



NATIONAL LOCAL GOVERNMENT FINANCE COMMITTEE
Governance to Enable Service Delivery (GESD) Project — GESD 2.0
Agreement No: IDA-E6540

REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

Individual Consultants: Various Positions

Date of Issue: 20th August, 2026

1. Background

The Government of Malawi (GoM), through the National Local Government Finance Committee (NLGFC), has received financing towards the cost of the Governance to Enable Service Delivery (GESD) 2.0 Project. The NLGFC intends to apply part of the proceeds of this financing to eligible payments under contracts for hiring the following Individual Consultants, each on a three-year contract renewable annually based on performance and availability of financial resources, or as mutually agreed by both parties:

NLGFC therefore invites applications from suitably qualified and interested candidates to fill the above positions, tenable at the NLGFC Offices in Lilongwe. The detailed Terms of Reference (TORs) for each position, including the assignment objectives, duties and responsibilities, and required qualifications and experience, are set out in the sections that follow.

1. Project Coordinator

Reference No: MW-NLGFC-563879-CS-INDIV

Objective of the Assignment

The objective of the Project Coordinator position is to provide strategic leadership and day-to-day management of the project to ensure the timely and effective delivery of project activities and achievement of project objectives. The Project Coordinator will coordinate planning, budgeting, procurement, contract administration, financial management, environmental and social safeguards, human resource management, governance arrangements, stakeholder engagement, and implementation support missions, while ensuring compliance with Government and donor requirements.

Duties and Responsibilities

The duties will include but will not be limited to:

- i. **Coordination:** Ensure cross-component and cross-institutional coordination and linkages through information sharing, joint implementation of project activities and provide strategic guidance and coordination to the PIT members on all project related activities in order to keep workflow on track;
- ii. **Planning:** Spearhead and coordinate the preparation and implementation of the Project's Annual Procurement Plan in line with agreed timelines and budgets; spearhead the planning and implementation of project activities in coordination with the PIT technical specialists and relevant key stakeholders; ensure detailed activity plans are prepared and monitored; be proactive and provide solutions to bring forward delayed/off-track activities; ensure alignment of all activities with the annual work plan and budget;
- iii. **Budgeting:** Lead the timely development of consolidated project budgets for planned activities, cash flow forecasts, executing and monitoring of budgets, and ensure activity budgets are aligned with the annual work plan; coordinate with the PIT Financial Management Specialist and liaise with key ministries, departments and local authorities for budget planning and execution;
- iv. **Procurement:** In coordination with the PIT Procurement Specialist ensure the timely preparation, execution and update of procurement plans at central and district level; ensure that all procurements for consultants, goods and works under each procurement plan are carried out in accordance with the agreed procedures, including the Financing Agreement, the World Bank Procurement Guidelines/regulations and the Government of Malawi Public Procurement and Disposal of Assets Act 2025 and World Bank policies;
- v. **Contract Management:** Lead the management of contracts for consultants and other service providers, and work with all PIT members to evaluate potential problems and technical hitches and timely develop solutions;
- vi. **Financial Management:** Manage financial resources of the project in coordination with the PIT Financial Management Specialist; ensure all project activities are executed in accordance with the Financing Agreements and relevant policies; ensure strict adherence to project budgets by monitoring expenses and implementing cost-saving measures; ensure the timely preparation of financial statements and audits, and that the project is timely audited by the National Audit Office, submitting an annual audit report to Government of Malawi and World Bank not later than 30th September;
- vii. **Environmental and Social Safeguards:** Ensure that all environmental and social safeguards are adhered to in all activities financed by GESD 2.0 and managed in accordance with World Bank's Environmental and Social Framework (ESF) and Good International Industry Practice (GIIP); coordinate with relevant PIT specialists, district officials and relevant Ministries, Departments and Agencies to ensure eligible local authorities develop and implement environmental safeguards in all sub-project sites;
- viii. **Project Office Management and Staff Management:** Manage the PIT on a day-to-day basis; coordinate and supervise administrative activities necessary for the successful implementation of GESD 2.0; supervise and be responsible for specialists' time commitment and performance; ensure timely preparation and submission of all consultants' reports from the Project Engineers, Financial Management Specialist, Procurement Specialist, Monitoring and Evaluation Officer, Safeguards Specialists and

all implementing agencies; undertake staff performance appraisals with support from NLGFC; and

- ix. **Oversight Meetings, Monitoring and Evaluation, and Supervision:** Facilitate key project meetings (quarterly project progress meetings, Project Steering Committee, Project Technical Committee) and liaise with stakeholders regularly, submitting minutes within 48 hours; serve as Secretary to the PTC; ensure all activities are carried out according to Malawi Government legislation, the Project Operations Manual and Financing Agreement; prepare and submit monthly, quarterly and annual project progress reports to the Executive Director and World Bank task team; prepare and submit bi-annual updates on progress against the results framework; and organize World Bank implementation support missions, including follow-up on recommendations.

