ACCOUNTANT GENERAL'S DEPARTMENT

REQUEST FOR EXPRESSION OF INTEREST
(CONSULTING SERVICES - FIRM SELECTION)

SHORTLISTING SELECTION- FIRM

Name of Country	***:***	***MALAWI***
Name of Project	***:***	***PROGRAM FOR RESULTS (PforR)***
Assignment Title	***:***	***Consultancy Services for Training and Dissemination of Public Asset Management Guidelines, Low- Valued Assets Desk Valuation Guidelines and IPSAS Standards for MDAs in Malawi***
Consultancy Ref. No	***:***	***AGD/TDPAMG/26-27/05***
Date of Issue	***:***	***26th November, 2026***
Date of Submission	***:***	***3rd December, 2026; 10:00 Hour Local Time***

1) Introduction

The Government of Malawi, through the Accountant General Department has financial resources in the 2026- 2027 Fiscal Year and intends to apply part of the funds towards payment for procurement consultancy sservices for **Training and Dissemination of Public Asset Management Guidelines, Low- Valued Assets Desk Valuation Guidelines and IPSAS Standards for MDAs in Malawi.**

2) Background

The Government of Malawi (The "Client") has developed Public Assets Management Guidelines and the Low-Valued Assets Desk Valuation Handbook to strengthen public asset management, valuation, recording and reporting. Effective

implementation requires officials in Ministries, Departments and Agencies (MDAs) to understand the guidelines, associated procedures and their institutional responsibilities.

Following the adoption of IPSAS-compliant accrual accounting, relevant MDA personnel require practical training on public asset accounting and the application of relevant International Public Sector Accounting Standards (IPSAS). The Client therefore, intends to engage a qualified consulting firm/company or individual consultant (hereafter "Consultant") to deliver three regional training workshops, each lasting five consecutive training days.

3) Objectives of the Assignment

3.1 Overall objective

To deliver five-day training in all regions and dissemination workshops in the Central, Southern and Northern Regions of Malawi, building MDA capacity to implement the Public Assets Management Guidelines, Low-Valued Assets Desk Valuation Guidelines and relevant IPSAS requirements.

3.2 Specific objectives

- Disseminate and Orient MDA personnel on guidelines, templates, workflows and applicable legal and regulatory compliance requirements.
- Build technical capacity in IPSAS-based recognition, measurement, valuation, impairment, de-recognition, presentation and disclosure of public assets.
- Guide MDAs on practical steps required to establish, update and maintain asset registers, conduct desk valuations for low value - assets and integrating asset management into regular with public sector financial reporting and accounting cycles.
- Enable participating MDAs to prepare institution-specific post-training implementation action plans.

4)Scope of the Assignment

4.1 Phase 1: Inception and Preparation

- Hold an inception meeting with the Client to align expectations, agree methodology, timetable, target participant profile and delivery arrangements.
- Review the Client-supplied Malawian guidelines, relevant legislation, Treasury Instructions and applicable IPSAS requirements; adapt regional or international good practice to the Malawi context.

- Prepare comprehensive training modules, facilitator notes, presentation slides, exercises, case studies, pre-/post-assessments and action-plan templates covering:
  - Key provisions of the Public Assets Management Guidelines
  - Practical methodologies for desktop valuation of low-valued assets
  - Relevant Standards (e.g. IPSAS 45 Property, Plant and Equipment, IPSAS 21 /26 Impairment, IPSAS 31 Intangible assets, IPSAS 33 First-time Adoption etc.)
- Submit an inception report detailing the training curriculum, agenda, methodologies and evaluation tools.

4.2 Phase 2. Regional workshops

Deliver three five day sessions:

Central Region (Lilongwe), Southern Region (Blantyre), and Northern Region (Mzuzu). Each session will follow the structure below, subject to approval at inception:

Days 1 - 2 Deep dive into Public Assets Management Guidelines (Asset lifecycle, roles/responsibilities, registers, maintenance, disposal and compliance

Day 3: Detailed orientation on Low-Valued Assets Desk Valuation Guidelines (Methodologies, thresholds, determinations, formula calculations, documentation and reporting).

Days 4 5, : Technical training on IPSAS Standards relevant to public asset accounting requirements, financial reporting integration, hands on practical exercises, Q&A and draft action plan formulation for MDA.

The Consultant shall confirm the currently applicable IPSAS standards and references during inception, including any standards that supersede earlier requirements.

4.3 Phase 3. Evaluation and Reporting

- **Participant Evaluation**: Conduct pre- and post-training assessments to evaluate knowledge gained and obtain participant feedback.
- **Workshop Documentation**: Collate Participant questions, systemic institutional bottlenecks raised, implementation constraints, lessons learned and recommended remedial actions and practical recommendations for future implementation.
- **Final Assignment Report:** Prepare a comprehensive final report detailing workshop outcomes, evaluation results, MDA readiness observations and actionable recommendations for policy makers.

