



## **Expression of Interest Application Forms**

**Gender, youth, disability and nutrition  
mainstreaming training needs analysis  
and training for PMU and Service  
Providers**

**Ref No: TRADEMW/2023/24/GSI/12110**

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## Form 1: Declaration

*[Address, date]*

*[Authorized official]*

### **Re: Gender, youth, disability and nutrition mainstreaming training needs analysis and training for PMU and Service Providers**

We, the undersigned, declare that:

1. We are expressing our interest to conduct a Gender, youth, disability and nutrition mainstreaming training needs analysis and training for PMU and Service Providers and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our Consulting Firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")<sup>1</sup>, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to [anticorruption@ifad.org](mailto:anticorruption@ifad.org) any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to [ethicsoffice@ifad.org](mailto:ethicsoffice@ifad.org) any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.
7. We declare that neither our Consulting Firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: "other than the following:" and provide a detailed account of the actual, potential or perceived conflict]*. We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest

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<sup>1</sup> The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.

8. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”.

- 9. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
- 10. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as 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.
- 11. We understand that you are not bound to accept any EOI that you may receive.

*[Authorized signatory]*

*[Name and title of signatory]*

*[Name and address of firm]*

## Form 2: Details of the Consulting Firm

*[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice.]*

<b>Name of the firm</b>	
<b>Date of establishment</b>	
<b>Country of registration</b>	
<b>Full address of the firm</b>	
<b>Focal point: name, position, contact information (telephone, email):</b>	Name:
	Tel:
	Email:
<b>Number of offices in the country</b>	
<b>Country(ies) of operations with number of branches in each country</b>	
<b>Number of full-time employees</b>	
<b>Number of part-time employees</b>	
<b>Field(s) of expertise of the firm</b>	
<b>Number of professional staff with experience related directly to the assignment</b>	
<b>Any other information that the Consulting Firm would like to add:</b>	

**Maximum 3 pages**

### Form 3: Experience of the Consulting Firm

*[Using the format below, provide information on each relevant assignment (At most 5 most recent) for which your Consulting Firm was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.]*

**Maximum 5 pages]**

Assignment/Project name:	Approx. value of the contract (in current US\$):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (in current US\$):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	

Description of actual services provided by your staff within the assignment:

**List of Required Attachments:**

1. Certificates of Registration
2. Evidence of tax compliance
3. Evidence of previous work done (at least 3)
4. Curriculum Vitae of key Staff (2 pages maximum for each)

## ANNEX 1: PRELIMINARY TERMS OF REFERENCE

### 1. BACKGROUND OF THE PROJECT

Led by the Ministry of Local Government, Unity and Culture, Transforming Agriculture through Diversification and Entrepreneurship (TRADE) Programme is a six year (2019-2026) Government of Malawi initiative co-funded by International Fund for Agricultural Development (IFAD) and Opec Fund for International Development (OFID). The programme's goal is to achieve improved sustainable livelihoods for rural people and the development objective is to 'increase value chain commercialisation and improve resilience of rural poor and smallholder producers'. Upgrading strategies under the programme include to: i) increase production and productivity by smallholder farmers, ii) functionally upgrade smallholder farmers and the rural poor to undertake new functions such as processing, storage, packaging to capture more value, iii) improving horizontal linkages by strengthening the capacities of cooperatives to provide market access functions to smallholder farmers and iv) improve vertical linkages between stakeholders at different functional levels of the commodity chain, including private sector.

TRADE programme has three components: (1) Sustainable Producer-Private Partnerships, which aims to improve smallholder farmers' productivity, commercialization and private sector engagement; (2) Enabling Environment for Smallholder Commercialization, which seeks to improve the commercial environment for the target commodities through policy support, market information, and infrastructure development; and (3) Institutional Support and Programme Management, which aims to strengthen the capacity and governance of smallholder farmers and the programme itself.

