

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



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**Millennium Challenge Account - Malawi**

**STAFF RECRUITMENT 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 staff recruitment services (the “Staff Recruitment Consultant”) that will lead to the identification of qualified personnel to staff the accountable entity (the “MCA-Malawi”). MCA-Malawi shall be responsible for managing all aspects of program implementation under the Compact. In this procurement proceeding, the Government is represented by the Ministry of Finance, through the Millennium Challenge Account-Malawi Core Team (the “MCA-MCT”).

The Staff Recruitment Consultant will ensure that the Government recruits and hires qualified personnel in an open, fair and transparent manner that meets the MCC requirements. In order to achieve this objective, the Government needs assistance in the recruitment process including, but not limited to the following activities: 1) developing a comprehensive recruitment plan for obtaining highly qualified applicants; 2) placing effective advertisements in appropriate venues to ensure that qualified candidates are notified of the openings; 3) developing evaluation criteria and an evaluation plan resulting in a shortlist of candidates for each position.

The purpose of this pre-solicitation notice is to alert all potential Staff Recruitment Firms that the RFP is expected to be posted on the website of the MCA-MCT on or around **August 16, 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 IFB solicitation should fulfil the following requirements:

1. The firm/organization must have general management ability to mobilize and sustain highly professional recruitment services, including experienced staff, and the operating structures to administer and provide the necessary back-up services and quality controls to support the staff recruitment effort. The firm/organization shall provide all personnel, equipment, tools, materials, supervision and non-personal services necessary to provide recruitment services in Malawi. The firm/organization shall be responsible for ensuring that the recruitment process is fair and transparent and meets MCC recruitment requirements.
2. Experience of the firm/organization should include three-to-five (3-5) years of relevant work on similar activities, work in similar countries, and demonstrated understanding of international best practices in a similar environment.
3. The firm/organization will be required to identify one Key Personnel position for the Recruitment Services Project Manager.

The term of the contract will be approximately six months. The contract is expected to start in **October 25, 2010**. The firm/organization shall be required to have a presence in Malawi or, failing this, demonstrate how the required services can be provided without a local presence.

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