5. Deliverables and Timelines

Key Deliverables	Deliverable Description	Target Schedule
Inception report and Training curriculum	Includes Methodology, training modules, presentations, case studies, pre/post-tests and Draft Action Plan templates	Within Seven Days of Contract Signing
Delivery of Three regional workshops	Successful execution of three five-day workshops in Lilongwe, Blantyre and Mzuzu	Over a period of 3-4 Weeks
Draft consultancy and workshop report	Draft comprehensive report summarizing training delivery, pre/post-test results, MDA feedback and Regional Action plans	Within 7 days after final workshop
Final Consultancy Report	Finalized report incorporating Client feedback and actionable implementation recommendations	Within 5 days of receiving comments

6. Eligibility and Qualification Criteria

The Accountant General's Department seeks the services of firm with the following minimum qualifications;

6.1 Academic and Professional Qualifications

Suitably qualified individual consultants. Applicants may be incorporated or resident in Malawi or another country, subject to applicable Malawian procurement, tax, immigration and professional practice requirements. A firm may nominate a lead consultant and supporting specialists.

6.1.1 Lead Consultant

- The proposed lead consultant should hold a relevant degree in accounting, auditing, finance, public financial management, economics, asset management or a related discipline; a postgraduate qualification is an advantage rather than a mandatory condition, or;
- A recognised professional accounting qualification or membership (such as CA, ACCA, CPA, CIMA or equivalent) for the lead consultant or a nominated technical specialist. Membership of a recognised professional accountancy body in Malawi or another jurisdiction is acceptable, subject to local legal requirements.
- For a consulting company, the qualifications may be demonstrated by its nominated lead consultant and/or technical team, rather than by the company itself.

6.2 Experience of Lead Consultant

- At least eight years of relevant professional experience for the proposed lead consultant in one or more of: accounting, audit, public financial management, asset management, financial reporting, advisory or technical capacity building.
- Demonstrated working knowledge of IPSAS and/or practical experience in IPSAS-related training, financial reporting, transition support, asset accounting or public sector accounting advisory. Direct prior implementation of IPSAS within Malawi is not a mandatory prerequisite.

  Evidence of designing or delivering technical workshops, professional development programmes or institutional capacity-building assignments for public sector entities, regulators, professional bodies or comparable organizations.
- Experience in Malawi, Zambia or other African jurisdictions, or other relevant international assignments, shall be considered. Previous assignments for Malawian MDAs are advantageous but not mandatory.
- Ability to interpret the Client-provided Malawian Public Assets Management Guidelines, Desk Valuation Guidelines and relevant local legislation, and to contextualize training accordingly. Where necessary, the Consultant may engage a Malawi-based legal, policy or public-finance resource person.

6.3 Core Competences

- Strong facilitation, communication, presentation and adult-learning skills.
- Ability to translate technical accounting and asset-management requirements into practical procedures, templates and exercises.
- Strong analytical, reporting and stakeholder-engagement skills; fluency in written and spoken English.

7. **Duration of the Assignment**

Estimated Level of effort: 25 person-days, comprising 1 5 delivery days and approximately 1 0 days for preparation, customization, travel and reporting. The assignment will be carried out in Lilongwe, Blantyre and Mzuzu, Malawi. For a firm, the proposed deployment plan must demonstrate adequate expert availability to deliver the required outputs.

8. **Reporting and Coordination**

- The vendor will report directly to the **Accountant General's Department** through the **Director of Public Assets Management or Project Manager or equivalent authority**.
- The Client will provide the applicable guidelines, handbook, relevant background documents and intended MDA participant lists.
- The Client will arrange venues, invitations, participant DSA and printing unless otherwise agreed in writing.
- The firm shall designate an accountable engagement lead; as the primary contact and remain responsible for deliverables.

9. **Shortlisting of Firms**

Expression of Interest (EoI) will be evaluated or selected in accordance with the Public Procurement and Disposal of Asset Act No 7 of 2025 and Public Procurement Regulations 2025 of the Republic of Malawi under shortlisting. Participation is open to all eligible firms.

10. **Submission of Expression of Interest**

Interested eligible firms may submit expression of Interest to the Accountant General's Department (AGD), stating their interest and attaching the following documents for assessment;

Bidders must meet the following minimum requirements,

The firm shall furnish, alongside its expression of interest, all documents pertaining to:

i. Official letter on firm's letterhead expressing interest together with the financial proposal for carrying out the assignment
ii. Detailed company profile that includes number of years in providing similar services in Malawi or elsewhere, number of professional staff (permanent / temporary) qualified to perform the services as mentioned above

iii. Business registration
iv. Compliance with taxation.
v. Provision of Technical methodology, work plan, sample relevant training materials or assignment descriptions, and financial proposal.
vi. List of Directors of the company and their addresses.
vii. Audited financial statements for the past two (2) years.
viii. Detailed holder signed Resumes (CVs) of key personnel (Lead Consultant) and proposed team structure
ix. Partnership or Joint Venture agreements, where applicable.
x. Relevant past experience and evidenced by assignments performed by the proposed lead consultant while employed by previous organizations, provided the individual's role is clearly stated and verifiable

Interested firms may obtain further information from the Procurement and Disposal Unit +265 9 995 8 55 15 or email: procurement@agd.gov.mw. or from the address below during working hours from 08:00 am to 12.00 noon and from 13.00 hours pm to 16.30 hours on all working days

Sealed Expressions of Interest- EoI {One ORIGINAL & Four COPIES must be deposited in the tender box at the address below in person by **03rd December, 2026 before 10:00 hours local time** and the sealed envelope must be clearly **marked "**

Expression of interest consultancy sservices for Training and Dissemination of Public Asset Management Guidelines, Low- Valued Assets Desk Valuation Guidelines and IPSAS Standards for MDAs in Malawi.

Address of Submission

The Chairman,
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