



## **EXPRESSION OF INTEREST (EOI)**

### **TO CONDUCT CONSULTANCY IN PRODUCING A RISK MANAGEMENT FRAMEWORK**

#### **1.0 Background of the Assignment**

The Malawi Bureau of Standards (MBS) is a parastatal organization responsible for promoting and standardization and quality assurance in Malawi.

The MBS has been providing services for a long time since its inception and in course of its operations, it has witnessed several challenges which have generated potential risks. In most cases, issues of risks have been prevalent and it is on this premise that it has been considered necessary to undertake a risk assessment of the whole organization to properly manage the risks within its operations to achieve its vision and mission.

#### **2.0 Expression of Interest**

The MBS therefore invites interested reputable consultants to express their interest for the assignment.

The main purpose of the Risk Assessment and Management assignment is to identify the various forms of risks that the company is currently exposed to and prepare a consolidated risk register which would assist the organization on how to manage them.

#### **3.0 Qualifications and Experience**

This assignment will require someone who has the following qualifications and experience:

- (a) A Chartered Accountant or a holder of a Masters in Strategic Management, Accounting, Risk Management or any related field.
- (b) Minimum of five years of work experience in risk profiling, risk management and development of enterprise risk registers.
- (c) Must have undertaken similar assignments before for at least two institutions.

(d) Should have experience in assisting organisations in risk management assessment and training.

#### **4.0 Terms of Reference (TOR)**

This is not a Request for Proposal (RFP). After review of Expression of Interest, a short-list of consultants will be prepared who will be invited to submit Proposals on the basis of Request for Proposals (RFP) which will include specific Terms of Reference for the assignment.

#### **5.0 Selection**

The prospective consultants will be selected in accordance with the procedures set out in the Public Procurement and Disposal Act 2017.

#### **6.0 Expression of Interest Submission**

The closing date for submission is Tuesday 28<sup>th</sup> July, 2020 by 14:30 hours local time to be submitted to the address provided in paragraph 7 below. Late submissions will be rejected and returned to the owner unopened.

**7.0** Only shortlisted applicants will be allowed to submit Technical and Financial Proposals. Submissions clearly marked '**Expression of Interest to Conduct Consultancy in Producing a Risk Management Framework**' should be deposited in a tender box placed at the MBS Main Reception addressed to:

**The Chairperson – Internal Procurement and Disposal Committee**

**Malawi Bureau of Standards**

**Moirs Road**

**P.O. Box 946**

**Blantyre.**

#### **8.0 Expression of Interest Opening**

Opening of Expression of Interest shall take place at the MBS Head Office on the **28<sup>th</sup> July, 2020 at 14:30 hours** and applicant's representatives and the general public who wish to attend are most welcome.

For further information and clarifications please write to The Director General, Malawi Bureau of Standards, P.O. Box 946, Blantyre. You can also call on 0887

376444/445/446/447 or email us at [mbs@mbsmw.org](mailto:mbs@mbsmw.org) alternatively visit our website at [www.mbsmw.org](http://www.mbsmw.org).