



REQUEST FOR EXPRESSIONS OF INTEREST

(Consulting Firms)

NAME OF PROGRAMME: TRANSFORMING AGRICULTURE THROUGH DIVERSIFICATION AND ENTREPRENEURSHIP (TRADE)

ASSIGNMENT TITLE: CONSULTANCY ON HONEY MARKET DIAGNOSTIC STUDY

Country: MALAWI

Reference Number: TRADE/MWI-2000001600-02022-CS-QCBS

Date of Issue: 30th September 2024

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 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 2024/25 financial year for the recruitment of a consulting firm to provide consulting services for Honey Diagnostic Study and invites eligible Individual consultants ("consultants") to indicate their interest in providing the consulting services. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as Annex 1. The consultant may sub-contract selected activities provided that said services do will not exceed 20% of the total consultancy work.
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. This request for expressions of interest (REOI) follows the general procurement notice that appeared on the IFAD website and the United Nations Development Business (UNDB) website on 17th March, 2022, and the Daily Times, Nation newspaper 17th March, 2022.
5. Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as **Annex 1**, which describe the assignment and **Annex 2** that has details of the evaluation of the technical qualifications.

6. The consultant 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 EOI under this procurement action, c) have a business or family relationship with a member of the client'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 expression of interest, (ii) the 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 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 Operations¹.
7. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy") in competing for, or in executing, the contract.
- a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD's Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse² in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
 - b. In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. A debarment includes, *inter alia*, ineligibility to: (i) be awarded or otherwise benefit from any IFAD-financed contract, financially or in any other manner; (ii) be a nominated sub-contractor, consultant, manufacturer, supplier, sub-supplier, agent or service provider of an otherwise eligible firm being awarded an IFAD-financed contract; and (iii) receive the proceeds of any loan or grant provided by the Fund. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
 - c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.

¹ 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>.

- d. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.
 - e. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.
8. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.³
 9. **Procedure:** the selection process will be conducted using *Quality and Cost Based Selection (QBCS)* as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement. The client will evaluate the EOIs using the criteria provided in **Annex 2**. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
 10. 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.
 11. Any request for clarification on this REOI should be sent via e-mail to the address below no later than 14 days thus by **8th October 2024** before the deadline through email procurement@tradeprogramme.org or oralinafe@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 (**8th October 2024**) will be published on the TRADE Programme website.
 12. Interested applicants should request for Detailed Terms of Reference for Honey Market Diagnostic Study the by writing and/or emailing procurement@tradeprogramme.org or alinafe@tradeprogramme.org or downloading the Terms of reference from the TRADE website: <https://www.tradeprogramme.org/procurement-update> or contacting the Procurement and Contracts Specialist at address 14.a(i) below
 13. Submission Procedure: please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one (1) original copy of each EOI form annexed to this

³ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

document. EOIs shall be submitted to the address below no later than Monday, 21st October 2024 at 14:00 hrs. Expressions of interest clearly marked “**Expressions of interest For Honey Market Diagnostic Study**” must be deposited in the tender located at the reception at the address in 14(a) (ii) below before **Monday, 21st October at 14:00 hrs.** Consultants are expected to sign a submission register at the reception before depositing their Expression of Interest. Late submissions will be rejected Interested Consultants may obtain further information at the address in 8.4.(a) i) below:

- a. The addresses as indicated above are as follows:
- i. for enquiries, clarification and request for information is;

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

Or Email: procurement@tradeprogramme.org
Attention: Procurement and Contracts Specialist
Tel: +265 999 492 014

- ii. The address for Delivery and Submission of Expressions of Interest

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



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www.tradeprogramme.org



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Plot # 9/328, Off Mchinji Road