TRADE supports rural entrepreneurs, focusing on youths and women to develop and sustain their agribusiness enterprise opportunities, and ensures that commodities are nutrition-sensitive. TRADE seeks to fully address Gender, youth, disability, and nutrition constraints to participation and benefit from supported value chains in its interventions at individual, household, and community levels. A total of 127, 000 direct beneficiaries are expected to be reached by the program 55% of which are women, 50% youth, and 5% persons with disabilities

## **2. BACKGROUND OF THE ASSIGNMENT**

The TRADE programme design is gender-transformative, youth-sensitive, disability-sensitive and nutrition-sensitive. The programme is expected to empower and transform beneficiaries from different forms of vulnerability and disempowerment. TRADE's theory of change is based on the hypothesis that by increasing the integration and participation of smallholder producers, with specific support to women, youth, and persons with disabilities in commercially profitable agriculture, implementing the GALS to encourage changes in standards and values of gender equality, and enhancing their resilience to Climate Change related shocks the programme will sustainably improve the livelihood of rural people in Malawi. TRADE programme acknowledges that cross-cutting issues are essential for the realisation of the programme's objectives and goal. It is recognised that integrating mainstreaming themes in value chain development interventions needs to be strategically done to have an impact on higher-level indicators such as the IFAD empowerment indicator and the minimum dietary diversity score for women. The programmes therefore seek to strengthen the capacity of its staff and implementing partners in incorporating cross-cutting issues which has a bearing on programme outreach, programming, tracking and reporting on changes observed and progress achieved.

TRADE programme therefore seeks to engage the services of a consultant who has a strong background in gender equality, disability inclusion, youth empowerment and nutrition-sensitive agriculture interventions in the context of agricultural value chain development. The consultant will conduct a training needs analysis for PMU and its service providers in component 1.2 and deliver an evidence-based training session for the PMU and the Service Providers based on the findings. The assignment aims to strengthen the capacity of PMU and service providers to implement the programme in a way that will bring economic empowerment, reduce the workload burden and enhance the voice and influence of women, youth and persons with disabilities while improving nutrition outcomes among beneficiary households.

## **3. OBJECTIVES**

The main goal of the assignment is to enhance the engagement of women, youth, and persons with disabilities in commercial activities supported by the programme which will have an overall impact on the Empowerment and MDDW outcome indicators.

## **Specific Objectives of the assignment**

The assignment is expected to increase the capacity of PMU and service providers to integrate cross-cutting issues in planning, implementation, as well as monitoring and evaluation to capture critical elements of empowerment according to IFAD GEWE Policy.

### **4. SERVICES AND FACILITIES TO BE PROVIDED BY CLIENT**

TRADE Programme as a client will provide Funds as stipulated in the Consultancy service contract, all necessary available information including programme documents and Service providers' details.

### **5. SERVICES AND FACILITIES TO BE PROVIDED BY THE CONSULTANT**

The consultant will be expected to assess in line with the agreed terms milestones as well as the schedule of deliverables in the contract, he/she will be required to support himself/herself with her/his own transportation and other required tools needed for her/his to carry out the activities smoothly.

### **6. DURATION OF THE CONSULTANCY**

The assignment duration is 40 working days.

### **7. REQUIRED SPECIFICATIONS OF THE CONSULTING FIRMS**

## **QUALIFICATIONS AND EXPERIENCE**

The criteria for eligibility mechanism are as outlined below:

- i. **Organisational Status:** The consulting firm should be registered.
- ii. **Record of Compliance:** Applicants, previously in receipt of TRADE Programme funds, must have a record of compliance in terms of the administration and use of such funds. Applicants who have a previous record of non-compliance with the terms of the TRADE Programme contract(s) may not be considered.

The consulting firms should include in their team qualified experts with relevant experience to support them in the delivery of the assignment. CVs of all key experts will be submitted as one application package to TRADE Programme.

