

# **Terms of Reference (TOR)**

**For Service Provision**

**for**

**“Registration of bamboos distributed under Bamboo Afforestation Program  
in Malawi.”**

**Assignment Duration:** 4 Months

**Assignment location:** Malawi

**Contracting entity:** **Shem Nyasulu,**  
Forestry and Bamboo Field Manager,  
CQuest Capital, Malawi.  
Email: [shem.nyasulu@cquestcapital.com](mailto:shem.nyasulu@cquestcapital.com)

## Table of Contents

<b>1</b>	<b><i>About CQC</i></b> .....	<b>1</b>
<b>2</b>	<b><i>About bamboo program</i></b> .....	<b>1</b>
2.1	<i>Goal and objectives of program</i> .....	1
2.2	<i>Distribution 2022-24</i> .....	2
2.3	<i>Purpose of registration</i> .....	4
<b>3</b>	<b><i>Scope of work</i></b> .....	<b>4</b>
<b>4</b>	<b><i>Delivery schedule</i></b> .....	<b>5</b>
	<b><i>Role of service provider</i></b> .....	<b>6</b>
<b>5</b>	<b><i>Support and Supervision from CQC</i></b> .....	<b>7</b>
<b>6</b>	<b><i>Proposal format</i></b> .....	<b>8</b>
<b>7</b>	<b><i>Communication and reporting requirements.</i></b> .....	<b>8</b>
7.1	<i>Organizational Eligibility</i> .....	9
7.2	<i>Min. financial turnover</i> .....	9
7.3	<i>Qualification requirement of management / field staff.</i> .....	10
<b>8</b>	<b><i>Evaluation process of proposal</i></b> .....	<b>13</b>
<b>9</b>	<b><i>Proposal validity</i></b> .....	<b>14</b>
<b>10</b>	<b><i>Application process</i></b> .....	<b>14</b>

# 1 About CQC

**C-Quest Capital LLC (CQC)** is an award-winning global carbon project developer with a mission to transform the lives of families in vulnerable communities around the world.

Since 2008 CQC has been developing and implementing carbon reduction and clean energy projects at scale, generating high-quality carbon credits with significant co-benefits for the poorest people across the world.

We are committed to catalyzing a sustained transition to a climate resilient future for communities whose health and economic well-being are most at risk from climate change. Our ambition is to use carbon finance to achieve a long-term transition to more sustainable alternatives on a scale.

We aim to have a lasting impact on the planet, people, and their prosperity, which is why our projects are delivered under the banner of Transformation Carbon – projects that are truly transforming lives, behaviors, and technologies.

## 2 About bamboo program

### 2.1 Goal and objectives of program

C-Quest Capital LLC (CQC) has been engaged in a significant initiative since 2019, distributing bamboo seedlings to smallholder farmers throughout Malawi as part of the "Bamboo Afforestation Program, Malawi." This effort is in tandem with CQC's program for distributing fuel-efficient cookstoves. Up to now, bamboo seedlings have been distributed across various locations in the country since 2019.

The primary objective of distributing fast-growing, non-invasive bamboo seedlings is to sequester carbon dioxide (CO<sub>2</sub>) swiftly through bamboo afforestation, aiming to alleviate the degradation of Malawi's forests. This initiative also seeks to provide an alternative source of fuelwood, thereby reducing the strain on forests. Moreover, it aims to decrease the workload and enhance the quality of life for household fuel collectors, particularly women, by ensuring the availability of fuelwood in nearby villages. With proper care and selective harvesting, these bamboo seedlings are expected to function as long-term carbon sinks, especially in areas where biomass is low due to land degradation.

In alignment with the overarching goal, the project defines specific objectives related to climate, community, and biodiversity:

Climate:

- Carbon removal from the atmosphere through the rapid growth of aboveground bamboo clumps and belowground rhizomes and root systems.