Qualifications and Experience

The candidate should meet the following qualifications:

- i. A Master's Degree in Project Management, Economics, Development Studies, Finance/Accounting, Business Administration, or Engineering from a recognized institution;
- ii. At least 8 years relevant working experience in senior positions or project management positions in public sector projects with a focus on planning, budget management and execution;
- iii. At least 5 years of relevant working experience with Malawi's Public Financial Management Structures; experience in fiscal decentralization is considered an asset;
- iv. Demonstrated proficiency with project and budget management software / tracking tools, project fiduciary procedures;
- v. Demonstrated problem-solving skills and managerial skills, including proactivity;
- vi. Demonstrated experience to work effectively with and in multi-sectoral teams;
- vii. Good computer skills and proficient in the use of Microsoft Office (Excel, Word and PowerPoint, etc.);
- viii. Highly motivated with excellent planning, analytical, communications and interpersonal skills as well as a high level of diplomacy;
- ix. Experience in working with the World Bank, multi-lateral development partners or bilateral partners is considered an asset;
- x. Willingness to work under pressure, tight timelines, and with minimum supervision;
- xi. Excellent communication and report writing skills and fluency in English; and
- xii. Upholding of anticorruption and antibribery ethics.

Duration of Assignment

The assignment is expected to span a total period of up to three (3) years, with annual performance reviews and contract extensions subject to satisfactory performance.

Location of Employment

The Project Coordinator will be based at the NLGFC offices in Lilongwe. The Project Coordinator will occasionally be required to travel to district authorities in Malawi to engage with district officials to guide and improve project implementation.

Reporting

The Project Coordinator will report to the Executive Director of the National Local Government Finance Committee for all project progress and implementation issues.

2. Project Engineer (2 positions)

Reference No: MW-NLGFC-563895-CS-INDIV / MW-NLGFC-563897-CS-INDIV

Objective of the Assignment

The Project Engineer (Specialist) shall lead, coordinate and support local authorities and all relevant ministries, departments and agencies in the design and implementation of the project. The Project Engineer (Specialist) will lead and have approving authority for preparing and/or interpreting designs, bills of quantities (BoQs), tendering and engineering cost estimates. The Project Engineer (Specialist) will work closely with relevant district authorities, including district engineers, other officers and specialists in the PIT, including safeguards, the Project Coordinator, NLGFC, MoLGRD and other relevant stakeholders, including supervision consultants, and will support monitoring of sub-projects, addressing and managing technical engineering questions in local investment projects implemented by local authorities and financed by GESD 2.0.

Duties and Responsibilities

The duties will include but will not be limited to:

- i. Coordinate and support all engineering functions and activities related to infrastructure construction and rehabilitation in the local authorities, namely the Department of Planning and Development and Department of Public Works;
- ii. Support data collection for all proposed sub-project sites to aid development and customisation of architectural designs, production of BoQs and engineering estimates, tendering processes, and ensure designs conform with site-specific resilience and risk investigations and analysis;
- iii. Ensure timely and correct submission of information into the Public Management Information System (PMIS) by local authorities;
- iv. Provide technical support to the Local Authorities in project selection, reviewing annual investment plans, works designs, BoQs, cost estimates, tendering, supervision and monitoring;
- v. Coordinate topographic surveys for the design of infrastructure to be developed under the Project;
- vi. Support local authorities in conducting initial site investigation;

- vii. Facilitate the production of location maps and sketches, as necessary, for all engineering sites requiring maintenance and repair selected as subprojects under GESD 2.0;
- viii. Support, and if necessary lead, the review and approval of submissions by design engineers, including ensuring timely submission of the same;
- ix. Support, and if necessary lead, design options stakeholder consultations with communities and relevant departments so that inputs are incorporated in the designs to ensure acceptance and ownership of solutions;
- x. Conduct technical supervision of all construction works ensuring that the works are implemented to the required standards, within the assigned cost and time;
- xi. Check the Supervision Consultant's work so as to verify contractors' payment claims for works done;
- xii. Manage changes to engineering construction works ensuring no adverse effect on the project, following project works change protocols, including documentation;
- xiii. Facilitate preparation of work plans and budgets for local investment projects to ensure relevance to outputs and outcomes;
- xiv. Support the preparation of schedules of works and materials for project activities in collaboration with relevant stakeholders;
- xv. Review and assess contractors' and consultants' payment certificates for engineering works;
- xvi. Prepare and conduct training programs for Local Authority technical staff involved in contract and procurement management, and other related activities as directed by the PIT;
- xvii. Ensure compliance with all statutory and regulatory requirements;
- xviii. Liaise with other project specialists and officers, including safeguards, occupational health & safety, procurement, and advise the PIT on all construction engineering technical matters;
- xix. Collect projects' progress reports from the Local Authorities, liaise with the Monitoring & Evaluation Officer in producing reports, consolidate them and submit to PIT/PC, Executive Director and World Bank Task Team;
- xx. Prepare and timely submit monthly, quarterly and annual engineering project progress reports and other reports to the Project Coordinator, Executive Director and the World Bank Task Team; and
- xxi. Facilitate the review of Annual Investment Plans (AIPs) for Local Authorities and provide guidance on cost and time estimates.

