



REQUEST FOR PROPOSAL (CONSULTING SERVICES-FIRMS SELECTION)

Assignment Title : Consultancy Services for Audit Services
Reference No. : NCST/2024/RFP/02/Audit

1.0 Introduction

The National Commission for Science and Technology received a grant to run calls for research in two areas of national priority for socio- economic development, namely agricultural biotechnology and renewable energy. The calls are run in collaboration with sister science granting councils in neighbouring countries.

The specific objectives of the project are as follows:

- (a) Support management of research call and research in agricultural biotechnology through bilateral joint research proposals call by NCST Malawi and Research Council of Zimbabwe (RCZ) for researchers from the two countries.
- (b) Support management of research call and research in renewable energy through trilateral joint research proposals call by NCST Malawi, Fundo Nacional de Investigacao (FNI) Mozambique and National Science and Technology Council (NSTC) Zambia for researchers from the three countries and
- (c) Develop Research and Development (R & D) statistics for Malawi.

2.0 Audit Engagement

The National Commission for Science and Technology (NCST) as per signed Agreement with the International Development Research Centre (IDRC) of Canada would, therefore, like to engage the services of an Auditor to audit the Centre funds granted to NCST, and any Centre funds further granted by NCST to any sub recipients. The audit shall be carried out by an external, independent and qualified auditor. The audit and report shall be carried out in accordance with International Audit Standards issued by International Auditing and Assurance Standards Board (AASB).

The auditor's report shall express an opinion whether the submitted annual financial report is in accordance with the recipient's accounting records and section A15 of the Grant Agreement. The auditor shall also view additional areas during the audit as requested under the auditor's specific terms of reference.



3.0 Objectives and Scope of the Audit

The objective is to audit the financial report for the period as set out in Part 3 of the Agreement as submitted to IDRC and to express an audit opinion according to ISA 800/805 on whether the financial report of the recipient is in accordance with IDRC's instruction for financial reporting as stipulated in the grant agreement.

The auditor shall familiarize with the Project Agreement that is being referred to in this set of TORs

4.0 Duration of contract

The proposed Audit firm is expected to sign a contract of three years

5.0 Firm's Qualification and Experience

Interested consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The selection criteria shall include but not limited to,

1. Specific experience of the bidder related to the assignment.
 - (a) Number of similar assignment in the last 5 Years.
2. Adequacy of the proposed work plan and methodology
 - (a) Technical approach and methodology
 - (b) Work Plan
3. Qualifications and competence of the key staff for the assignment. The firm shall provide the detailed CV's of the following key staff: Lead/Engagement Partner Audit Manager and Audit Senior who are qualified and registered members of Malawi Accountants Board .***(Please refer to the Request for Proposal document for the required qualifications and experience for the above listed experts)***
4. Participation of Nationals (As reflected by nationals among key staff)

The methodology for the evaluation of proposals will be Least Cost Based Selection (LCBS).

6.0 Bidding Procedure

Bidding will be conducted through the National Competitive Bidding (NCB) procedures and in full compliance with the Public Procurement and Disposal of Assets Act No. 27 of 2017 of the Republic of Malawi.



7.0 Submission Procedure

Proposals shall be submitted in one envelope containing two separate sealed envelopes clearly indicating Technical and Financial Proposals with the outer envelope marked: **'Consultancy for Audit Services'** be deposited in the tender box on or before **29th April, 2024 at 14:00 Hours local time**. Electronic Bidding will not be permitted, and late proposals shall be rejected.

(a) The address where bids/ proposal will be submitted:

IN THE TENDER BOX OR NCST ROOM 109

**The IPDC Chairperson
National Commission for Science and Technology
Private Bag B 303
Lingadzi House 1st Floor
Capital City, Lilongwe
Malawi**

(b) Address where the Technical Proposal opening will take place

**Min Conference
National Commission for Science and Technology
Lingadzi House 1st Floor
Capital City, Lilongwe
Malawi**

(c) Address where soft copy of Request For Proposal document will collected and inspected

**National Commission for Science and Technology
Procurement Office-Room 109
Private Bag B 303
Lingadzi House 1st Floor
Capital City, Lilongwe
Malawi
[Tel:+265 1771 550](tel:+2651771550)
Email: rmnenula@ncst.mw**

The Request for Proposal document for the audit services can also be accessed on <https://www.ncst.mw/sgcitwoplus/> and for clarification contact Dr.Sefren Khumula on skhumula@ncst.mw