprogramme.org or alinafe@tradeprogramme.org. TRADE Programme will have no obligation to respond to questions submitted after this day. Responses to all questions received by the 14th day will be published on the TRADE Programme website.
10. Interested applicants should request for the Request for Proposal Document for Provision of Consultancy Services for Independent ICT Consultant to Assess and Strengthen The Trade Management Information System (MIS) by writing and/or emailing procurement@tradeprogramme.org or alinafe@tradeprogramme.org or downloading the Request for Proposal Document from the TRADE website: <https://www.tradeprogramme.org/procurement-update> or contacting the Procurement and Contracts Specialist at address 12(a) below
11. **Submission Procedure:** Interested Consulting Firms are invited to submit both technical and financial proposals in sealed separate envelopes and clearly labelled with the above consultancy subject and reference number. Proposals should be submitted to the address indicated in 12(b) below before **8th January 2026 at 14:00 hrs.** Interested Consulting Firms are expected to sign a submission register at the reception before depositing their Proposals in the tender Box located at TRADE reception. Late submissions will be rejected and electronic proposals Shall not be accepted.
12. Technical Proposals shall be opened in the presence of consulting firms and/or representatives who choose to attend the opening of the proposals at the address in 12(c) below on **8th January 2026 at 14:00 Hours.** The addresses referred to above are:

a. For enquiries, clarification and request for information is;

**The Procurement and Contracts Department
Attention: Procurement and Contracts Specialist**

Email: procurement@tradeprogramme.org

b. For Delivery and Submission of Technical and Financial Proposals

The IPDC Chairperson

Transforming Agriculture through Diversification and
Entrepreneurship (TRADE)
Area 9/328, Multi-Choice Street
P.O. Box 2135
Lilongwe

c. For Opening of Technical Proposals

TRADE- Ground Floor, Main Conference Room
Area 9/328, Multi-Choice Street
P.O. Box 2135
Lilongwe



P.O. Box 2135, Lilongwe, Malawi



www.tradeprogramme.org



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