Community:

- Enhanced access to fuelwood for household cooks, primarily targeting women.
- Improved health outcomes through a reduction in household cooking smoke.

Biodiversity:

- Mitigation of forest degradation resulting from fuelwood collection.

## 2.2 Distribution 2022-24

<i>Year</i>	<i>Distribution Range</i>	<i>Quantity</i>
1	Nov 2022-March 2023	710,500
2	Nov 2023-March 2024	461,657

**LIST OF DISTRICT AND TA FOR 2022-23 AND 2023-24 BAMBOO DISTRIBUTION**

<b>S.N.</b>	<b>DISTRICT</b>	<b>TA (TRADITIONAL AUTHORITY)</b>
1	BALAKA	Amidu, Chakhanza, Kachenga, Kalembo, Mbera, Mgomwa, Nkanda, Nkaya, Nsamala, Sawali
2	BLANTYRE	Kunthembwe
3	CHIKWAWA	Chapananga, Kasisi, Katunga
4	CHIRADZULU	Likoswe, Maone, Mpama, Mpunga, Nkalo
5	DEDZA	Chauma, Chilikumwendo, Kachele, Kamenyagwaza, Kaphuka, Kasumbu, Tambala
6	DOWA	Chakhaza, Chiwele, Dzoole, Kayembe, Mponela, Msakambewa
7	KASUNGU	Chilowa Matambe, Kaomba, Kapelula, Mdunga, Suza, Wimbe, Chisemphe, Chisikwa, Kaluluma, Mnyanja, Santhe, Simulemba, Chilowamatambe, Kaomba
8	LILONGWE	Chadza, Chimutu, Chiseka, Chitekwele, Kabudula, Kalolo, Kalumbu, Khongoni, Malili, Masula, Masumbankhunda, Mazengela, M'bang'ombe/Chitukula, M'bwatalika, Mtema
9	MACHINGA	Kawinga, Liwonde, Msanama, Nkoola, Nyambi, Stola, Chikweo, Kapoloma, Liwonde, Ngokwe, Nkoola, Nyambi, Sitola, Adamson-muula, Mizinga
10	MANGOCHI	Bwananyambi, Chimwala, Chiunda, Chowe, Chunda, Jalasi
11	MCHINJI	Dambe, Mavwere, Mduwa, Mlonyeni, Simphasi, Zulu
12	MULANJE	Juma, Mabuka, Mkanda, Lason-Njema, Nkanda, Sunganinzeru, Tombodia, Chikumbu
13	MWANZA	Kanduku
14	MZIMBA	Mabulabo, M'mbelwa, Mzikubola
15	NENO	Dambe, Mlaui
16	NKHOTAKOTA	Malengachanzi

17	NTCHEU	Ganya, Makwangwala, Njolomole, Phambala, Tsikulamowa, STA Nkutumula, Kasisi
18	NTCHISI	Chilooko, Kalumo, Kasakula, Malenga, Nthondo, Vuso Jere, Chikho
19	PHALOMBE	Jenala, Maone, Maoni, Namasoko, Nazombe, Nkhulambe, Nyezelera, Phwelembwe, Horo, Tamani, Kasongo, Khando, Kaledzera, Nyambalo, Nkhumba
20	ZOMBA	Kuntumanji, Mbiza, M'biza, Mulumbe, Ngwelero, Nkapita, Malaemia

## 2.3 Purpose of registration

The purpose of registering bamboo in a Bamboo afforestation carbon project is to ensure its carbon sequestration capacity is quantified and accounted for in climate change mitigation efforts. Registration facilitates future project activities, such as monitoring and verifying carbon sequestration activities. It enables communities to access benefits generated through the project, promoting bamboo afforestation and sustainable forest management practices. Registration process involves:

- Recording GPS and location data for each bamboo, including region, district, Traditional Authority (TA), Group Village Head (GVH), and village.
- Details of where the bamboo is planted, land-specific information, and legal ownership of the land are recorded.
- The status of the bamboo (live or dead).
- Recording nearby unique identifier to locate the plant easily in the field.
- Information about the beneficiary and their family who received bamboo under the program.