Qualifications and Experience

The candidate should meet the following qualifications:

- i. Bachelor's Degree in Civil Engineering/Architecture/Quantity Surveying;
- ii. Master's Degree in Construction/Engineering related field;

- iii. Registration with an approved professional body, such as the Malawi Engineering Institution/Board of Architects and Quantity Surveyors;
- iv. A minimum of 8 years of relevant working experience;
- v. Excellent communications, writing/reporting skills;
- vi. Proficiency in computer aided design packages (AutoCAD, ArchCAD, GIS etc.);
- vii. Proficient in the use of Microsoft Office (Excel, Word, PowerPoint, Microsoft Project etc.);
- viii. Strong organizational, self-starting and communications skills;
- ix. Experience working with government institutions and organizations; working experience with local authorities in Malawi is considered an advantage;
- x. Highly motivated and enthusiastic person with excellent planning, analytical, communications and interpersonal skills as well as a high level of diplomacy; and
- xi. Excellent oral and written communication skills in English, as well as team participation and management skills.

Duration of Assignment

The assignment is expected to span a total period of up to three (3) years, with annual performance reviews and contract extensions subject to satisfactory performance.

Location of Employment

The Project Engineer (Specialist) will be based at the NLGFC offices in Lilongwe. The Project Engineer (Consultant) will occasionally be required to travel to local government authorities in Malawi where the Project is implementing its activities to engage with district officials to guide and improve project implementation.

Reporting

The Project Engineer (Specialist) will primarily report to the Project Coordinator with a technical reporting line to the Director of Social and Economic Services at NLGFC for all technical matters, and will support local authorities in implementation of the GESD 2.0 project.

3. Financial Management Specialist (FMS)

Reference No: MW-NLGFC-563892-CS-INDIV

Objective of the Assignment

The objective of the Financial Management Specialist position is to ensure the sound financial management of the project in compliance with the Financing Agreement, Government of Malawi public financial management regulations, including the Public Finance Management Act and related regulations, treasury instructions and IFMIS desk instructions, project operations manual, and World Bank financial management requirements. The Financial Management Specialist will be responsible for planning, budgeting, accounting, financial reporting, internal controls, funds management, audit coordination, and financial

compliance to ensure that project resources are used efficiently, effectively, transparently, and for their intended purposes.

Duties and Responsibilities

The duties will include but will not be limited to:

- i. Preparation of Financial Statements in accordance with the International Public Sector Accounting Standards (IPSAS) of the Project within six months from the end of the financial year;
- ii. Coordination of the preparation of a consolidated project budget, cash flow forecasts, execution and monitoring including liaising with key ministries and departments for budget planning and execution;
- iii. Ensure that the Project resources are used in accordance with the conditions of the relevant financing agreement, Project Operation Manual with due attention to economy and efficiency, and only for the purposes for which the financing was provided;
- iv. Preparation of disbursement requests and financial justifications for the project and submit to Treasury and the World Bank;
- v. Produce monthly, quarterly, semi-annual and annual financial reports from central and district levels, as part of the implementation of the Project;
- vi. Coordinate closely with procurement and technical teams against the work plan and project objectives to ensure comprehensive mitigation measures are taken;
- vii. Ensure that all necessary supporting documents, records, and accounts with physical documents have been maintained in respect of all project activities, including expenditures reported using Statement of Expenditures (SOE) or Interim Financial Reports (IFRs) methods of reporting;
- viii. Periodically review the performance of control functions to ensure that internal controls are sufficient and functioning correctly and that Financial Performance of the Project is Satisfactory;
- ix. Coordinate project external and internal audits and responding to management letter;
- x. Coordinate as necessary with Internal and External Audit, Government of Malawi and Bank supervision missions, including attending to follow up on findings and recommendations;
- xi. Maintain accurate and traceable schedules for VAT and timely remittance of tax deductions to the Malawi Revenue Authority;
- xii. Advise the Project Coordinator and Director of Finance on all financial and control considerations of the project;
- xiii. Supervise and strengthen the capacity of PIT and local authorities in the knowledge of the rules and procedures of the financial management of the World Bank;
- xiv. Upholding of anticorruption and antibribery ethics; and

- xv. Undertake all other duties and responsibilities commensurate with the role and level of this position as may be requested by the Project Coordinator.

