NATIONAL LOCAL GOVERNMENT FINANCE COMMITTEE

Integrated Social Protection for Resilience and Opportunity (INSPIRE-O) Project

Credit / Grant No: P512324

REQUEST FOR EXPRESSIONS OF INTEREST (REoI)

Individual Consultants: Various Positions

Date of Issue: 6th November, 2026

Background

The Government of Malawi (GoM), through the National Local Government Finance Committee (NLGFC), has received financing from the World Bank Group and the Malawi Social Protection Multi-Donor Trust Fund, supported by the European Union, Ireland, the United Kingdom through FCDO, Germany through KfW, Iceland, and Norway, towards the cost of the Integrated Social Protection for Resilience and Opportunity (INSPIRE-O) 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:

1. Project Coordinator (1 position)
2. Deputy Project Coordinator (1 position)
3. Financial Management Specialist (1 position)
4. Procurement Specialist (1 position)
5. Monitoring and Evaluation Specialist (1 position)
6. Environmental Safeguards Specialist (1 position)
7. Social Safeguards Specialist (1 position)

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:

About the INSPIRE-O Project

The Government of Malawi has prioritized social protection as a key instrument for reducing poverty, strengthening resilience to climate and economic shocks, and promoting inclusive economic development. Guided by the Malawi 2063 First 10-Year Implementation Plan (MIP-1), the National Social Protection Policy (2024--2029), and other national development frameworks, government continues to strengthen adaptive social protection

systems that protect poor and vulnerable households while creating pathways to sustainable livelihoods.

The Integrated Social Protection for Resilience and Opportunity (INSPIRE-O) Project has been developed to support this agenda by increasing the resilience of poor and vulnerable households to climate and economic shocks and expanding access to productive employment opportunities. Building on the achievements of the Social Support for Resilient Livelihoods Project (SSRLP), INSPIRE-O integrates adaptive safety nets, employment and entrepreneurship interventions, institutional strengthening, and digital delivery systems to improve the effectiveness, efficiency, and sustainability of Malawi's social protection system.

Project Components

INSPIRE-O comprises three mutually reinforcing components.

Component 1: Adaptive Safety Nets

i. Social Cash Transfers to eligible beneficiaries ("SCT Beneficiaries") aimed at meeting their basic consumption/food needs in Targeted Cities and Districts.
ii. Establishing a Shock Responsive Mechanism/ insurance policy to de-risk and support Shock Responsive Cash Transfer Beneficiaries exposed to economic and climate-related risks,

Component 2: Creating Job Opportunities-- Jobs NOW for the Poor and Vulnerable

i. Short-term employment under a Public Work Program (PWP) to eligible beneficiaries (PWP Beneficiaries) in the form of labor-intensive, climate-smart public works initiatives.
ii. Ultra-poor Graduation that sustainably improve the livelihoods and resilience among Ultra poor Households.
iii. Micro enterprises in primary growth sectors (non-farm and agro-value chains) with strong labor absorption potentials.

Component 3: Institutions Strengthening, Digital Delivery Systems and Project Management

i. Promoting institutional strengthening and coordination through capacity building and technical support to key government institutions to strengthen their governance, coordination, and sustainability of social protection and labor market programs.
ii. Enhancing and scaling up the digital delivery systems to strengthen the Malawi Social Registry.
iii. Supporting the PIU to carry out Project management activities.

Expected Results

The implementation of INSPIRE-O is expected to contribute to:

i. Improved resilience of poor and vulnerable households to climate and economic shocks.
ii. Increased food security among beneficiary households.
iii. Reduced reliance on negative coping mechanisms during shocks.
iv. Increased access to temporary and sustainable employment opportunities.
v. Increased enterprise earnings among beneficiary households.
vi. Expanded economic opportunities for women, youth, and persons with disabilities.
vii. Strengthened climate resilience through restoration of degraded catchments and public infrastructure.

viii. Improved efficiency, transparency, and responsiveness of Malawi's social protection delivery systems.

Project Management

The Project Management arrangement for the INSPIRE-O is designed to ensure effective coordination, fiduciary oversight, adaptive management, and compliance with the Financing Agreement throughout the implementation period. While implementation responsibilities are shared among multiple Government institutions and the private sector, overall project management will be undertaken through a dedicated Project Implementation Unit (PIU) that will be hosted by the National Local Government Finance Committee (NLGFC), separate from other IDA-financed projects, to ensure focused implementation oversight, efficient decision-making, and effective fiduciary and safeguards performance.

