



TECHNICAL, ENTREPRENEURIAL AND VOCATIONAL EDUCATIONAL AND TRAINING (TEVET) AUTHORITY

INVITES EXPRESSION OF INTEREST FOR PROVISION OF LEGAL SERVICES – TEVETA/IPDC/26/27/04

Background: The Technical, Entrepreneurial and Vocational Education and Training (TEVET) Authority is a regulatory body that was established in 1999 by an Act of Parliament with the mandate to promote and facilitate sustainable provision of quality technical, entrepreneurial and vocational education and training for the Malawian workforce in a socially responsible manner.

In keeping with provisions of the Public Procurement Act (2025) as well as TEVET Act, the Authority intends to appoint a legal firm. The firm will be required to provide advice to the Authority on legal matters, taking legal action on levy defaulters and represent the Authority in lawsuits in a professional, efficient and effective matter as may be requested from time to time.

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

The eligible Law firms should be those who possess the following:

- Shall be a legal firm licensed to practice in Malawi courts with over Five (5) years' experience
- The Consultant shall provide a team of key personnel all of whom shall be adequately qualified with a Bachelor of Law Degree
- The Consultant shall provide a team of key personnel, with the most senior member possessing no less than ten (10) years of relevant professional experience.
- Proven capabilities and experience in conducting and delivery of a similar assignments
- Must be a registered member of Malawi Law Society and in the practicing category
- Those with experience in Public institutions shall have an added advantage

Law Firm's Input

Successful Law firm shall closely collaborate with TEVETA's Director of Corporate Services as well as Head of Legal Services in carrying out all the assignments.

Time of the Assignment

The delivery of these Legal services is expected to commence on 1st April 2026 and continue to 30th March 2028.

Interested firms should submit their **Expressions of Interest (EOI)** indicating their key skills, what approaches and methodologies to be deployed. **Submissions of the fully bound EOI must be delivered and deposited into a tender box** at the TEVET Authority Secretariat in city Centre, Lilongwe by Monday, **16th March 2026 at 14:00 hours. Late EOI's will be rejected.**

The EOI's will be opened on the same date **16th March, 2026 at 14:00 hours** at the TEVETA House, in the TEVET Authority Secretariat Boardroom, City Centre in Lilongwe. Requests for proposals (RFP's) will only be sent to shortlisted firms who will meet the above criteria. Loose papers will not be considered.

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**