



## **ADVERT - INVITATION FOR EXPRESSIONS OF INTEREST FOR THE PROVISION OF CONSULTANCY SERVICES FOR THE 2025-2026 COMMON PRODUCTIVITY IMPROVEMENT INTERVENTIONS**

**Background:** The Technical, Entrepreneurial and Vocational Education and Training (TEVET) Authority is a regulatory body established in 1999 by an Act of Parliament. The Authority was founded to operate as an independent and autonomous body responsible for technical, entrepreneurial and vocational and education training in Malawi. At its establishment, the Authority was given the mandate to create an integrated TEVET system in Malawi that is demand-driven, competence based, modular, comprehensive, accessible, flexible and consolidated enough to service both the rural and urban Malawian population.

Through its Productivity Enhancement Programme (PEP) window, the TEVET Authority intends to provide '*Common Productivity Improvement Interventions (CPII)*' based on established needs and gaps from employers and employees of organizations that pay TEVET Levy. Each intervention is intended to address common performance skills and productivity gaps identified through the engagement of the participating companies and organizations. The maximum duration of these interventions is five working days.

### **Call for Facilitators/Consultants:**

After soliciting productivity needs and gaps from employers and employees in the Private and Public Sector, the TEVET Authority now invites eligible, registered and reputable facilitators and organizations to express their interest in offering capacity interventions for the 2025-26 Financial year under the areas detailed in the calendar below:



The bidding process will be conducted in accordance with Request for Proposal Procedures contained in the Public Procurement Laws and Regulations of the Government of Malawi and is open to all eligible Consultants/Trainers.

**The eligible Trainers/Consultants should possess the following attributes:**

- Proven knowledge, capabilities and experience in designing, developing and delivering the stated productivity and capacity enhancement interventions.
- Relevant qualifications of key staff in the areas of intervention, atleast at Bachelor's level; those with Master's Degree will have an added advantage.
- Proven track record in facilitation skills.
- Experience in conducting training needs assessment, validation and delivery of similar assignments.
- Conversant with training of adults; and,
- Those with experience in Training of Trainers delivery and/or Education background will have an added advantage.

**Consultants/ Facilitators Input**

Successful Consultants/Trainers shall closely collaborate with TEVET Regional Service Centre Managers in the Northern, Central and Southern Regions of Malawi, where the interventions shall take place, to determine the beneficiaries' profiles and to tailor make the interventions to meet specific needs.

**Time of the Assignment**

The delivery of the interventions is expected to commence in **October 2025** and end in **February 2026**.

Interested eligible Facilitators/Consultants should submit their **Neatly Bound Expressions of Interests (EOI)** indicating the area of expertise they are interested in, their key skills, and what approaches and methodologies will be deployed. The Content and duration of coverage should be proposed and clearly spelt out. Submissions of the EOI must be delivered and deposited into a tender box in the Procurement and Disposal Office on the Ground Floor at the TEVET Authority Secretariat by **Wednesday 24<sup>th</sup> September 2025 at 14:30 hours**. **Late EOI will be rejected. Only shortlisted Consultants will be issued with Request for Proposal Documents to provide Technical and Financial Proposals**

The EOI will be opened on the same date **Wednesday 24<sup>th</sup> September 2025 at 14:30 hours** in the Boardroom of the TEVETA House, at City Centre, Lilongwe. Requests for proposals (RFP's), will only be sent to Facilitators/Consultants who meet the above criteria.

All communications and documents, clearly labeled, should be addressed to:

***The Chairperson,  
Internal Procurement and Disposal Committee  
TEVET Authority  
TEVETA House  
Private Bag B406  
LILONGWE 3***

***Tel: 0999 971 468; 0888 980 036 and 0888 207 560***

***Email: [info@tevetamw.com](mailto:info@tevetamw.com)***