Qualifications and Experience

The candidate should meet the following qualifications:

- i. A Bachelor's degree in accounting and finance/ or equivalent qualification;
- ii. A professional accounting qualification such as CPA (MW), ACCA, CIMA etc.;
- iii. A master's degree in accounting, auditing, finance, business administration will be an added advantage;
- iv. A minimum of 8 years of experience in financial management in the public sector;
- v. Experience of financial management in donor funded projects and/or audit experience is considered an advantage;
- vi. Member of the Institute of Chartered Accountants in Malawi (ICAM);
- vii. Outstanding numeracy, planning, organizing and controlling skills;
- viii. Excellent organizational and interpersonal skills, communication and analytical skills;
- ix. Ability to work in teams and articulation with a diverse audience;
- x. Good computer skills and proficient in the use of Microsoft Office (Excel, Word and PowerPoint, etc.);
- xi. Ability and experience in training / mentoring staff in the area of financial management is an advantage;
- xii. Willingness to work under pressure, tight timelines, and with minimum supervision;
- xiii. Knowledge of audit techniques; and
- xiv. Upholding of anticorruption and antibribery ethics.

Duration of Assignment

The assignment is expected to span a total period of up to three (3) years, with annual performance reviews and contract extensions subject to satisfactory performance.

Location of Employment

The Financial Management Specialist (FMS) will be based at the NLGFC offices in Lilongwe. The Financial Management Specialist will occasionally be required to travel to district authorities in Malawi to engage with district officials to guide and improve project implementation (financial management).

Reporting

The Financial Management Specialist will primarily report to the Project Coordinator with a technical reporting line to the Director of Finance and Fiscal Decentralization at NLGFC for all technical matters, and will support the local authorities' financial management teams.

4. Procurement Specialist

Reference No: MW-NLGFC-563881-CS-INDV

Objective of the Assignment

The overall objective of the Procurement Specialist is to ensure that all goods, works, consulting services, and non-consulting services required for project implementation are procured efficiently, transparently, economically, and in compliance with applicable procurement regulations and donor requirements.

Duties and Responsibilities

The duties will include but will not be limited to:

- i. Coordinate the preparation and updating of the Project's Annual Procurement Plan;
- ii. Prepare the General Procurement Notices (GPN), Specific Procurement Notices (SPN), and Solicitations of Expression of Interests (SEOI), when required;
- iii. Preparation of solicitation documents such as request for bids, request for proposals and request for quotations for procurement of goods, works, consulting and non-consulting services;
- iv. Manage evaluation of bids/proposals/quotations including managing contract negotiation meetings;
- v. Updating the World Bank Procurement Tracking System (STEP) for monitoring of the Project procurement activities for NLGFC and Local Authorities, including seeking "No Objection" from the World Bank for the Procurement Plan and other stages;
- vi. Ensure that STEP is updated and used in real time for the local authorities;
- vii. Preparation of evaluation reports, contracts, award notices and other procurement and contractual documents as required;
- viii. Establish and maintain procedures for the receiving, inspecting, testing and acceptance of goods;
- ix. Ensure compliance with procurement methods and prior review thresholds applicable to the Project;
- x. Ensure all procurement activities are carried out in accordance with the agreed procedures, including the Financing Agreement, the World Bank Procurement Guidelines/regulations, and the Government of Malawi Public Procurement and Disposal of Assets Act 2025, where applicable;
- xi. Assist in timely payments to suppliers and consultants, and ensure their contractual obligations such as payment guarantees, insurance premiums and performance bonds;
- xii. Establish and maintain a central procurement filing system, and ensure all related documents are included in the respective files (physically and electronically);
- xiii. Establish a performance monitoring database for all suppliers and consultants, and ensure timely updates of the system;

- xiv. Preparation and timely submission of Bid Evaluation Reports and Monthly Procurement Plan Implementation Status Reports for submission to the World Bank; and
- xv. Preparation and timely submission of monthly, quarterly and annual procurement progress reports for the PIT / Project Coordinator, aligned/coordinated with the work plan, for submission to NLGFC and the World Bank task team.

Qualifications and Experience

The candidate should meet the following qualifications:

- i. BSc in Procurement/Supply Chain/Logistics Management; or Bachelor of Business Administration/Management; or a Professional Procurement/Logistics/Supply Chain Qualification;
- ii. Master's Degree in Procurement/Supply Chain/Logistics; or Master of Business Administration/Management;
- iii. A minimum of eight (8) years of experience in procurement management in the public sector;
- iv. Working knowledge of the Government of Malawi's Public Procurement laws, regulations and procedures;
- v. Proven leadership and mentoring skills and evidence of ability to improve procurement performance;
- vi. Proven ability to work under tight deadlines, and excellent team skills, including in multi-sectoral teams;
- vii. Good computer skills and proficient in the use of Microsoft Office (Excel, Word and PowerPoint, etc.);
- viii. Highly motivated and enthusiastic person with excellent planning, analytical, communications and interpersonal skills as well as a high level of diplomacy;
- ix. Membership of professional bodies like MIPS or CIPS-UK is considered an asset;
- x. Excellent oral and written communication skills in English;
- xi. Proficiency in using computer applications e.g. MS Word, Excel and PowerPoint; and
- xii. Upholding of anticorruption and antibribery ethics.

