



THE REPUBLIC OF MALAWI

ELECTRICITY GENERATION COMPANY (MALAWI) LIMITED

KAPICHIRA 1 HYDROPOWER PLANT PROJECT

**TERMS OF REFERENCE FOR RECRUITMENT OF INDIVIDUAL
CONSULTANT:**

PROCUREMENT SPECIALIST

**The Chief Executive Officer
Electricity Generation Company (Malawi) Limited
7th Floor
Chayamba Building
No. 7 Victoria Avenue
P.O Box 1567
Blantyre**

Date: 16th April, 2026

1. Background

The Government of Malawi, through the Electricity Generation Company (Malawi) Limited (EGENCO), is implementing the Rehabilitation and Modernization Works of the Kapichira 1 Hydropower Plant Project. The project, supported by the African Development Bank (AfDB), aims at enhancing the operational efficiency, reliability, and capacity of the Kapichira Hydro Power Plant.

The project involves rehabilitation and modernization efforts including repair works, upgrading equipment, and improving overall plant performance to meet demand. The project will contribute significantly to the country's sustainable energy goals, ensuring a stable power supply and enhancing socio-economic development.

Given the scope and scale of the project, which includes procurement of goods, civil works, consultancy services, and contract management in line with AfDB's procurement and financial management framework, there is a need to engage a qualified Procurement Specialist.

2. The Position

Reporting to the Project Implementation Unit Manager, the Procurement Specialist will be responsible for the timely and efficient processing of the selection of service providers, procurement of goods and works, and **robust contract management** for the preparation and implementation of the Project in accordance with the Financing Agreement and applicable African Development Bank (AfDB) Procurement Framework.

The Specialist will ensure that all indications of unethical practices in procurement and contract management, and/or any inconsistencies with the legal documents and the African Development Bank's Procurement Policy and Methodology are promptly addressed and brought to the attention of the Project Manager.

The role includes proactive post-award contract administration to safeguard project cost, time, quality, and risk objectives.

3. Tasks and Responsibilities

3.1 Procurement Planning and Processing

- Assist the Project Manager in communicating with, guiding, and training officials involved in procurement of consulting services, goods, and works in accordance with AfDB guidelines.
- Prepare and ensure implementation of service standards for procurement processes.
- Prepare and regularly update the General and Detailed Procurement Plans in consultation with stakeholders.

- Prepare and publish procurement notices including:
 - ✓ Specific Procurement Notices (SPN)
 - ✓ Requests for Expressions of Interest (REOI)
 - ✓ Invitations for Bids (IFB)
 - ✓ Contract Award Notices
- Lead the handling of bidders' and consultants' complaints, ensuring timely resolution and maintenance of a complaints database.

3.2 Contract Management and Administration (Enhanced)

- Establish and maintain a comprehensive **contract management system and contract register** covering the full contract lifecycle from award to close-out.
- Monitor contractors', suppliers', and consultants' compliance with contractual obligations, including deliverables, timelines, and performance indicators.
- Support proper contract start-up, ensuring submission and validity of:
 - ✓ Performance securities
 - ✓ Advance payment guarantees
 - ✓ Insurance certificates
 - ✓ Approved work programs
- Track contract milestones and flag delays or risks to the Project Manager and Supervising Engineer.
- Review and process contract amendments, extensions, and addenda in line with AfDB procedures.
- Maintain a **variations and claims register** for all major contracts.

3.3 Financial and Payment Management

- Verify that Interim Payment Certificates (IPCs) and invoices are consistent with contract provisions prior to payment processing.
- Ensure timely payments to suppliers, contractors, and consultants in accordance with signed contracts.
- Monitor advance payment recovery, retention, and price adjustment where applicable.
- Track contract commitments against budgets and alert management to potential cost overruns.

3.4 Performance Monitoring

- Ensure adequate arrangements exist for contract implementation and supervision.
- Prepare periodic performance evaluations of suppliers, contractors, and consultants.
- Develop and maintain contract performance dashboards and reports.
- Support site progress review meetings and document key contractual actions.

3.5 Claims, Disputes, and Risk Management

- Review and analyze contractors' claims for additional time and/or cost in collaboration with the Supervising Engineer.
- Maintain a **claims and disputes log** and ensure timely contractual responses.
- Support dispute avoidance mechanisms and resolution processes consistent with FIDIC provisions.
- Identify procurement and contract risks and maintain a risk register with mitigation measures.
- Ensure early warning of potential contractual disputes.

