



**NTCHEU DISTRICT COUNCIL**  
**ULIMI NDI CHILENGEDWE M'MALAWI (UCHI)" PROJECT**  
**REQUEST FOR AN EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES TO**  
**CONDUCT A BASELINE STUDY(FIRM CONSULTANCY).**

**Issued on: 20th October 2025**

**Procurement reference: NUDC/IPDC/UCHI/BASELINESTUDY/2025/10/1**

**Duration: 28 Working Days**

## 1.0 Background

Ntcheu District Council with funds from the European Union (EU) is implementing a 54-month action titled "Better Preservation, Restoration and Regeneration of the Natural Resource Base and its Diverse Ecosystems/ Ulimi ndi Chilengedwe m'Malawi (UCHI)" project. The project is being implemented in T/As Ganya, Masasa, Njolomole and Chakhumbira across 16 Village Development Committees (VDCs) in Ntcheu district.

The project aims to "improve water retention, forest and agriculture productivity through effective community land use planning and integrated catchment management, adaptive to climate change and disaster risk management in Livulezi catchment."

Ntcheu District Council intends to engage a consulting firm to conduct a baseline study for the project, aimed at establishing benchmarks to inform targets, strengthen accountability, and guide learning strategies throughout implementation.

## 2.0 Objectives of the Study

**General Objective:** To generate a comprehensive baseline status on ecological, socio-economic, institutional, and governance conditions in the Livulezi catchment, enabling performance monitoring and impact assessment of the UCHI project in Ntcheu.

**Specific Objectives:**

1. Establish baseline data for key project indicators outlined in the Logical Framework.

2. Evaluate institutional and technical capacities of local governance structures involved in restoration of degraded ecosystems.
3. To assess changes in forest cover over time
4. Map and characterize restoration opportunities to inform spatial targeting of interventions.

## 3.0 Scope of Work

The consultant shall be expected to deliver and conduct the following;

- Inception and planning.

The consultant shall develop an inception report outlining the study design, methodology, indicators, tools and timelines. The consultant shall hold an inception meeting with the project team and relevant stakeholders.

- Study design

The consultant is expected to review existing global, regional and local literature related to forest cover, water resources, biodiversity, climate risks, land use and degradation, community resource use practices and natural resource institutions amongst others.

Design and implement quantitative and qualitative data collection tools; household surveys, focus group discussions, key informant interviews and participatory mapping likewise conduct critical landscape analysis using GIS and remote sensing.

- Data analysis

The consultant is expected to conduct a GIS mapping, qualitative and quantitative analysis of the findings.

- Reporting

The consultant is expected to prepare a baseline report with the methodologies, baseline values for agreed indicators, priority areas for intervention, recommendation for project implementation and monitoring and evaluation and present findings to the project team and relevant stakeholders for validation. Below is a summary of the deliverables;

| Deliverable                            | Description                                                                                                                                            | Timeline       |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Inception Report                       | Detailing methodology, tools, work plan, and sampling strategy                                                                                         | Within 5 days  |
| Validated Data Collection Tools        | Household questionnaires, KII and FGD guides, ecological checklists, GIS/Remote sensing tools and checklists, organizational capacity assessment tools | Within 8 days  |
| Draft Baseline Report                  | Comprehensive report including analysis, maps, and indicator baseline values                                                                           | Within 20 days |
| Stakeholder Validation Workshop Report | Facilitation and documentation of validation meeting                                                                                                   | Within 25 days |
| Final Baseline Report                  | Revised report incorporating feedback, with annexes and raw data                                                                                       | Within 28 days |

## 4.0 Methodology

The consultant is expected to demonstrate their competence to successfully conduct the study by:

- Explaining their understanding of the terms of reference for the study.
- Propose and explain relevant approaches, methods and tools for conducting the study
- Ensure critical research and inclusivity of gender and vulnerable groups.
- Provide a plausible workplan to achieve the expected deliverables within the timeframe of the study.