Duration of Assignment

The assignment is expected to span a total period of up to three (3) years, with annual performance reviews and contract extensions subject to satisfactory performance.

Location of Employment

The Procurement Specialist (Consultant) will be based at the NLGFC offices in Lilongwe. The Procurement Specialist (Consultant) will occasionally be required to travel to district authorities in Malawi to engage with procurement teams to guide and improve project implementation as it concerns procurement.

Reporting

The Procurement Specialist (Consultant) will primarily report to the Project Coordinator with a technical reporting line to the Head of Procurement at NLGFC for all technical matters, and will support local authorities' Procurement Officers for the GESD 2.0 project.

5. Monitoring & Evaluation Officer (M&E)

Objective of the Assignment

The objective of M&E officer position is to assist in ensuring the effective, efficient and transparent management in supporting evidence-based Project Monitoring and Evaluation for GESD 2.0. Further, ensuring that Project objectives and activities are achieved in strict compliance with existing legislation, combined with the management standards set out in World Bank procedures.

Duties and Responsibilities

The duties will include but will not be limited to:

- i. Develop, operationalize, and maintain the project's Monitoring and Evaluation (M&E) framework, including indicators, targets, data collection tools, and reporting systems;
- ii. Coordinate the collection, verification, analysis, and management of project data from all implementing entities and participating Local Authorities;
- iii. Monitor progress against the Project Development Objective (PDO), Results Framework, annual work plans, and performance indicators, and provide timely feedback to management;
- iv. Prepare monthly, quarterly, semi-annual, and annual project performance reports in accordance with project reporting requirements, including leveraging data from the Project Management Information System (PMIS);
- v. Conduct data quality assessments and verification exercises to ensure the accuracy, completeness, reliability, and timeliness of project data;
- vi. Support the development of annual work plans and budgets by providing performance data, trend analysis, and evidence-based recommendations;
- vii. Coordinate baseline studies, mid-term reviews, beneficiary assessments, impact evaluations, and end-of-project evaluations as required;
- viii. Monitor implementation progress at both central and local government levels through field visits, supervision missions, and performance reviews;
- ix. Prepare periodic Results Framework performance reports showing progress towards achievement of project targets and indicators;
- x. Support the preparation and organization of World Bank implementation support missions, project reviews, and other monitoring missions by providing relevant data and analytical reports;
- xi. Develop scorecards, and other performance monitoring tools to facilitate evidence-based decision-making;

- xii. Document lessons learned, best practices, success stories, and implementation challenges to support knowledge management and continuous improvement;
- xiii. Build the capacity of project staff, Local Authorities, and other stakeholders in monitoring, evaluation, results-based management, and reporting;
- xiv. Ensure that monitoring and evaluation activities comply with project requirements, Government policies, and donor reporting standards.

Qualifications and Experience

The candidate should meet the following qualifications:

- i. Master's Degree in Economics, Statistics or Demography; an advanced training in Monitoring and Evaluation will be considered an added advantage;
- ii. Minimum of five (5) years of relevant working experience in an M&E position;
- iii. Experience in data collection, data analysis, reporting, communication and project management;
- iv. Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and PowerPoint); and fair knowledge of Statistical Packages such as SPSS and Stata;
- v. Experience in designing, implementing and operating project M&E systems from project initiation to close out stages;
- vi. Experience in designing and managing beneficiary monitoring and database systems;
- vii. Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management and developing M&E and performance monitoring plans;
- viii. Demonstrated working knowledge of the major evaluation methodologies (such as qualitative, quantitative, mixed-method and impact) and data collection and analysis methodologies;
- ix. Experience in planning and managing surveys;
- x. Experience in developing and refining data collection tools, quality assessments and oversight;
- xi. Ability to mainstream gender in monitoring and evaluation of projects or programmes;
- xii. Ability to work in a team and good interpersonal skills, result oriented; proactive and attention to detail;
- xiii. Self-starter and ability to work under minimal supervision.

Duration of Assignment

The assignment is expected to span a total period of up to three (3) years, with annual performance reviews and contract extensions subject to satisfactory performance.

Location of Employment

The M&E Officer will be based at the NLGFC offices in Lilongwe. The M&E Officer will occasionally be required to travel to all local government authorities in Malawi where the GESD 2.0 Project is implementing its activities to engage with district officials to guide and improve project implementation (M&E).