1. Project Coordinator (1 position)

Position Overview

The Project Coordinator (PC) is the head of the PIU at the NLGFC. The primary role is to provide strategic leadership in operations of the project implementation for the INSPIRE-O. The PC will be responsible for ensuring timely, effective, and compliant delivery of project activities to achieve the project's development objectives. This role requires a senior professional capable of steering a complex, multi-component project, fostering collaboration among diverse stakeholders, and ensuring adherence to the highest standards of fiduciary, environmental, and social safeguards.

The PC serves as the principal operational counterpart to the World Bank on all implementation, fiduciary, safeguards, and results matters, working alongside the Director of Social and Economic Services (DSES).

Objective of the Assignment

The Project Coordinator provides strategic leadership and oversees the day-to-day management of the project to ensure activities are delivered on time, resources are managed effectively, and the project achieves its intended objectives. The role coordinates project planning and implementation, and ensures compliance with Government and donor requirements.

Duties and Responsibilities

The Project Coordinator's role encompasses the following key result areas, with core responsibilities including but not limited to:

Strategic Planning & Coordination

i. Lead the development, consolidation, and monitoring of annual work plans and budgets (AWPBs), ensuring alignment with project objectives, timelines, and financing agreements.
ii. Spearhead cross-component and cross-institutional coordination, facilitating information sharing and joint implementation of activities among all stakeholders, including government agencies, local authorities, and service providers.
iii. Foster and maintain robust collaboration platforms with all project stakeholders to ensure seamless workflow and achievement of project milestones.

iv. Provide strategic oversight of the project's adaptive social protection and shock-responsive delivery mechanisms.

v. Ensure strategic coherence across delivery systems; CoreMIS, digital payments and MSR oversight, beneficiary management, and data quality assurance.

Fiduciary Management & Compliance

i. Oversee the project's financial management in coordination with the Financial Management Specialist, including budgeting, cash flow forecasting, and expenditure monitoring to ensure strict adherence to approved budgets.

ii. Procurement: In coordination with the Procurement Specialist, ensure the timely preparation, execution, and updating of procurement plans at both central and district levels, in full compliance with the Government of Malawi's Public Procurement and Disposal of Assets Act and the World Bank Procurement Regulations.

iii. Contract Management: Lead the management of contracts for all consultants and service providers, proactively identifying and resolving potential issues and hitches.

iv. **Audit:** Ensure the project is timely audited by the National Audit Office and that annual audit reports are submitted to the Government and the World Bank by the stipulated deadline.

Safeguards & Compliance Oversight

i. Ensure all project activities adhere to the World Bank's Environmental and Social Framework (ESF) and Good International Industry Practice (GIIP).

ii. Coordinate with Environmental, Social, and Occupational Health and Safety specialists to ensure local authorities develop and implement necessary safeguards at all project sites.

iii. Ensure compliance with the Environmental and Social Commitment Plan (ESCP) and all other relevant government regulations.

Monitoring, Evaluation & Reporting

i. Ensure accountability for the achievement of project results and PDO indicators, with PC and DPC performance directly linked to overall project performance.

ii. Coordinate the preparation and submission of periodic progress reports, including interim financial reports (IFRs) and results framework performance reports, to the NLGFC Executive Director and the World Bank Task Team.

iii. Oversee the development and maintenance of implementation dashboards, district performance reviews, mission follow-up matrices, and bottleneck tracking reports.

Staff Management & Leadership

i. Provide strategic leadership and day-to-day supervision to the Project Implementation Team (PIT), ensuring effective time commitment, high performance, and professional development.

ii. Exercise overall supervisory authority over all PIU staff.

iii. Conduct performance appraisals for consultants under direct supervision and foster a collaborative, results-oriented team environment.

iv. Manage the project office and its administrative activities necessary for successful implementation.

Stakeholder Engagement & Governance

i. Liaise with Director of PRSP on scheduling and organization of governance meetings, including the Project Steering Committee (PSC) and Project Technical Coordination Group (PTCG). Support the preparation and circulation of agendas, minutes, and action trackers within stipulated timelines.

ii. Organize and coordinate World Bank implementation support missions, ensuring timely follow-up on all mission recommendations.

iii. Represent the project in meetings convened by various public and private organizations.

iv. Provide leadership in multi-sector coordination and district-level implementation oversight.