## 5.0. Key Indicators to be Assessed

The consultant will be expected to gather baseline data for the following key indicators, among others informed by the project's logical framework:

1. Percentage of land under productive use
2. Land tenure security (% of HHs with secure land rights; categorized by gender and age bracket)
3. Forest cover (hectares and % cover)
4. Proportion of targeted households adopting Sustainable Land Management (SLM) practices
5. Percentage of households with diversified income sources
6. Percentage of households with increased knowledge on Community Climate Adaptation
7. Percentage of households benefiting from Payment for Ecosystems
8. Percentage of households satisfied with the project's service
9. Functionality of governance structures (VNRMCs, CMCs, ADCs, BMCs, ADCs)

## 6.0 Required qualifications and experience for the consultant

- a) A minimum of a Master's degree in Applied Agricultural Economics, Statistics, Environmental Sciences, Natural Resource Management, Forestry, Ecology, Biodiversity Conservation, or a related discipline.
- b) Advanced degrees (Ph.D.) in relevant fields will be considered an asset.
- c) A minimum of 5 years of progressively responsible experience in natural resource management and restoration, ecosystem-based approaches to conservation and climate adaptation, community-based environmental governance.
- d) Demonstrated experience in carrying out similar donor-funded or government-led projects related to environmental sustainability, biodiversity protection, or ecosystem regeneration in the country or region.
- e) Demonstrated ability to translate complex ecological concepts into actionable recommendations for policymakers and practitioners.
- f) Experience with EU funded projects and understanding of their reporting requirements will be an advantage.

## 7.0 Supervision and Reporting

The consultant shall work under the overall supervision of the Ntcheu UCHI project coordinator. Technical oversight shall be provided by the following directorates from Ntcheu District Council; Economic Planning and Development likewise Agriculture, Environment and Natural Resources.

The consultant may be requested to submit the following deliverables;

Inception reports (draft and final inception reports), presentation of field findings, draft final report and final report.

Further, the consultant shall be expected to coordinate with field teams, extension officers and enumerators during the assignment likewise ensure regular communication with the council at all times.

## 8.0. Application process

Interested applicants should request electronically a bid document for the proposal and submit the following information with it. The bid can be requested on **+265994515709**.

1. Technical Proposal (max 15 pages with line spacing at 1.5, and arial font size 12): Demonstrating understanding of the assignment, methodology, and work plan.
2. Financial Proposal: Detailed budget in MWK or EUR, inclusive of professional fees, logistics, and applicable taxes.
3. CV(s): For lead consultant(s) and core team members.
4. Sample reports of at least two similar assignments conducted in the past 5 years.
5. Proof of registration (for consulting firms)

## 9.0. Safeguarding Issues

The consultant shall adhere to all applicable safeguarding standards throughout the assignment. This includes:

- Ensuring that all activities are environmentally responsible and avoid actions that may harm natural resources.
- Respecting community rights and ensuring that engagements are inclusive and non-discriminatory.
- Complying with fair labor standards, promoting safe working environments, and upholding the rights of all personnel involved in the study.
- Maintaining zero tolerance for Gender Based Violence (GBV) and Sexual Exploitation, Harassment and Abuse (SEAH) and with strict adherence to ethical conduct and confidentiality during data collection.
- Respecting local cultural practices, traditions, and heritage, and avoiding any action that may undermine or exploit them.

The consultant is expected to integrate these safeguards into their work approach, ensuring that the baseline study is conducted with professional integrity and accountability.

## 10. Mandate

The evaluation team is entitled and expected to discuss matters relevant to this evaluation with pertinent persons and organizations. However, it is not authorized to make any commitments on behalf of the European Union or Ntcheu District Council.

## 11. Evaluation Criteria

Proposals will be evaluated using a weighted scoring system:

- Technical quality and soundness of the methodology: 50%.
- Qualifications and Relevant Experience of the Team: 30%.
- Cost-Effectiveness and Clarity of the Financial Proposal: 20%.

## 12. Submission details

The consultant is expected to submit their expression of interest package which includes an Expression of interest letter, Technical and financial proposal of not more than 50 pages, detailing your experience in similar assignments and a brief description of the proposed assignment likewise methodology, proof of registration, 2 similar assignments conducted in the past 5 years, CVs for lead consultants and core team members, copy of national ID's and all legal certificates of a consultant.

Submissions should be sent electronically to Ntcheu's procurement officer [wonganichinula2019@yahoo.com](mailto:wonganichinula2019@yahoo.com) and copies of the hard copies in sealed envelopes to the following address with the subject "Expression of Interest: Better Preservation, Restoration and Regeneration of Natural Resource Base and its Diverse Ecosystems" no later than **10:00 AM 3<sup>rd</sup> November, 2025**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the Council Chamber.

**Attention: IPDC Chairperson**

**Address: Ntcheu District council ,**

**Private Bag 1 ,**

**Ntcheu**

The assignments related documents can be accessed here.

Annexes:

Annex 1: [Logical Framework](#)

Annex 2: [Project Document](#)

Link: [https://drive.google.com/drive/folders/1-bsEjrGUVsQLw0nIF15ujhkzMxkuH4j\\_](https://drive.google.com/drive/folders/1-bsEjrGUVsQLw0nIF15ujhkzMxkuH4j_)