Reporting

The Monitoring and Evaluation Officer will report to the Project Coordinator. S/he shall work in corroboration with the monitoring and evaluation team of the NLGFC.

6. Occupational Health and Safety Specialist

Reference No: MW-NLGFC-563903-CS-INDIV

Objective of the Assignment

The main aim of this assignment is to ensure that all OHS risks and impacts are managed in accordance with national Occupational Health and Safety Policies and framework, World Bank's Environmental and Social Framework (ESF), and Good International Industry Practice (GIIP). Working with other team members, the Occupational Health and Safety Specialist will ensure the implementation of the project's occupational health and safety safeguards instruments, monitor compliance by project implementers and report progress in all the 28 district and 4 municipal local authorities.

Duties and Responsibilities

The duties will include but will not be limited to:

- i. Considering World Bank Environmental Health Safety Guidelines (EHSG), Good International Industry Practice (GIIP), compile OHS procedures and update where applicable the OHS strategy, system and the operational plans for the district led subcomponent which falls under the National Local Government Finance Committee PIU;
- ii. Together with OHS officers of contractors, develop, update, coordinate and facilitate the development and/or revision of OHS risk assessments and Standard Operating Procedures (SOP) for the various activities under the applicable activities of the Project;
- iii. Liaise with other specialists (including Environmental, Social, Project Engineer, etc.) in the team on OHS matters to review severe OHS incidents, recurring minor incidents, and near misses that have occurred on project with the aim to further mitigate these from repeating;
- iv. Facilitate the development of a Health and Safety Manual and a Health and Safety Management Plan for the local authorities implemented project activities and incorporate the relevant OHS measures (including emergency preparedness and response measures) into the Labour Management Procedures (LMP) and community safety;

- v. Conducting Occupational Health Safety site inspections on a regular basis with adequate frequency;
- vi. Identify potential hazards to project workers and community members;
- vii. Ensure preventive and protective measures, including modification, substitution, or elimination of hazardous conditions or substances;
- viii. Ensure applicable protective equipment to protect against residual risks is provided;
- ix. Providing internal audits on Occupational Health and Safety issues at all project sites implemented by local authorities;
- x. Facilitating wellness health awareness and screening programs in all the local authorities;
- xi. Ensure training requirements for project workers, and where necessary community members, are included, and training records are maintained;
- xii. Support project teams and clients in investigating the root cause(s) of the incidents and developing appropriate remedial and mitigation measures;
- xiii. Prepare and deliver reports to the project on OHS incidents, patterns of incidents, and proposed recommendations;
- xiv. Develop and implement a comprehensive intervention to improve worker OHS, and Community Health and Safety for communities directly impacted by the project;
- xv. Develop and implement a training program on Occupational Health and Safety for local authorities and contractors, and maintain training records;
- xvi. Document and report occupational accidents, diseases and incidents;
- xvii. Recommend measures to help protect workers, and community members, from potentially hazardous work methods, working at heights, scaffolding measures, working adjacent to flowing water, hazardous substances and waste management and disposal, and other relevant processes or materials;
- xviii. Advise communities and/or institutions/local authorities regarding health or safety issues;
- xix. Inspect or evaluate workplace environments, equipment, or practices to ensure compliance with safety standards and government regulations;
- xx. Develop or maintain hygiene programs, such as noise surveys, continuous atmosphere monitoring, ventilation surveys, or asbestos management plans;
- xxi. Document and report on job hazard assessments, identified mitigation measures, permits to work, standard operating procedures, all incidents or near misses, use of first aid kits, tool box talks, training programmes for workers, labour procedures, signed codes of conduct, contracts of all workers, activity ESMP, Contractors ESMP, and any permits for the work or resources used;
- xxii. Describe emergency prevention and preparedness and response arrangements to emergency situations, and report significant incidents to the LG PIU and World Bank within 48 hours;

- xxiii. Review and input into community emergency procedure plans for subcomponent activities;
- xxiv. Propose remedies for adverse impacts such as occupational injuries, deaths, disability and disease;
- xxv. Inspect work environments to ensure safety for the workers and community in all project sites;
- xxvi. Conduct safety training or education programs, job hazard assessments, and demonstrate the use of safety equipment, and maintain training records;
- xxvii. Investigate health-related complaints and inspect facilities to ensure compliance with public health legislation and regulations, and World Bank's ESF and ESHS requirements, and project ESMF;
- xxviii. Develop or maintain medical monitoring programs for employees and contractors;
- xxix. Set up monitoring systems for the sites, including file management for Toolbox talks, ongoing skills and training development, SOPs, permits to work, incident reports, and monitoring of First Aid kits;
- xxx. Develop, review and monitor emergency procedures for sites including ensuring correct fire prevention controls and training are in place;
- xxxi. Coordinate "right-to-know" programs regarding hazardous chemicals or other substances, and safety procedures;
- xxxii. Maintain or update Emergency Response Plans or procedures, as well as waste management plan, traffic safety management plan, hazardous substances management plan, etc.; and
- xxxiii. Apply ESS4 to anticipate and avoid adverse impacts on the health and safety of project-affected communities during the project life cycle from both routine and non-routine circumstances.