## 3 Scope of work

Scope of Work for Bamboo Afforestation Project in Malawi:

- I. **Identify Beneficiaries:** Utilize village-wise records provided by the CQC to identify project beneficiaries within the village community.
- II. **Bamboo Registration:** Register bamboo in the CQC project data management system using a mobile application for accurate tracking and monitoring.
- III. **Beneficiary Details Recording:** Record comprehensive details of beneficiaries in the project data management system, including family information and their understanding of the program and bamboo cultivation.
- IV. **Bamboo Site Location and Data Collection:** Locate bamboo within the village area, recording GPS coordinates and pertinent details such as planting year, health status, irrigation provision, and capture a photo of the bamboo with the beneficiary.

- V. **Plant Identification Marking:** Use a permanent marker to inscribe the Google Plus code onto each bamboo plant for effective identification and tracking purposes.
- VI. **Unique Identifier Identification:** Assign single/multiple unique identifiers in the field to each bamboo plant for efficient tracking and management.
- VII. **Data correction on feedback:** Review and correct project data and information based on feedback received from CQC.
- VIII. **Daily progress reporting:** Provide daily reports on project progress, including activities completed and challenges encountered.
- IX. **Course correction on survey based on feedback:** Adjust project methodologies and approaches based on feedback gathered through surveys and assessments.
- X. **Refresher training for staff:** Conduct refresher training sessions for project staff to enhance their skills and knowledge in bamboo registration techniques and project implementation.

## 4 Delivery schedule

The consultant is expected to submit the following deliverables during the course of the project:

- I. **Detailed Workplan for Bamboo Registration:** A comprehensive workplan for registering the bamboo distributed in the years 2022-2024 under the Bamboo Afforestation in Malawi Program. Components of the workplan shall include:
  - a. A detailed Gantt chart illustrating milestones, major deliverables, activities, and their expected start and completion dates.
  - b. Project Implementation Methodology.
  - c. Any other relevant sections, documents, procedures, processes, literature, and references.
- II. **Feedback on Database and Project Requirements:** Submission of feedback on the shared database and project-specific requirements for the implementation of the registration activity for approval by the client.
- III. **Design Document Submission:** Upon approval of project-specific requirements, submission of a detailed design document, including:
  - a. Details of enumerators mapped in the data collection app for the registration activity.
  - b. Detailed plan for enumerator training on standard operating procedures in the field for the registration process.
  - c. Detailed project-specific material requirements, arrangement, and delivery logistics.
  - d. Cost estimates of proposed requirements.
- IV. **Development of Reporting Structure:** Development of a detailed reporting structure encompassing daily reporting, weekly reporting, error management systems, etc.
- V. **Bamboo Registration Process Phases:** Registration process completion in two phases:

- a. First phase comprising 25% data registration of the bamboo, including process improvements. This phase will take approximately 30-40% of the total time.
  - b. Second phase comprising 75% of the registration database. This phase will take 60-70% of the registration time as all processes are set and systems are in place.
- VI. **Final Project Report Submission:** Submission of a final project report upon completion of the project. This report should include information about registrations, key issues for process improvement, and a final account statement elucidating the utilization of funds.
- VII. **Process Improvement Recommendations:** Identification of future process improvement requirements and areas of extreme challenge with suggestions for process enhancement, to be shared with the CQC.

