MINISTRY OF FINANCE ECONOMIC PLANNING AND DECENTRALISATION

REQUEST FOR PROPOSALS (RFP)- (CONSULTING SERVICES-FIRMS SELECTION)

ASSIGNMENT TITLE: PRODUCTION OF THE 10TH EITI REPORT

PROCUREMENT REFERENCE NUMBER: 270/NCB/MOFEA /25-26/03-CS-LCS

Date of Issue: 9th November, 2026

BACKGROUND

The Malawi Extractive Industries Transparency Initiative (MWEITI) intends to produce the 10th EITI report in accordance with the EITI International Standard and guidelines. Production of an EITI report is a key requirement for an EITI member countries to remain compliant and an active member of EITI International community. EITI report provide citizens and stakeholders reliable and appropriate information and analysis across the extractive industries value chain. The main scope includes publishing extractive industries annual payments and revenue reconciliation for companies and Government respectively. This information provide a platform for public Policy debates, policy reforms, transparent management of natural resources and promotes advocacy in the sector.

The MWEITI Multi-Stakeholder Group (MSG) has produced and agreed on the terms of reference for the EITI reporting process, drawing on the objectives and agreed scope of the EITI as set out in the MSG's work plan for the 2026/2027 financial year. This ToRs sets out the work to be undertaken by the Consultant referred to as an Independent Administrator (IA) with the technical support of the MSG and the MWEITI National Secretariat. The 10th EITI Report is expected to be financed by the Malawi Government through the Ministry of Finance and Economic Affairs for the second time since EITI begun. The Independent Administrator will be expected to produce the final report by Mid-January 2027. The 10th Malawi EITI report will focus on financial years covering 2025/2026 period. The report will use data and information covering the fiscal year from the month of April 2025 to March 2026

Ministry of Finance, Economic Planning and Decentraliasation invites sealed proposals from reputable Audit Firms/Institutions to provide the services referenced above. More details on the services required are provided in the Request For Proposals(RFP) document.

BIDDING

Bidding will be conducted through the National Compititive Bidding (NCB) procedures in full compliance with the Public Procurement and Disposal Act 2025.

FIRM AND INSTITUTION EXPERIENCE

The assignment is expected to be undertaken by a firm which should demonstrate the following:

1. Knowledge and experience in the extractive sectors in Malawi or a Sub-Sahara Africa.

2. Knowledge and experience of Monitoring and Evaluation or auditing in the extractive sector.
3. Expertise in Economic, accounting, auditing and financial analysis.
4. A track record in related work.

Interested eligible bidders may obtain further information and collect the Request For Proposal document from the following address:

Procurement and Disposal Unit
Ministry of Finance Economic Planning and Decentralization
Box 30049
Lilongwe.
Email: 175421@boma.gov.mw
Cc: mweiti@finance.gov.mw

SEALING AND MARKING OF PROPOSALS

The technical and financial proposals should be sealed and submitted separately, both clearly marked with the Procurement Notice Reference Number above, the Bidders Name, the Name of the Procuring Entity and either "Technical Proposal" or "Financial Proposal" as appropriate.

Both envelopes should be enclosed in a single outer envelope, clearly marked with the Procurement Reference Number above, the Bidders Name, the Name of the Procuring Entity. All these envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

SUBMISSION AND OPENING OF PROPOSALS

Proposals should be submitted in the Tender Box to the address below, no later than the date and time of the deadline indicated. Late proposals will be rejected. Only Technical Proposals will be opened to the public in the presence of the bidders or their representatives. Financial Proposals will be kept unopened, and the Evaluation Committee shall have no access to financial information until detailed evaluation is concluded.

Date of deadline	:	Friday, 27th November, 2026
Time of deadline	:	14:00hrs
Address	:	The Chairman Internal Procurement and Disposal Committee Ministry of Finance Economic Planning and Decentralization Box 30049 Lilongwe.

Ministry of Finance Economic Planning and Decentralization reserves the right to reject any or all proposals and cancel the procurement proceedings at any stage.