Qualifications and Experience

The candidate should meet the following qualifications:

- i. Master's Degree in disciplines such as Engineering (Civil, Electrical, Environmental, Quality and Safety), Environmental Health and Safety;
- ii. A qualification and/or international certificate in OHS such as NEBOSH, or similar;
- iii. A minimum of 8 years of relevant working experience in developing, implementing and/or supervising OHS in construction, with experience in transport infrastructure, energy, hydropower, DRM and/or extractives sectors;
- iv. Knowledge of OHS management systems, including experience auditing/assessing health and safety programs and systems;
- v. Membership of professional bodies and experience in implementing World Bank funded projects and/or other multilateral banks' OHS policies will be an added advantage;

- vi. Demonstrated ability to assess technical issues of occupational health and safety and to effect a cultural change to create a culture of safety across a workplace or organization;
- vii. Excellent oral and written communication skills in English, as well as team participation and management skills;
- viii. Proficiency in using computer applications e.g. MS Word, Excel and PowerPoint.

Duration of Assignment

The assignment is expected to span a total period of up to three (3) years, with annual performance reviews and contract extensions subject to satisfactory performance.

Location of Employment

The OHS Specialist will be based at the National Local Government Finance Committee Head Office in Lilongwe. The OHS Specialist will be required to travel to district authorities and to project sites in Malawi to engage with district officials to guide and improve project implementation.

Reporting

The Occupational Health and Safety Specialist will primarily report to the Project Coordinator with a technical reporting line to the Director of Social Economic Services at the NLGFC for technical matters and will work in collaboration with local authorities and other specialists under the project: Environmental Safeguards Specialist, Social Safeguards Specialist, and Project Engineers.

7. Environmental Safeguards Specialist (ESS)

Reference no. No: MW-NLGFC-563908-CS-INDIV

1.0 Background

The Government of Malawi (GoM) through the National Local Government Finance Committee (NLGFC) has received financing towards the cost of Governance to Enable Service Delivery (GESD) Project – GESD 2.0. The NLGFC intends to apply part of the proceeds of this financing to eligible payments under the contract for **hiring Environmental Safeguard Specialist (ESS) on a three - year** contract renewable annually based on performance and availability of financial resources or mutually agreed by both parties.

NLGFC therefore invites applications from suitably qualified and interested candidates to fill the position of **Environmental Safeguard Specialist (ESS) tenable** at the NLGFC Offices.

The terms of Reference (TORs) for Environmental Safeguard Specialist (ESS) are as follows:

2. The Objectives of the Assignment

The Environmental Safeguard Specialist will ensure that GESD 2.0 activities comply with the World Bank ESF and ESH guidelines as outlined in the governing Environmental and Social Commitment Plan (ESCP), and Project Environmental and Social Management Framework (ESMF) including all the supporting management plans as appropriate

3. Duties and Responsibilities

The duties will include but will not be limited to:

- i. coordination and provision of technical supervision, monitor and report on Environment safeguards in line with the national laws and in conformity with the Environmental and Social Framework of the World Bank and international best practices under the project;
- ii. Provision of preventive and protective measures, including modification, substitution, or elimination of environmental risks and impacts; and
- iii. Design and development of training programme for district officers, contractors and workers etc.
- iv. Support the eligible local authorities in conducting environmental and social screening followed by the timely development and disclosure of Environmental and Social Management Plans (ESMPs) of all sub-project activities implemented by local authorities with the aim of incorporating due processes as standard practice in social and environmental safeguards implementation;
- v. Conduct reviews of ESMPs of all the subprojects developed by the local authorities in compliance with Environmental and Social Management Framework (ESMF) and the Resettlement Policy Framework (RPF), RAPs, and other relevant E and S instruments to ensure quality and timely submission;
- vi. Provide and review environmental and social inputs into the planning, design and contracting of investments, including the preparation of tender documents in line with the Environmental and Social Frameworks (ESF);
- vii. Develop and implement an internal administrative tracking system for the PIU in order to monitor the progress of project activities in terms of meeting environmental and social safeguard requirements. The system will include the planning, assessment, approval, implementation and monitoring phases of GESD 2.0 Project activities. The system will be computer based (using a spread sheet or Microsoft Access) and designed for easy data entry and report generation. Reports generated by the system should be simple to produce, showing progress of a specific project activity, and highlight critical items such as pending or overdue actions;
- viii. Design and deliver, or arrange for the delivery of, an environmental and social safeguards capacity building program for local authorities' staff and other relevant stakeholders with the purpose of strengthening capacity of local authorities to implement environmental and social safeguard requirements effectively within the context of larger GESD 2.0 activities;