Timetable for deliverables		
S.N.	Deliverable	Date of delivery
1	Detailed Workplan for Bamboo Registration	15-06-2024
2	Feedback on Database and Project Requirements	22-06-2024
3	Design Document Submission	25-06-2024
4	Development of Reporting Structure	30-06-2024
5	Bamboo Registration Process Phase-I (Start)	05-07-2024
6	Bamboo Registration Process Phase-I (Finish)	04-08-2024
7	Bamboo Registration Process Phase-II (Start)	05-08-2024
8	Bamboo Registration Process Phase-II (Finish)	04-10-2024
9	Final Project Report Submission	14-10-2024
10	Process Improvement Recommendations	14-10-2024

## Role of service provider

- I. **Implementing SOW:** The Consultant is responsible for executing the Scope of Work (SOW) outlined by the CQC for the bamboo afforestation project, Malawi. This involves ensuring adherence to established procedures and timelines throughout the project lifecycle.
- II. **Field level Supervision:** The Consultant shall provide on-the-ground supervision and oversight to ensure that project activities are carried out effectively and efficiently, and to address any issues or challenges that may arise during implementation.
- III. **Monitoring Registration Process:** The Consultant shall closely monitor the bamboo registration process, ensuring that enumerators follow the prescribed Standard Operating Procedures (SOP) provided by the CQC. This includes monitoring data collection activities, addressing any challenges encountered, and maintaining quality assurance.
- IV. **Analyzing Reports:** The Consultant will analyze registration reports generated from the field data collected by enumerators. This analysis involves identifying trends, patterns, and discrepancies in the data to inform decision-making and improve project outcomes.
- V. **Error Correction:** The Consultant is tasked with identifying and rectifying any errors or inconsistencies found in the registration reports or data collected during the project implementation phase. This ensures data accuracy and integrity for the success of the bamboo afforestation project.



- VI. **Providing App Feedback:** The Consultant will provide feedback on the mobile application used for data collection to the CQC. This includes identifying any technical issues, usability concerns, or suggestions for improvement to enhance the efficiency and effectiveness of the app.
- VII. **Final Project Report:** The Consultant shall prepare and submit a comprehensive final project report to the CQC upon completion of the registration process. This report summarizes the project activities, outcomes, lessons learned, and recommendations for future initiatives, providing valuable insights for project stakeholders.

## 5 Support and Supervision from CQC

- I. **Training:** CQC will conduct training sessions for the consultants' enumerators, focusing on the registration process and data collection requirements. This includes the rationale behind the questions asked during the registration survey.
- II. **SOP:** CQC will furnish comprehensive Standard Operating Procedures (SOP) to the consultants, outlining the registration survey process according to CQC standards and methodologies. The SOP will encompass the entire registration process, from village entry to the conclusion of bamboo registration.
- III. **Mobile & Application:** CQC will supply mobile devices to the consultants' enumerators equipped with a pre-installed mobile application specifically tailored for field data collection related to the project. The application features designated fields for recording essential beneficiary information, such as names, regions, districts, traditional authorities, group village heads, village heads, family specifics, and willingness to participate. Data entry options include scanning, drop-down lists, text inputs, and binary choices. Ensuring accuracy in spelling and maintaining consistency across entries are paramount.
- IV. **Data and Material:** CQC will furnish information regarding the location and distribution details of households (HHs) that have received bamboo in different years for beneficiary registration purposes. Additionally, CQC will supply necessary materials, such as distribution databases, mobile phones, and bicycles, to aid in locating and marking bamboo.
- V. **Data Management:** CQC will oversee the database management system where all registration data will be uploaded. The organization will conduct data cleaning and validation to ensure high data quality standards. Any data-related concerns will be communicated to the consultants for remediation. Furthermore, the CQC will deliver field reports detailing daily progress, enumerator performance, and data accuracy, thus facilitating a smooth and efficient data collection process.
- VI. **Coordination, Support & Supervision:** CQC's existing field staff will provide coordination and support to consultants' enumerators on key issues such as: notify communities of the registration process and schedule, ensure smooth welcome / entry into communities; provide additional implementation support (trouble shooting, support equipment repairs); provide in-field supervision of project implementation according to SOPs provided.
- VII. **Compliance Check (field and Desk):** CQC will conduct thorough compliance checks both in the field and at the desk to ensure adherence to contractual agreements, project guidelines and standards.
- VIII. **Transportation (If applicable):** Subject to the agreement with the consultant, CQC can – if need be - arrange transportation logistics as necessary to facilitate project activities and ensure timely completion.

