



MALAWI MILLENNIUM DEVELOPMENT TRUST (MMD)
LEGAL AND REGULATORY DRAFTING ASSISTANCE (REF# MMD 3019)
BRIEF NOTES TAKEN AT PRE-PROPOSAL CONFERENCE
HELD ONLINE AND HOSTED BY MMD ON FRIDAY, 22nd September 2023
AT 3.00 PM Local Time

A. Present

MILLENNIUM CHALLENGE CORPORATION (MCC)

1. Joel Wiegert, Department of Compact Operations (DCO)

MALAWI MILLENNIUM DEVELOPMENT TRUST (MMD)

2. Dye Mawindo, Chief Executive Officer (CEO)
3. Thenford Mchenga, Interim Procurement Director (IPD)
4. Themba Chirwa (Dr.), Senior Economists, Sector Lead
5. Alexander Chirambo, Land Specialist
6. Chris Chalira, IT & MIS Specialist

PROCUREMENT AGENT (PA) -MALAW (CHARLES KENDALL & PARTNERS (CKP)

7. Kwadwo Osei-Asante, Acting Procurement Agent Manager (APAM)
8. Kwasi Ansu-Tutu, Senior Procurement Specialist
9. Merolind Osmanaj, Senior Procurement Specialist
10. Chisomo Chikwembani, Junior Procurement Specialist

PARTICIPANTS

11. Meghan Huth (Guest)
12. Micheal Goba Chipeta (Guest)
13. Abdellah El Ferradi (Guest)
14. Tommaso Spainì (Guest)

B. PROCEEDINGS

1. Opening Remarks

The Conference was chaired by the CEO of MMD. Opening the Conference, the CEO welcomed all participants at 3.07 pm, and further introduced participants of the MMD. Additionally, the CEO asked online participants to introduce themselves.

2. Remarks by Acting Procurement Agent Manager.

The Acting Procurement Agent Manager highlighted the four key principles of the procurement process as open, fair, competitive process carried out in a transparent manner. Among other things, the APAM said, the main aim of the Conference was to highlight important issues regarding the request for proposals (RFP), clarify any questions that potential bidders might have and to ensure that proposals received are competitive.

3. Presentations

3.1 Technical Aspects of the Request for Proposal (RFP)

The Sector Lead -Land Project of MMD, in his presentation provided amongst other details, the overview of the MCA entity structure. He also gave a brief description of the Malawi Compact II as Transport and Land Program and the Land Project as one of the main components of the Compact. He introduced the Legal and regulatory Drafting Assistance assignment as one of the key activities of the Land Project.

In summary, the Sector Lead mentioned that the assignment primarily supports the reforms set to be implemented once the government adopts the framework, while also supporting the gazetting of the reforms.

The Sector Lead indicated that the assignment of Legal and Regulatory Drafting Assistance was one of the set of Conditions Precedents (CPs) for the Entry-Into-Forces (EIF) of the Malawi Compact II, and the activity was on a critical path.

3.2 Procurement Agent Presentation on the RFP

The Procurement Agent made a presentation on the procurement aspects of the RFP. with a brief outline as follows:

- The Specific Procurement Notice (SPN),
- The contents of the RFP,
- The Evaluation Process and
- The Submission Process.

Consultants were urged to read the RFP and take careful note the following:

- The Deadlines for Clarification Request, Clarification Responses and Proposal Submission,
- Basis for Rejection of Proposals,
- Scoring Methodology,
- The electronic Submission process, and
- Common pitfalls encountered by Consultants.

All Presentations made at the Pre-Proposal Conference for the Legal and Regulatory Drafting Assistance is shared as follows:

- Dropbox: <https://www.dropbox.com/sh/m1pslf7t1ex6qy9/AACfDUj7R2rcdDdwiKQ8jNHRa?dl=0>
- MMD Website: <https://www.mmd-malawi.org>

4. Questions and Answers (Q&A)

Participants were asked to submit their questions as written clarification requests to receive formal answers by the deadline for responses to clarifications. Questions posed during the meeting should also be followed up in writing for further attention.

5. Closing

The CEO of MMD thanked all participants for their attendance and urged those wishing to submit proposals to do so early, in order to avoid potential disappointments from technical glitches in the electronic submission process.

The Conference closed at 4.16 pm.