Risk Management

i. Review and update the project's risk management framework, ensuring systematic identification, assessment, mitigation, and monitoring of risks across all components and implementation levels.

ii. Ensure that risk management is integrated into district-level implementation, with appropriate mitigation measures and escalation protocols.

Qualifications and Experience

i. Master's Degree in Project Management; Public Administration; Business Administration; Development Studies; Economics; or a related field from an accredited institution.

ii. A minimum of twelve (12) years of relevant working experience in senior project management positions, with a strong focus on planning, budget management, and execution in the public sector, including experience managing large donor-funded projects.

iii. Experience working with decentralization and local government systems in Malawi.

iv. Experience in management and coordination of large-scale, adaptive social protection programs in Malawi.

Essential Skills and Competencies

i. **Technical:** Demonstrated proficiency in the use of project and budget management software/tracking tools (e.g., MS Office). In-depth knowledge of World Bank procurement and financial management procedures, as well as Government of Malawi financial and procurement regulations. Demonstrated experience with digital delivery systems, MIS oversight, beneficiary management, and data quality assurance.

ii. **Leadership:** Proven ability to lead and manage multi-disciplinary, cross-sectoral teams effectively, with excellent problem-solving and strategic thinking skills. Demonstrated capacity to manage multi-stakeholder coordination and district-level implementation oversight.

iii. **Communication:** Excellent written and spoken English, with demonstrated ability to produce clear, concise, and high-quality technical reports. Exceptional interpersonal and diplomatic skills for engaging with high-level government officials and development partners.

iv. **Personal Attributes:** Highly motivated, self-starter, result-oriented and capable of working under pressure to meet tight deadlines. Must demonstrate the highest standards of integrity, transparency, and a commitment to anti-corruption and anti-bribery ethics.

Deliverables and Performance Management

The Project Coordinator's performance will be assessed against the timeliness, quality, and completeness of the following deliverables, as detailed in the approved project documents (e.g., PIM):

i. Project implementation Performance Reports (Monthly, Quarterly and annual).
ii. Annual Work Plans and Budgets (AWPBs).
iii. Procurement Planning and Performance Reports.
iv. Fiduciary, Environmental, and Social Compliance Reports.
v. Financial Reports (Interim Financial Reports (IFRs), Monthly, Quarterly and Annual; Audited Financial statements).
vi. Updated Results Framework.
vii. Governance Meeting Reports (Minutes, Agendas, Action Trackers).
viii. Reports and Action Plans from World Bank Implementation Support Missions.
ix. Annual Project Performance Reports and Project Implementation Completion Report (ICR).
x. Implementation dashboards, district performance reviews, mission follow-up matrices, and bottleneck tracking reports.

Key Performance Indicators

KPIs will include:

i. Timeliness, completeness and quality of all plans and reports.
ii. Implementation performance against approved annual work plan and budget.
iii. Procurement performance against approved timelines.
iv. Compliance with fiduciary, environmental, and social requirements (e.g., no significant red flags).
v. Timely organization of governance meetings and supervision missions.
vi. Effective management and supervision of the PIU.
vii. Achievement of project results and PDO indicators.
viii. Quality of implementation and delivery system strengthening.
ix. Effectiveness of risk management, including district-level risk mitigation.

Reporting and Supervision

The Project Coordinator will report directly to the Executive Director. S/he will technically work closely with the NLGFC's Director of Social and Economic Services.

The Project Coordinator shall promptly disclose any matter that may materially affect project integrity, compliance, schedule, cost, project performance, or achievement of the assignment objective and shall recommend practical corrective action for consideration by the authorized Client representatives.

Facilities and Client Inputs

NLGFC will provide reasonable facilities necessary for performance of the services, including:

i. Office space, furniture, and office equipment;
ii. Communication and internet facilities;
iii. Access to relevant project documents, reports, systems, and designated counterpart staff, subject to applicable access controls.

Official travel outside the duty station shall require prior written authorization. NLGFC will provide or pay for authorized transport and applicable subsistence allowances (per diems, etc.) in accordance with the contract and applicable Government rates. The contract shall clarify whether each eligible cost is paid directly by NLGFC or reimbursed against supporting documentation.

