



NATIONAL COMPETITIVE BIDDING (NCB)

REQUEST FOR EXPRESSION OF INTEREST (CONSULTING SERVICES – INDIVIDUAL SELECTION)

**ASSIGNMENT TITLE : PROVISION OF CONSULTANCY SERVICES TO
CONDUCT BOOK EDITORIAL SERVICES OF
THE PUBLIC PROCUREMENT HANDBOOK.**

REFERENCE NUMBER : PPDA/RR/07/2025

TERMS OF REFERENCE FOR THE RECRUITMENT OF AN INDIVIDUAL CONSULTANT

Work Description	Editing of Public Procurement Handbook
Start/ end date	July 2025
Inputs	7 working days of inputs are foreseen to complete the assignment
Location and travel arrangements	The assignment will be carried out in Lilongwe, Malawi.
Supervision	The Consultant will work under the general supervision of the Director of Regulatory, Review, Monitoring and Compliance

1. INTRODUCTION

The Public Procurement and Disposal of Public Asset Act 2024 provided in subsection 5(2)(b) that the Authority shall *develop standardized and unified procurement and disposal of public assets regulations, instructions, guidelines, and bidding documents which shall be binding on all procuring and disposing entities*. Within this provision, the Authority thought of developing a Public Procurement Handbook which is more less a guideline on public procurement with an aim of providing a simplified document for stakeholders to understand some of the legal aspect in public procurement in a simplified way.

2. BACKGROUND

PPDA was established by the Public Procurement and Disposal of Public Assets (PPDA) Act (No. 7 of 2025) to regulate, monitor, and oversee public procurement and disposal of assets in Malawi. It is in Jireh House, Area 3, Lilongwe. Currently, PPDA has a Strategic Plan which expires in March 2024.

The overall objective of this consultancy is to develop edit the draft Public Procurement Handbook. The Public Procurement Handbook would ensure that there is a document that provide a simplified content of the PPDA Act 2025 and the Public Procurement Regulations of 2020.

3. RATIONALE

The public procurement legal framework is meant to ensure that the Authority carries out its mandates within the confinement of the law. On the other hand, the procuring and disposing entities also need the legal framework to guide them to execute public procurement in a way that the objective of value for money is achieved. However, there is a need to ensure that the users of the legal framework are given addition information that would enhance the understanding of the same. In view of this, the Authority initiated the development of a Public Procurement Handbook.

To ensure that the Public Procurement Handbook ends up being an effective communication tool, it was thought to be of great importance to have it edited by a specialist in communication so that its content is laid out and presented in an effective way as far as effective communication approaches / methodologies / best practices are concerned.

4. SCOPE OF THE WORK

The scope of work of the Consultant [Editor] will include -

- (1) Editing the draft Public Procurement Handbook which shall involve making changes to content, such as rewriting, improving clarity, and ensuring logical flow.
- (2) Proofreading the draft Public Procurement Handbook. This would focus on correcting errors like spelling, grammar, punctuation, and formatting.
- (3) Print-setting the Public Procurement Handbook based on best practices or styles for book printing. This should ensure consistency in tone, style, and messaging across different publications or platforms as the Public Procurement Handbook shall also be shared through different platforms.
- (4) Fact-checking the Public Procurement Handbook to ensures the accuracy of information presented in its content.
- (5) Collaborating with the team lead of the Public Procurement Handbook drafting team with an aim of providing feedback and guidance to improve the overall quality of the content.

(6) Undertaking the assignment within seven (7) working days from the date of contract signing.

(7)

5. EXPECTED OUTPUT AND DELIVERABLES

No	Deliverables/Outputs	Estimated Duration	Review and Approval Required
1	Inception Report	1 working day	DRRM
2	Editing and Print Setting of the Public Procurement Handbook	4 working days	DRRM
3	Finalization of Assignment	1 working day	DRRM
4	Submit final Version of the edited Public Procurement Handbook	1 working day	DRRM

6. INSTITUTIONAL ARRANGEMENT/ REPORTING RELATIONSHIPS

- (1) The Director General shall constitute a Task Force for Public Procurement Handbook for the drafting.
- (2) At each and every stage of the assignment the Consultant shall report to the Director of Regulatory, Review, Monitoring and Compliance. Or to a designated officer by the Director.
- (3) The Director or his designated officer shall ensure that the Consultant has been given the final Public Procurement Handbook for editing.
- (4) The Director or his designated officer shall facilitate the coordination of meetings and other activities regarding this consultancy assignment where need be.

7. LOGISTICS AND ADMINISTRATIVE SUPPORT TO THE CONSULTANT

PPDA will provide the Consultant with office space, facilitate meetings, and offer administrative support. Additionally, it will provide access to internet, printers, scanners, and stationery only when working within the Authority's offices. However, the Consultant shall be responsible for transport and lunch during the time of the assignment at the Authority.

8. FACILITIES TO BE PROVIDED BY THE CONSULTANT

The Consultant will provide his own computer, software, and mobile telecommunications for the duration of the assignment.

9. DURATION OF THE WORK

The contract will be for 7 working days spread in July 2025, with a targeted start date of 8th July 2025.

10. QUALIFICATIONS OF THE INDIVIDUAL CONSULTANT

A. Academic Qualifications and Experience

- a) Bachelor's degree in English, journalism, communications, or a related field.
- b) Those with Master's degree will have added advantage.
- c) A minimum of three years' experience in editing.
- d) Those with experience of editing legal / legislation documents will have an added advantage.

B. Competencies

- (a) Writing and editing skills - should submit evidence of excellent writing, proofreading, and editing skills e.g. previous work done.
- (b) Good time management – should submit a workplan on how s/he would complete editing a 100 – 150 page Public Procurement Handbook.
- (c) Should be comfortable using digital technology, including computer software and content management systems – list the digital technology s/he would use in editing the Procurement Handbook.
- (d) Ability to work against tight deadlines

C. Language and other skills:

- a. Excellent knowledge of English
- b. Capacity to communicate fluently with different stakeholders; and
- c. Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

11. CRITERIA FOR SELECTING THE CONSULTANT

To be eligible for selection, an individual must respond to a Request for Proposal. An evaluation shall be conducted to assess qualifications and experience, following which the most qualified individual shall be invited for negotiations.

12. PAYMENT MILESTONES AND AUTHORITY

The Consultant shall receive his/her service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Instalment of Payment	Deliverable or Documents to be Delivered	Approval Required	Percentage of Payment
1 st Instalment	Inception Report	DRRM	25%

2 nd Instalment	Submit final Version of the edited Public Procurement Handbook	DRRM	75%
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13. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent of the PPDA Proprietary interests on all materials and documents prepared by the Consultant under the assignment shall become and remain the property of PPDA.

14. INVITATION FOR EXPRESSION OF INTEREST

The PPDA now invites eligible Individual consultants to indicate their interest in providing the Services. Interested Individual Consultant should provide information (including Resumes) demonstrating that they have the required qualifications and relevant experience to perform the Services. The Individual Consultant will be selected according to the procedures set out in applicable public procurement regulations in Malawi.

15. SUBMISSION OF EXPRESSION OF INTEREST

Written expressions of interest (with CVs) marked "Selection of a Consultant to Conduct Book Editorial services of the Public Procurement Handbook" must be delivered in person to the address below on or before **14:00 pm local time on 03rd-July-2025**. The address referred to above is:

The Chairman
Internal Procurement and Disposal Committee
Public Procurement and Disposal of Assets Authority
Private Bag 383
Lilongwe
MALAWI
Tel: 265 887 083 265/3/4
E-mail: info@ppda.mw