



REPUBLIC OF MALAWI

MINISTRY OF HEALTH

Invitation for Expression of Interest for Consultancy Services for Provision of the Fiscal Agent for Centers for Disease Control (CDC) Grant - Ministry of Health (Malawi)

1. Background:

The Centers for Disease Control (CDC), in alignment with other Development Partners (DP), is committed to supporting the implementation of Malawi's Health Sector Strategic Plan (HSSPII) and any prioritized successor Health Sector Strategic Plan. On August 21, 2020, CDC issued a Notice of Funding Opportunity (NOFO) with the reference number GH20-2050, titled "Coordinating the Biomedical Response Towards Achieving and Sustaining HIV and AIDS Epidemic Control in Malawi under PEPFAR."

In response to this Notice of Award, the Ministry of Health (MoH) through CDC seeks to engage the services of a Fiscal Agent:

2. Objectives:

The CDC intends to contract the services of a specialized consulting firm as a "Fiscal Agent" to implement fiduciary controls for the above-named Grant. The Fiscal Agent's role is to provide a range of financial management services to MoH in connection with the cooperative agreement with CDC, funded by CDC.

Specific outputs and responsibilities of the Fiscal Agent include:

- a) Accounting System: Enhancing the capacity of the accounting systems, overseeing financial entries, and ensuring accuracy.
- b) Financial Entries: Ensuring proper controls on fund utilization and validating the eligibility, justification, and documentation of payments.
- c) Financial Reporting: Maintaining precise financial records, mitigating fraud risks, and reviewing financial reports before submission to the donor.
- d) Budgetary Systems and Execution: Creating standardized budget templates and overseeing budget processes.
- e) Capacity Building: Providing training in budgeting, financial reporting, and donor requirements.
- f) Internal Controls: Ensuring monthly spend plans, supporting documentation, and adherence to procurement policies.
- g) Procurement: Offering guidance on procurement systems and policy alignment with the cooperative agreement.

- h) Human Resource Management: Providing policies and support for staff compliance with timesheets and personnel files.
- i) Fleet and Fuel Management: Advising on fuel tracking and management for vehicles.
- j) Travel: Managing travel logistics and reporting.
- k) Exit Strategy: Ensuring the recipient can independently manage finance operations.
- l) Action Plan Development: Creating an Action Plan for proposal implementation with cost estimates.
- m) Stakeholder Coordination: Collaborating with CDC grant stakeholders for mutual enhancement and cost reduction.
- n) Transparent Payments: Efficient, transparent, and rule-compliant fund disbursements.
- o) Accurate Records: Maintaining up-to-date financial records.
- p) Timely Reporting: Providing timely transaction, budget, and quarterly financial reports.
- q) Technical Assistance Needs: Identifying technical assistance requirements.

3. Deliverables and Outputs:

The Fiscal Agent shall:

- a) Provide high-quality financial and management expertise.
- b) Facilitate capacity building and skills transfer to MoH staff.
- c) Ensure timely reporting for CDC's performance monitoring.
- d) Boost partners' confidence in MoH's financial accounts.
- e) Promote grant implementation continuity.

4. Duration of the Consultancy:

The consultancy is expected to last up to 1 year from the date of contract signature by both parties, subject to mutual adjustments as required.

5. Qualification & Experience:

The successful Fiscal Agent should be a qualified and accredited agency with certified financial and management standards. The Consultant's project team should include:

Fiscal Oversight Expert, required qualifications:

Master's degree in accounting, financial management, or related field.

Professional accounting certification (CPA or equivalent).

Fifteen years of experience in accounting or financial management in Eastern, Southern, or Central Africa.

Three previous assignments as a team leader in a fiscal oversight agent capacity (minimum three years each).

Experience in donor funds compliance, with an advantage for experience in US Government grants.

Fluency in English.

Procurement Expert, required qualifications:

Bachelor's degree in accounting, public procurement, contract law, or related field.

Five years of experience in accounting or public procurement management in Eastern, Southern, or Central Africa.

Previous experience as a specialist in a fiscal or procurement oversight agent capacity (minimum three years).

Experience in donor funds compliance, with an advantage for experience in US Government grants.

Fluency in English.

In addition, the Fiscal Agent must:

Have a local office or representative in Malawi.

Be a local accounting or auditing firm.

Possess financial and management expertise in development project implementation.

6. Confidentiality:

The Fiscal Agent shall adhere to strict confidentiality requirements outlined by GoM policies, professional code, and regulatory standards. All information, written or otherwise, arising from this consultancy shall remain confidential and the property of GoM. The Fiscal Agent shall act fairly and impartially, disclosing any potential conflicts of interest.

7. Assignment Timeline and Logistics:

The Consultant's assignment will have a base duration of 12 months and shall be costed as such. The contract may be renewed for an additional 12 months depending on performance and availability of funding. The project team will be mobilized on a full-time basis with the option to review the capacity requirement after the first 12 months.

8. Submission of Expression of Interest

The Ministry of Health now invites suitably qualified teams of consultants to submit sealed expressions of interest for the provision of the consultancy services described above.

Expressions of interest will be evaluated in accordance with the Public Procurement Legal Framework and participation is open to all eligible bidders.

Interested eligible bidders may obtain detailed terms of reference for the assignments from the Procurement and Disposal Unit, Second Floor, Room Number 73, Ministry of Health, Capital Hill, Lilongwe or request for the same through email address; mercykulima@yahoo.com/slambati@hivmw.org

Expressions of Interest with cover letter and detailed curriculum vitae including Academic and Professional Certificates should be clearly marked on the outer envelope the procurement reference number. The Expressions of Interest should be addressed to the undersigned and deposited in the tender box located on the Second Floor of Ministry of Health, Capital Hill, Lilongwe at or before 14:00 Hours Local Time on 20th October 2023. Late submissions shall be rejected.