## 6 Proposal format

The proposal must be submitted in two formats: the Technical Proposal and the Financial Proposal. Please find the formats attached as Annexure 1 and Annexure 2 in the document provided below.

## 7 Communication and reporting requirements.

All project implementation documents such as progress reports, draft project documents, templates, preliminary and intermediate plans, layouts, specification documents etc. shall be submitted in editable Microsoft Office Word Version and editable PDF Version, and in hard copies (4 copies) in a scale to be agreed with all stakeholders and in soft copy. The soft copy should not be secured with password(s) to allow printing or copy and paste of extract from the reports.

The language of the assignment shall be in English. All the outputs and deliverables shall be written in English language and should be presented in a format acceptable by CQC. All the final versions of the reports and documentation should also be dispatched to the Bamboo Project Manager electronically. He will be the Single Point of Contact (SPOC) from the CQC side and will remain in direct contact with the SPOC nominated by the consulting firm throughout the project lifetime.

The Consultant will have to submit all the deliverables where applicable, in draft form (in soft format -MS Word) in the first instance, and should thereafter incorporate any comments CQC may submit, prior to their finalization. Draft reports and documentation would have to be submitted at least 2 weeks before the final reports/documentation are due so that CQC will have ample time for review. The payment terms are as follows: 30% upfront upon signing, two 20% payments midway, and a final 30% upon completion. Payments are contingent upon CQC-approved deliverables meeting satisfaction before disbursement.

## **Eligibility criteria**

## 7.1 Organizational Eligibility

- The organization must be legally registered under the laws of the Republic of Malawi and have an operational office in the country.
- The organization must demonstrate a minimum of 5 years of experience in development work, with evidence of successfully completing multiple assignments with various organizations and government agencies in Malawi and other countries.
- The organization should possess expertise in providing consultancy services in the following areas: Baselines, Surveys, Mobile Phone Surveys, policy and strategy development, qualitative and quantitative research, social project designs, and evaluations.
- Experience in collaborating with government ministries, NGOs, development partners, and international organizations is preferred.
- Demonstrated proficiency in analytical skills, oral and written English competencies, and computer knowledge is essential.
- Experience in collecting and analyzing quantitative and qualitative data for various sectors, including Climate Change, Agriculture, Forestry, Health, and Nutrition, is necessary.
- Expertise in different data collection methods such as mobile phone surveys, face-to-face household surveys, desk reviews, key informant interviews, and focus group discussions is required.
- Proficiency in survey design, including managing large Baselines, Census, Mid-Term and End-line Evaluations, and utilizing different modalities of data collection, is essential.
- The organization must have experience in developing and implementing Monitoring and Evaluation (M&E) systems for various projects.
- Experience in formulating project log-frameworks, theory of change, stakeholder analysis, and developing M&E plans is required.

## 7.2 Min. financial turnover

- The organization must demonstrate a minimum annual financial turnover equivalent to \$50,000, averaged over the past three fiscal years.
- The financial turnover should be derived from revenue generated through consultancy services, research projects, and other relevant activities aligned with the organization's expertise and services.
- Evidence of financial turnover, such as audited financial statements or tax returns, must be provided for the past three fiscal years.
- The financial turnover requirement may vary based on the scale and complexity of the projects the organization intends to undertake.
- In exceptional cases where the organization has recently undergone significant growth or restructuring, alternative financial documentation demonstrating financial stability and capability may be considered.
- The financial turnover requirement aims to ensure that the organization has the necessary financial resources to support project implementation, including staffing, equipment, and other operational expenses.
- Organizations failing to meet the minimum financial turnover requirement may be required to provide additional financial assurances or undergo financial capacity assessments to demonstrate their ability to undertake projects effectively.

