

**GOVERNMENT OF THE REPUBLIC OF MALAWI  
MINISTRY OF FINANCE**



Tel: (265) 01 774 308  
(265) 01 774 309  
Fax: (265) 01 774 302/301  
E-Mail: [info@mca-m.gov.mw](mailto:info@mca-m.gov.mw)

Millennium House,  
Convention Drive,  
P.O. Box 31513,  
Lilongwe.  
Malawi



**Millennium Challenge Account - Malawi**

**FISCAL AGENT SERVICES**

**Request for Proposal (RFP) Pre-Solicitation Notice**

The Government of the Republic of Malawi (the “Government”) has made a proposal for consideration for a grant from the Government of the United States through the Millennium Challenge Corporation (the “MCC”), a U.S. government owned corporation, that pending the successful outcome of diligence and availability of funds, would result in a compact between the Government and MCC pursuant to which MCC would provide a five year, multi-million dollar poverty reduction grant to the Government (a “Compact”). Pursuant to Section 609(g) of the Millennium Challenge Act, as amended, MCC and the Government will sign an agreement (the “609(g) Agreement) wherein MCC will provide the Government a grant (the 609(g) Grant) to support Compact development and facilitate Compact implementation. A portion of the proceeds of this grant will be applied to fund Fiscal Agent professional services to assist the Government to manage the MCC program in a transparent and fiscally sound manner. In this procurement proceeding, the Government is represented by the Ministry of Finance through the Millennium Challenge Account-Malawi Core Team (MCA-MCT).

The Fiscal agent shall act on behalf of MCA-Malawi, if a Compact is successfully concluded, to provide a broad range of financial management services that are requested by MCA-Malawi to implement the activities funded under the 609(g) Agreement and the Compact with MCC Funding (“the Program”). In this capacity the Fiscal Agent shall diligently oversee, discharge and perform all services necessary to ensure that all financial management activities are conducted in strict compliance with the principles, rules and procedures set out in the 609(g) Agreement, the Compact and any Supplemental Agreements as defined in the Compact. The procedures for competition and selection of the successful Consultant will comply with MCC Procurement Guidelines.

The purpose of this pre-solicitation notice is to alert all potential Fiscal Agents that the RFP is expected to be posted on the website of the MCA-MCT on or around **August 26, 2010** and to share the experience and qualifications that will be expected from interested firms/organizations. All firms/organizations which determine that they are qualified will demonstrate their interest by sending a letter or e-mail to MCA-MCT to the attention of Mr. Peter Shaba at [peter.shaba@mca-m.gov.mw](mailto:peter.shaba@mca-m.gov.mw) before **August 13, 2010**.

Minimum Eligibility Criteria

Firms/organizations interested in responding to the RFP solicitation should fulfil the following requirements:

1. The firm/organization must have general management ability to mobilize and sustain highly professional fiscal agent services, including experienced staff, and the operating structures to administer and provide the necessary back-up services and quality controls to support the Fiscal Agent team in headquarters and in the field. The ability to provide the equipment and furnishings needed for the provision of the services is also required.
2. Experience of the firm/organization should include relevant work on similar financial management activities, work in similar countries, and demonstrated understanding of international best practices in a similar environment.
3. The firm/organization will preferably have experience in the sectors targeted in the Compact and must explain how they would gain access to expertise required.
4. The firm/organization will be required to identify three Key Personnel positions for the Fiscal Agent Manager and two other Senior Key Personnel.

The term of the contract will be a base period of one (1) calendar year, with five (5) one-year option periods. The exercise of the contract option periods is contingent upon satisfactory performance from the Fiscal Agent. The contract is expected to start on **January 21, 2011**. During the term of the base period and any option years, the Fiscal Agent shall operate from offices in Lilongwe, Malawi and have travels in the regions of program implementation.

Sam Kakhobwe,  
The National Coordinator and Point of Contact,  
Millennium Challenge Account-Malawi,