Ownership, Confidentiality and Records

All reports, registers, tools, training materials, databases, records, and other products prepared specifically under the assignment will be the property of NLGFC, subject to the terms of the contract. The Deputy Project Coordinator shall maintain confidentiality of non-public information received or generated during the assignment and shall use it only for performance of the services.

At completion or termination of the assignment, the Specialist shall return or hand over all Client records, access devices, working files, and final outputs in an organized and usable form and shall not retain confidential copies except where required by law or expressly authorized in writing by the Client.

Location of Employment

The consultant will be based at the NLGFC offices in Lilongwe. The position will require regular and extensive travel to all project implementation areas for INSPIRE-O.

Duration of Assignment

The assignment is for a period of three (3) years, with annual contract renewal subject to satisfactory performance and availability of project resources.

Selection and Remuneration

a) **Selection Method:** The applicant will be selected on the basis of the method of Individual Consultant in accordance with the World Bank's "Procurement Regulations for IPF Borrowers," Sixth Edition, February 2025.

b) **Remuneration:** The remuneration package will be competitive and commensurate with qualifications and experience.

2. Deputy Project Coordinator (1 position)

Position Overview

The Deputy Project Coordinator (DPC) is the most senior technical position within the Project Implementation Unit (PIU) of the National Local Government Finance Committee (NLGFC). The primary purpose of the role is to support the Project Coordinator in providing strategic leadership and managing the day-to-day operations of the INSPIRE-O Project. The

Deputy Project Coordinator will have a specific focus on operational coordination, technical oversight of project sub-components, and field-level monitoring to ensure the timely, effective, and compliant delivery of project activities across all implementing partners.

This role is critical to achieving the INSPIRE-O Project Development Objective (PDO) by ensuring that the complex, multi-component activities under the Social Cash Transfer Programme (SCTP), Public Works Programme (PWP), and Micro-Entrepreneurship Program (MEP) are implemented in a coordinated and synergistic manner. The Deputy Project Coordinator will serve as a key bridge between the central PIU and district-level structures, ensuring that activities are aligned with national policies and World Bank requirements.

The DPC acts for the Project Coordinator during absences and delegated periods and manages the operational coordination of technical specialists, while the PC retains overall supervisory authority and strategic leadership of the PIU.

Objective of the Assignment

The Deputy Project Coordinator supports the Project Coordinator in managing and coordinating the project's day-to-day implementation to ensure activities are delivered on time and contribute to the achievement of project objectives. The role coordinates assigned work plans and activities, follows up on implementation progress, supports financial, procurement, contract, safeguard, and stakeholder engagement processes, and helps ensure compliance with Government and donor requirements. The Deputy also acts for the Project Coordinator when delegated.

Duties and Responsibilities

The Deputy Project Coordinator's responsibilities shall include, but not be limited to, the following:

Operational Coordination and Planning

i. Support the development, consolidation, and monitoring of Annual Work Plans and Budgets (AWPBs), ensuring alignment with project objectives, financing agreements, and the Project Implementation Manual (PIM).

ii. Facilitate cross-component implementation by facilitating information sharing and joint planning among technical specialists responsible for SCTP, PWP, Ultra-Poor Graduation and MEP activities.

iii. Facilitate field operations across all project districts, ensuring that activities are synchronized and resources are efficiently utilized.

iv. Prepare and update detailed implementation schedules for all project components, tracking progress against milestones and identifying potential bottlenecks.

v. Support the preparation and maintenance implementation dashboards, district performance reviews, mission follow-up matrices, and bottleneck tracking reports to support real-time decision-making and adaptive management.

vi. Support the strengthening of adaptive social protection and shock-responsive delivery mechanisms, ensuring lessons from the Scalable Safety Nets component are systematically addressed in operational planning and coordination.

vii. Coordinate operational aspects of digital delivery systems, including MIS oversight, beneficiary management, and data quality assurance, in collaboration with relevant technical specialists.

Technical Oversight of Project Components

i. Provide technical oversight and backstopping for the implementation of all three core components of the project:

ii. **Component 1 (SCTP):** Support coordination with the Ministry of Gender, Community Development and Social Welfare to ensure effective delivery of cash transfers and Ultra-poor Graduation.

iii. **Component 2 (PWP):** Provide technical guidance on the implementation of public works activities, including catchment restoration, in collaboration with the Public Works Specialist and district technical teams.

iv. **Component 3 (MEP):** Coordinate and oversee the work of Business Development Service Providers (BDSPs), ensuring quality service delivery, beneficiary targeting, and market linkages.

v. Facilitate the integration of cross-cutting themes, including Gender Equality and Social Inclusion (GESI), climate resilience, and safeguards compliance, across all project activities.

vi. Provide technical support for the achievement of project results and PDO indicators, ensuring that operational activities are contributing to overall project performance.

vii. Review and update the components implementation guidelines in collaboration with the specialists.