## **Key Expert 1: Gender-Sensitive Value Chain Development Specialist**

### **Qualifications and skills**

- At least a Master's Degree in Gender and Development, Rural Development, Development Studies, Value Chain Analysis or any other related field. A PhD will be an added advantage but not a must
- At least five years' experience providing technical advisory services in pro-poor gender-sensitive value chain development programmes
- Excellent understanding of the concept of gender transformation and value chain development
- Proven experience in mainstreaming gender transformative approaches in development projects including value chain projects
- Proven experience in supporting youth employment and disability inclusion in agricultural value chains
- Familiar with IFAD as well as National gender, youth, disability inclusion and nutrition-sensitive policies and priorities
- Excellent research and analytical skills
- Excellent facilitation and training skills
- Good understanding of the IFAD Empowerment indicator

## **Key expert 2: Nutrition-Sensitive Value Chain Development Specialist**

### **Qualifications and skills**

- At least a Master's Degree in Food and Nutrition Science, Home Economics, Human Ecology, Agriculture (Family Science) or any other related field.
- A minimum of 5 years' extensive experience providing advisory services in food systems transformation and agricultural food value chains
- Familiar with IFAD as well as National nutrition-sensitive policies and priorities
- Excellent research and analytical skills
- Excellent facilitation and training skills
- Knowledge of IFADs procedures, processes and systems will be an added advantage
- Good understanding of the Minimum Dietary Diversity for Women indicator

## **9. Project coordination**

The Consultant will be answerable to the National Programme Coordinator (NPC) through the Gender and Social Inclusion Section. The consultant will be expected to work in collaboration with Monitoring and Evaluation Section, Agribusiness, Procurement and finance Section to ensure conformity to the agreed schedule of deliverables set in the contract. In addition, the procurement section will be responsible for administration of the contract and updating the contract monitoring tool (CMT) of IFAD

## ANNEX 2: EVALUATION CRITERIA

Item	Criteria	Points
<b>A. General experience:</b>		<b>Total: 30 Points</b>
I	Consulting firm has been operational for a minimum of 5 years.	5
Ii	Firm infrastructure: Has a physical office, qualified personnel, and a clear organizational structure.	10
Iii	Registration: The firm complies with Malawi Government regulations (Certificate required).	5
Iv	Successful completion of at least 3 similar projects in the past 5 years. (Sample Reports)	10
<b>B. Specific experience</b>		<b>Total: 70 Points</b>
I	Qualifications and Experience of key Experts <ul style="list-style-type: none"> <li>• Gender-Sensitive Value Chain Development Specialist</li> <li>• Nutrition-sensitive Value Chain Development Specialist</li> </ul>	15 15
II	Experience in related assignments. <ul style="list-style-type: none"> <li>• Provide referees from previous assignments, not limited to the 3 projects mentioned.</li> <li>• Referees should be able to attest to the quality, relevance, and timeliness of work completed.</li> </ul>	20
Iii	Expertise in Gender-sensitive, youth-sensitive and nutrition-sensitive Value Chain analysis and development	20
	<b>Total Points</b>	<b>100</b>
	<b>Minimum points required to pass</b>	<b>70 points</b>

## ANNEX 3: CV FORMAT

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### 1. Personal Details:

- **Full Name:** [First Name] [Middle Name] [Last Name]
  - **Address:** [Street Address, City, Postal Code, Country]
  - **Phone Number:** [Mobile/Home]
  - **Email Address:** [Email]
  - **Date of Birth:** [DD/MM/YYYY]
  - **Nationality:** [Nationality]
- 

### 3. Professional Experience (Relevant to the Task):

[Job Title] – [Company/Organization Name], [City, Country] *From [Start Date] to [End Date]*

- [Responsibility/Task 1]
- [Responsibility/Task 2]
- ...

[Job Title] – [Company/Organization Name], [City, Country] *From [Start Date] to [End Date]*

- [Responsibility/Task 1]
  - [Responsibility/Task 2]
  - ...
- 

### 4. Education:

[Degree/Certificate Earned] – [Institution Name], [City, Country] *From [Start Date] to [End Date]*

[Degree/Certificate Earned] – [Institution Name], [City, Country] *From [Start Date] to [End Date]*

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### 5. Skills & Proficiencies: (*Where Applicable*)

- **Languages:**
  - **Technical Skills:**
  - **Soft Skills:**
  - ...
- 

#### **6. Certifications & Training:**

- [Name of Certification/Training], [Issuing Organization], [Date] If applicable
  - ...
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#### **7. Professional Affiliations:**

- [Name of Professional Organization], [Position/Role if applicable], [Joining Date]
  - ...
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#### **8. References:**

provide reference details.

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