



**MINISTRY OF NATURAL RESOURCES
ENVIRONMENTAL AFFAIRS DEPARTMENT**

REQUEST FOR PROPOSALS

**CONSULTANCY SERVICES TO IDENTIFY AND DEVELOP FOUR GREEN
CLIMATE FUND (GCF) PIPELINE PROJECT IDEAS AND TWO GCF CONCEPT
NOTES**

(Local Consulting Firm or Team of Registered Consultants)

1. The Ministry of Natural Resources, through the Environmental Affairs Department (EAD), the National Designated Authority (NDA) to the Green Climate Fund, is implementing a GCF Readiness and Preparatory Support project titled “Readiness support to strengthen the Malawi NDA and key national stakeholders’ capacities in climate change programming in Malawi”.
2. EAD invites full proposals from a Local Consulting Firm or Team of Registered Consultants to identify and develop four validated priority project ideas and two GCF-compliant concept notes, one regular and one under the Simplified Approval Process (SAP), in public priority sectors covering both adaptation and mitigation.
3. The assignment is to be completed within a timeframe of a maximum of 45 person-days (consolidated) spread over 60 calendar days. All payments will be made in Malawi Kwacha.
4. At a minimum, the consultancy team must comprise:
 - (a) **Team Leader (Project Development Expert):** Master’s degree and at least 10 years of relevant experience;
 - (b) **Climate Change/Environment and Gender Expert:** Master’s degree and at least 7 years of relevant experience; and
 - (c) **Climate Finance Expert:** advanced degree and at least 5 years of relevant experience.
5. Interested applicants must request the **detailed Terms of Reference (ToRs) and the Request for Proposals (RFP) document** by email from ckalipa@yahoo.co.uk, with a copy to ggomani87@gmail.com and idrissyamikani@gmail.com. Proposals must be prepared in accordance with these documents.
6. Three hard copies each of the Technical and Financial Proposals, in separate envelopes, must be delivered by **4:30 PM on Thursday, 29th October 2026** to:

The Chairperson

The Internal Procurement and Disposal Committee
Environmental Affairs Department
P/Bag 394,
Lingadzi House,
City Centre
Lilongwe, Malawi

7. Late submissions will not be entertained. Failure to comply with the submission requirements will result in disqualification.