- ix. Following up implementation of environmental screening and implementation of ESMPs and Social response operations at sector and district levels through EDOs (local authority staff);
- x. Undertaking review of CESMPs and provide feedback to local authorities;
- xi. Undertake spots checks on compliance monitoring of Contractors Environmental and Social Management Plan for PBG sub-projects;
- xii. Undertaking site visits and reviewing contractors' compliance with site-specific CESMPs, Labour Management Procedures (LMPs), Codes of Conducts etc. including determining and suggesting remedial actions in collaboration with the Environmental Expert and Occupational Safety and Health (OHS) Expert;
- xiii. Preparation of non-compliance reports and keeping track of respective responses/actions undertaken and preparation of periodic Environmental Compliance Monitoring Reports;
- xiv. Participating at the official meetings with the Bank and other forums related to the project;
- xv. Undertake internal E&S Audits and support consultants in the preparation of external E&S Audits, and track the implementation of the corrective and remedial action plans by the district and municipal councils;
- xvi. Provide inputs and materials to Communication Specialist for devising communication strategy, knowledge products and dissemination of results;
- xvii. Timely preparation and submission of monthly, quarterly, annual and period reports to the Project Coordinator, Executive Director and World Bank task team; and
- xviii. Performing any other duties as may be necessary for the effective implementation of the project as assigned by Project Coordinator and or Director of Social and Economic Services.

4. Qualifications and Experience

The candidate should meet the following qualifications:

- i. Master's Degree in Environmental Sciences, Environmental Engineering, Natural Resources Management, Environmental Policy and Analysis; Environmental Management and Economics;
- ii. A minimum of 8 years of experience in the field of environmental management at National level or international organization, and donor projects handling environmental and social aspects of planning, assessing and managing civil works projects of various scale in Malawi or similar African countries;
- iii. Working knowledge of World Bank environmental and social frameworks, especially Environmental and Social Assessment (ESS1), Land Acquisition, Restriction on Land Use and Involuntary Resettlement (ESS5), and have demonstrated experience in

successfully preparing ESIA's, ESMP's and RAP's in line with World Bank standards, policies will be considered an advantage;

- iv. Working knowledge of regulations in Malawi related to Environmental and Social issues;
- v. Experience with designing and delivering capacity building programs;
- vi. Familiarity with Article VI of Paris 21 Agreement; environmental, social and economic conditions prevailing in Malawi or similar African countries;
- vii. Excellent oral and written communication skills in English, as well as team participation and management skills;
- viii. Strong organizational and communications skills and ability to interface with grassroots, district and sector players in the discipline;
- ix. Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and PowerPoint));
- x. Knowledge of the decentralized local government systems in Malawi; and
- xi. Upholding of anticorruption and antibribery ethics

5. Duration of Assignment

The Contract is for a period of 3 years with yearly review. The renewal of the contract is upon satisfactory appraisal results.

6. Location of Employment

The Environmental Safeguards Specialist will be based at the NLGFC offices in Lilongwe. The Environmental Safeguards Specialist will occasionally be required to travel to all local government authorities in Malawi where the GESD 2.0 Project is implementing its activities to engage with district officials to guide and improve project implementation (environmental safeguards).

7. Reporting

The Environmental Safeguards Specialist will report to the Project Coordinator for all administrative operations and to the Head of Environmental Safeguards Unit and Director of Social and Economic Services at NLGFC for technical issues, and will work in collaboration with local authorities and other specialists under the project, Social Safeguards Specialist, Occupational Health and Safety Specialist, and Project Engineers.

Mode of Application

The attention of interested Consultants is drawn to Section III, paragraphs 3.14, 3.16 and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" dated September 2025 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest. A Consultant will be selected in accordance with the Individual Consultant (INDV) selection method set out in the Procurement Regulations.

Further information, including the detailed Terms of Reference (TORs) for each position, can be obtained at the address below during office hours from 7:30 to 12:00 hours and from 13:00 to 16:30 hours, except on weekends and public holidays.

Submission of Applications

Interested applicants who meet the above requirements should submit application letters, together with a concise Curriculum Vitae (CV), National ID, and copies of relevant certificates, indicating the specific position(s) applied for, to the address below not later than 17:30 hours on Friday, 11th September 2026.

The National Local Government Finance Committee (NLGFC) is committed to diversifying gender equality in its operations and strongly encourages women to apply for the above vacant positions.

**The Executive Director
National Local Government Finance Committee
Area 14, Red Cross Building
Presidential Way
P.O. Box 31162
Lilongwe 3**

Or through the following email address:

recruitment@nlgfc.gov.mw / ed@nlgfc.gov.mw

Only shortlisted applicants will be considered for further assessment.