3.6 Compliance and Reporting

- Ensure full compliance with AfDB Procurement Framework and Government of Malawi Public Procurement law.
- Maintain complete procurement and contract records for audit and AfDB post-review.
- Prepare procurement and contract management reports required by the Project and AfDB.
- Ensure environmental, social, health and safety (ESHS) contractual obligations are properly reflected and monitored in works contracts.

3.7 Other Duties

- Carry out any other relevant duties assigned by the PIU Manager from time to time.

4. Performance Criteria.

The following performance criteria will be used to assess the performance of the Procurement Specialist annually, and based upon these assessments, the contract with the Project may be continued or terminated:

- a) Quality and timeliness of procurement plans
- b) Quality of documentation submitted for prior review
- c) Quality of procurement filing
- d) Quality of documentation submitted during post reviews
- e) Quality and timeliness of required reports

5. Reporting Arrangements

The Procurement Specialist will report to the Project Manager The following are some of the required reports and other documents that the Procurement Specialist will be expected to prepare:

- a) Project annual Procurement Plan and periodic updates of the same.

- b) Minutes of meetings held throughout the procurement process, including short-listing, evaluation, interview, negotiation, and bid opening all duly signed by panel members/participating parties.
- c) Procurement Documents and Reports (bidding documents, Request for Proposals, Evaluation Reports, Draft Contracts, etc.)
- d) Monthly, quarterly, semi-annual, and annual procurement reports as inputs into the project management reports (within 2 weeks from the end of the review period), and ad hoc procurement reports during support missions.
- e) Monthly timesheets to identify time spent.

6. Qualifications

- Minimum of a Master's Degree in Business Administration, Engineering, Accounting, Procurement, Logistics and Supply Chain Management, Economics, Public Administration, Law, or any other closely related field.
- At least **Ten (10) years of experience** in procurement and contract management, including application of **FIDIC Conditions of Contract** on donor-funded projects.
- Demonstrated experience in procurement management of **large works contracts** will be a strong advantage.
- Specialized training in procurement of large works and selection of consultants
- Prior training in procurement procedures and familiarity with evaluation and reporting requirements for African Development Bank (AfDB) or other comparable Multilateral Financial Institutions such as World Bank.
- Membership with recognized institutions such as Malawi Institute of Procurement and Supply (MIPS) and/or Chartered Institute of Procurement and Supply (CIPS) **is a must.**
- Working knowledge of Government of Malawi Public Procurement law and procedures.
- Strong analytical, negotiation, and report writing skills.
- Good command of English (spoken and written).
- Strong computer skills and proficiency in Microsoft Office applications (Excel, Word, PowerPoint, etc.).

7. Location of the Assignment

The Procurement Specialist will be based in Blantyre but will regularly be required to travel to the project site.

8. Duration of Assignment

The assignment is for a period of 2 years with the employment contract eligible for review and renewal every year. The employment will be on an individual consultancy basis.

9. Remuneration/Compensation

Negotiable based on applicant's qualification and experience.

10. Services and Facilities to be Provided by the Client

The following shall be provided by the client:

- Office space
- furniture,
- Office equipment
- Communication materials
- Logistics for field work

11. Selection

The consultant will be selected on the basis of the method of selecting individual consultants in accordance with the “Procurement Policy for Bank Group Funded Operations”, dated October 2015¹ and following the provisions stated in the Financing Agreement.

12. Mode of Application

All Expression of Interest should be accompanied by up-to-date Curriculum Vitae and supporting documents (certificates) with the names and addresses of three referees, one of which should be the recent or current employer and addressed to:

**The Director of Human Resources Management & Development
Electricity Generation Company (MW) Ltd
Chayamba Building
Floor Number 4
Box 1567
Blantyre
Tel: + 265(0)111 828 131**

Please indicate clearly on the envelope the subject heading and position for which application is made.

Closing Date: The closing date and time for receipt of Expression of Interest is Wednesday, 29th April, 2026 at 14:00 Hours, Malawian time.

Only short-listed candidates will be contacted

¹ https://www.afdb.org/fileadmin/uploads/afdb/Documents/Policy-Documents/Procurement_policy_for_bank_group_funded_operations.pdf