## 7.3 Qualification requirement of management / field staff.

### **Expert: Team Leader**

#### **Education:**

- Hold a Postgraduate degree in a relevant field, preferably Climate change, Environmental Science, Natural resource Management or a related discipline.

#### **Experience:**

- Have at least 10 years of professional experience in program design, management, monitoring, and evaluation in Forestry, Agriculture, Natural resource Management, or related disciplines.
- Demonstrate extensive experience in research, survey fieldwork, data collection, validation, entry, analysis, and preparation of reports.
- Possess a track record of successful project leadership and management, including the design and implementation of water-related infrastructure projects.
- Show expertise in using relevant software and tools such as Word, Excel, PowerPoint, and database development tools.
- Have experience in consulting with international organizations, government agencies, NGOs, or private sector firms on Field-related projects.
- Demonstrate strong leadership skills, including the ability to motivate and manage multidisciplinary teams, delegate tasks effectively, and ensure project deliverables are met on time and within budget.
- Show a commitment to professional development, continuous learning, and staying updated on emerging trends and best practices in the field of Nature based Solution.
- Possess excellent communication and interpersonal skills, with the ability to effectively communicate with stakeholders at all levels, including clients, team members, government officials, and community members.
- Demonstrate integrity, professionalism, and ethical conduct in all aspects of work.

#### **Skills and Abilities:**

- Exhibit strong problem-solving skills and the ability to think strategically, analyze complex issues, and develop innovative solutions to address challenges in water resources management and infrastructure development.

- Demonstrate excellent project management skills, including planning, organizing, coordinating, and monitoring project activities to ensure successful implementation and achievement of project goals and objectives.
- Show proficiency in proposal writing, project planning, budgeting, and resource management, including the ability to develop comprehensive project proposals, work plans, and budgets.
- Display a high level of attention to detail and quality assurance in all aspects of work, including data collection, analysis, and reporting.
- Have the ability to work effectively under pressure, prioritize tasks, and meet deadlines in a fast-paced and dynamic work environment.
- Exhibit a commitment to teamwork, collaboration, and knowledge sharing, including the ability to foster a positive and inclusive work culture that values diversity and promotes professional growth and development.
- Demonstrate adaptability and flexibility in responding to changing project requirements, stakeholder expectations, and external factors that may impact project implementation.

**Supervisor: Team Member**

**Education:**

- A minimum of a Bachelor's degree in a relevant field, such as Climate change, Environmental Science, Natural resource Management or a related discipline.

**Experience:**

- At least 5 years of professional experience in program design, management, monitoring, and evaluation, preferably in the fields of Forestry, Agriculture, Natural resource Management, or related disciplines.
- Demonstrated experience in research, survey fieldwork, data collection, validation, entry, analysis, and preparation of reports.
- Proficiency in using relevant software and tools such as Word, Excel, PowerPoint, and database development tools.
- Experience in project management and consulting with international organizations, government agencies, NGOs, or private sector firms.
- Experience in developing and implementing monitoring and evaluation frameworks for development projects, including the use of electronic data capture platforms.
- Strong analytical skills and experience in handling, cleaning, and analyzing large datasets.

**Skills and Abilities:**

- Strong communication and interpersonal skills, with the ability to work effectively in multidisciplinary teams and liaise with stakeholders from diverse backgrounds.

- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- Problem-solving skills and the ability to propose innovative solutions to complex challenges in water resources management and related fields.
- Attention to detail and a commitment to quality in all aspects of work.
- Familiarity with relevant regulations, standards, and best practices in water resources management, environmental assessment, and sustainable development.
- Willingness to travel and work in diverse geographic locations as required by project assignments.
- Demonstrated commitment to professional ethics, integrity, and transparency in all activities.

### **Field Staff**

#### **Education:**

- Minimum of a high school diploma or equivalent qualification.
- Some college coursework or vocational training in a relevant field such as Forestry, Environmental Science, Agriculture, or a related discipline is desirable but not mandatory.