Stakeholder Engagement and Governance

i. Support in organizing key governance meetings, including the Project Technical Coordination Group (PTCG) meetings, in coordination with the Project Coordinator.

ii. Maintain collaboration platforms with all project stakeholders, including government ministries, local authorities (District, and City Councils), development partners, and community-based organizations.

iii. Support multi-sector coordination and district-level implementation oversight.

Staff Management and Team Support

i. Provide supervision and technical guidance to PIU technical specialists in ensuring effective time commitment and high performance.

ii. Facilitate capacity building for district-level technical teams and partners on project procedures, safeguards, and reporting requirements.

iii. Manage the operational coordination of technical specialists, ensuring effective workflow and synergy across all project components.

Risk Management

i. Support the Project Coordinator in implementing the project's risk management framework, ensuring systematic identification, assessment, mitigation, and monitoring of risks across all components and implementation levels.

ii. Ensure that risk management is integrated into district-level implementation, with appropriate mitigation measures and escalation protocols.

Qualifications and Experience

i. Master's Degree in Project Management; Development Studies; Economics; engineering; Environmental Science; or a related field from an accredited institution.

ii. A minimum of eight (8) years of relevant working experience in senior project management or coordination positions, with a strong focus on planning, budget management, and execution in the public or development sector.
iii. Experience in management and coordination of large-scale, adaptive social protection programs in Malawi.
iv. Demonstrated experience in field-level coordination and monitoring of development interventions at the district or community level.
v. Experience with decentralization and local government systems in Malawi.
vi. Demonstrated experience in managing multi-sector coordination and district-level implementation oversight.

Essential Skills and Competencies

i. **Technical:** Demonstrated proficiency in the use of project and budget management software/tracking tools (e.g., MS Office). In-depth knowledge of World Bank procurement and financial management procedures, as well as Government of Malawi financial and procurement regulations. Demonstrated experience with digital delivery systems, MIS oversight, beneficiary management, and data quality assurance.
ii. **Leadership:** Proven ability to lead and manage multi-disciplinary, cross-sectoral teams effectively, with excellent problem-solving and strategic thinking skills. Demonstrated capacity to manage multi-stakeholder coordination and district-level implementation oversight.
iii. **Communication:** Excellent written and spoken English, with demonstrated ability to produce clear, concise, and high-quality technical reports. Exceptional interpersonal and diplomatic skills for engaging with high-level government officials and development partners.
iv. **Personal Attributes:** Highly motivated, self-starter, result-oriented and capable of working under pressure to meet tight deadlines. Must demonstrate the highest standards of integrity, transparency, and a commitment to anti-corruption and anti-bribery ethics.

Deliverables and Performance Management

The Deputy Project Coordinator's performance will be assessed against the timeliness, quality, and completeness of the following deliverables:

i. Timeliness, completeness and quality of all plans and reports.
ii. Implementation performance against approved annual work plan and budget.
iii. Procurement performance against approved timelines.
iv. Compliance with fiduciary, environmental, and social requirements (e.g., no significant red flags).
v. Timely facilitating of governance meetings and supervision missions.
vi. Implementation dashboards, district performance reviews, mission follow-up matrices, and bottleneck tracking reports.
vii. Reports on adaptive social protection and shock-responsive delivery mechanisms.
viii. Reports on digital delivery systems, MIS oversight, beneficiary management, and data quality assurance.

Key Performance Indicators

KPIs will include:

i. Timely submission and quality of all reports and deliverables.
ii. Effective coordination of cross-component activities.
iii. Compliance with fiduciary, environmental, and social requirements.
iv. Timely organization of governance meetings and supervision missions.
v. Achievement of project results and PDO indicators.
vi. Quality of implementation and delivery system strengthening.
vii. Effectiveness of risk management, including district-level risk mitigation.
viii. Quality of support for adaptive social protection and shock-responsive delivery mechanisms.
ix. Quality of support for digital delivery systems, MIS oversight, beneficiary management, and data quality assurance.

Reporting and Supervision

The Deputy Project Coordinator will report directly to the Project Coordinator. S/he will assume and act as the primary point of contact for project operations; and technically work closely with the NLGFC's Director of Social and Economic Services.

The Deputy Project Coordinator shall promptly disclose any matter that may materially affect procurement integrity, compliance, schedule, cost, contract performance, or achievement of the assignment objective and shall recommend practical corrective action for consideration by the authorized Client representatives.

Facilities and Client Inputs

NLGFC will provide reasonable facilities necessary for performance of the services, including:

i. Office space, furniture, and office equipment;
ii. Communication and internet facilities;
iii. Access to relevant project documents, reports, systems, and designated counterpart staff, subject to applicable access controls.

Official travel outside the duty station shall require prior written authorization. NLGFC will provide or pay for authorized transport and applicable subsistence allowances (per diems, etc.) in accordance with the contract and applicable Government rates. The contract shall clarify whether each eligible cost is paid directly by NLGFC or reimbursed against supporting documentation.

Ownership, Confidentiality and Records

All reports, registers, tools, training materials, databases, records, and other products prepared specifically under the assignment will be the property of NLGFC, subject to the terms of the contract. The Deputy Project Coordinator shall maintain confidentiality of non-public information received or generated during the assignment and shall use it only for performance of the services.

At completion or termination of the assignment, the Specialist shall return or hand over all Client records, access devices, working files, and final outputs in an organized and usable

form and shall not retain confidential copies except where required by law or expressly authorized in writing by the Client.

Location of Employment

The Deputy Project Coordinator will be based at the NLGFC offices in Lilongwe. The position will require regular and extensive travel to all project implementation areas for INSPIRE-O.

Duration of Assignment

The assignment is for a period of three (3) years, with annual contract renewal subject to satisfactory performance and availability of project resources.

Selection and Remuneration

i. **Selection Method:** The applicant will be selected on the basis of the method of Individual Consultant in accordance with the World Bank's "Procurement Regulations for IPF Borrowers," Sixth Edition, February 2025.
ii. **Remuneration:** The remuneration package will be competitive and commensurate with qualifications and experience.

3. Financial Management Specialist (1 position)

Position Overview

The Financial Management Specialist (FMS) is a senior and key member of the Project Implementation Unit (PIU) of the National Local Government Finance Committee (NLGFC). The FMS will be responsible for ensuring that all project financial resources are managed in accordance with the Financing Agreement, Government of Malawi public financial management regulations, the Project Implementation Manual (PIM), and World Bank financial management requirements. The role is critical to ensuring that project resources are used efficiently, effectively, transparently, and for their intended purposes.

The FMS will work as part of the INSPIRE-O Project Implementation Unit and will report to the Project Coordinator for day-to-day operations and management. For all technical financial management matters, s/he will have a technical reporting line to the Director of Finance and Fiscal Decentralization.

Objective of the Assignment

The primary objective of the Financial Management Specialist position is to ensure the sound financial management of the project in full compliance with:

i. The Financing Agreement and related legal covenants;
ii. The Government of Malawi's public finance regulatory framework, Treasury Instructions, and the Financing Agreements;
iii. The Project Implementation Manual (PIM) and related operational guidelines;
iv. The World Bank's Financial Management Requirements for Investment Project Financing (IPF);
v. The Government of Malawi's Anti-Corruption and Anti-Bribery Ethics framework.

Duties and Responsibilities

The FMS shall perform the following.

Financial Planning, Budgeting, and Cash Flow Management

i. Lead the timely preparation and consolidation of the project budget, including annual work plans and budgets (AWPBs), in close coordination with technical teams, the Project Coordinator, and relevant government ministries and departments.
ii. Develop and monitor cash flow forecasts and ensure timely replenishment of funds to maintain adequate financial resources for project implementation.
iii. Manage the project's designated and special bank accounts, and ensure their timely and accurate reconciliation.
iv. Prepare and submit withdrawal applications for funds disbursement including the replenishment of the Designated Account, direct payments, reimbursements and special commitments in accordance with World Bank procedures.