#### **Experience:**

- Previous experience in fieldwork, data collection, or community engagement activities, even if informal or volunteer based, especially at the village level.
- Familiarity with mobile-based surveys, basic survey methodologies, and data collection techniques, or a willingness to undergo training provided by the project team.
- No specific professional experience required, but any relevant experience in community outreach, event coordination, or similar roles would be beneficial.

#### **Skills and Abilities:**

- Good communication skills English and local language and the ability to interact respectfully and effectively with community members, project beneficiaries, and other stakeholders.
- Basic organizational skills and attention to detail, with the ability to follow instructions and protocols provided by supervisors.
- Willingness to work under the guidance of senior field staff and team leaders and learn from more experienced colleagues.
- Physical fitness and readiness to undertake fieldwork in different environmental conditions, including outdoor work and moderate physical activities.

#### **Additional Requirements:**

- Flexibility regarding working hours and willingness to travel to project sites as required.

- Cultural sensitivity and respect for local customs and traditions ensure positive interactions with community members.
- Commitment to upholding ethical standards and confidentiality during field data collection activities.

## 8 Evaluation process of proposal

The proposal will be evaluated by using the best value for money approach, employing a combined scoring method. The technical proposal will carry a weight of 70%, while the financial proposal will carry a weight of 30%.

### I. Initial Screening:

All received proposals will undergo an initial screening to ensure they meet the minimum eligibility criteria specified in the solicitation document.

### II. Technical Proposal Evaluation (70%):

Each technical proposal will be evaluated based on the following criteria:

Criteria	Category	Explanation
Criterion 1	Education Qualification	Level of education attained by the proposed team members in relevant fields such as Climate Change, Environment, NRM, Public Policy and Management, International Development, or any other relevant university degree.
Criterion 2	Expertise and Experience	Demonstrated expertise, knowledge, and experience of organization in the fields of Governance and Capacity Building.
Criterion 3	Overall Methodology	Clarity, feasibility, and innovativeness of the proposed methodology for project implementation.
Criterion 4	Programme Formulation, Monitoring, and Evaluation	Organization's experience and track record in programme formulation, monitoring, and evaluation.
Criterion 5	Experience with International Organizations and Donors	Organization's demonstrated experience of at least 10 years in working with international organizations and donors.

### III. Financial Proposal Evaluation (30%):

The financial proposals of the technically qualified organizations will be evaluated based on compliance with budgetary requirements, cost-effectiveness, and value for money.

### IV. Combined Scoring:

The combined score for each proposal will be calculated by adding the weighted scores of the technical proposal (70%) and the financial proposal (30%).

**V. Selection of Winning Proposal:**

The proposal with the highest combined score will be selected as the winning proposal and awarded the contract for the project.

**VI. Notification and Contract Award:**

The selected organization will be notified of their successful bid, and contract negotiations will commence to finalize project details and terms. Standard terms of payment are 30 days, once an invoice has been submitted.

## 9 Proposal validity

This proposal shall remain valid for a period of 90 (ninety) days from the Proposal Due Date or such further period as may be mutually agreed upon.

## 10 Application process

The application should be submitted electronically (in PDF and MS Excel formats) via email:

**Shem Nyasulu**, Forestry and Bamboo Field Manager,  
CQuest Capital, Malawi.  
Email: shem.nyasulu@cquestcapital.com

**Table of Timeline:**

S.N.	Activity Description	Date
1	Release of detailed TOR for the EOI	06-05-2024
2	Deadline for Proposal Submission	20-05-2024
3	Proposal Evaluation Period	31-05-2024
4	Announcement of Selected Proposals	07-06-2024

**Language of Application:**

- The application and all related documents must be submitted in English.

[Annexure 1-Technical Proposal.docx](#)

[Annexure 2- Financial Proposal.docx](#)