Accounting, Financial Reporting, and Compliance

i. Establish, operate, and maintain the project's financial management system, ensuring it meets the requirements of the Government of Malawi and the World Bank.
ii. Ensure compliance with International Public Sector Accounting Standards (IPSAS) and applicable Government accounting policies and regulations in the preparation of project financial statements.
iii. Prepare and timely submit financial reports in compliance with World Bank requirements and Government of Malawi regulations, including Interim Financial Reports (IFRs) and audited financial statements, within the prescribed timelines.
iv. Ensure that all supporting documents, records, and accounts are properly maintained in respect of all project activities, ensuring a proper audit trail.
v. Maintain accurate and traceable schedules for taxes, ensuring timely remittance of tax deductions to the Malawi Revenue Authority (MRA).
vi. Coordinate the preparation and submission of consolidated financial reports from central and district levels, ensuring correlation between implementation progress and financial performance.

Internal Controls, Risk Management, and Fiduciary Oversight

i. Design, implement, and periodically review the project's internal control framework and control functions to ensure that they are adequate, effective, and operating as intended.
ii. Ensure that project resources are utilized in accordance with the conditions of the Financing Agreement, the Project Implementation Manual (PIM) and approved Work plan & Budget with due regard to economy, efficiency, and effectiveness.
iii. Verify the contractual and financial details of each invoice, payment request, and interim or final itemized statement of account before processing payments.
iv. Monitor the correlation of expenditure to physical outputs across all project sites, ensuring value for money.
v. Facilitate the development and maintenance of the project risk register, identifying financial risks and implementing appropriate mitigation measures.

vi. Ensure compliance with World Bank and Government of Malawi procurement and financial management requirements.

Audit Coordination and Follow-Up

i. Coordinate the project's internal and external audits, including the preparation of audit documentation.

ii. Timely respond to audit management letters and coordinate the implementation of audit recommendations, tracking progress and reporting on actions taken.

Capacity Building and Knowledge Transfer

i. Supervise, mentor, and strengthen the capacity of NLGFC and Local Authority teams in financial management, World Bank procedures, and fiduciary compliance.

ii. Facilitate the development and maintenance of financial procedures guidelines for the project.

iii. Conduct a financial management capacity-needs assessment for designated NLGFC staff, Local Authority personnel, and implementing partners involved in INSPIRE-O implementation.

iv. Prepare and implement a time-bound capacity-building and on-the-job training plan covering financial management concepts, World Bank procedures, fiduciary compliance, and reporting procedures.

v. Prepare training materials and practical tools and deliver orientations, workshops, clinics, and hands-on coaching agreed with the Project Coordinator.

vi. Maintain evidence of knowledge-transfer activities, including topics, participants, materials, learning assessments, follow-up needs, and agreed actions.

vii. Coach designated counterpart staff during live financial management activities to support gradual transfer of responsibility.

Strategic Financial Advisory and Coordination

i. Advise the Project Coordinator and Director of Finance on all financial, fiduciary, and internal controls of the project.

ii. Coordinate closely with procurement and technical teams in the development and implementation of annual workplan, budget and cashflows in line with project objectives.

Reporting, Records, and Coordination

i. Prepare the reports and outputs and provide concise analysis of progress, problems, risks, decisions required, and next steps.

ii. Establish and maintain an organized financial record-keeping system, including electronic and physical records as applicable, with appropriate indexes and version control.

iii. Maintain accurate, complete and up to date project financial records on the funds chain platform with consistent reconciliation against the project accounting system and client connection.

iv. Prepare a complete assignment handover package containing current financial management status, pending actions, key records, capacity-building outputs, and recommendations.

Qualifications and Experience

i. Bachelor's degree in Accountancy and Finance
ii. A professional accounting qualification such as CPA (MW), ACCA, CIMA, or equivalent is mandatory.
iii. A Master's Degree in Accounting, Finance, Business Administration, or a related field from an accredited institution will be added advantage
iv. Member of relevant professional body such as ICAM, ACCA, etc.
v. A minimum of eight (8) years of progressive, post-qualification experience in financial management, accounting, or auditing in the public sector or in donor-funded project environments.
vi. Proven experience in the preparation of financial statements in accordance with IPSAS is required.
vii. Demonstrated experience in internal controls, risk management, and audit coordination.
viii. Demonstrated experience in training, coaching, or on-the-job transfer of financial management knowledge.

Essential Skills and Competencies

i. Practical knowledge and experience in the use of computerized accounting and financial management systems, such as IFMIS, QuickBooks, SAP, or equivalent systems.
ii. Demonstrated proficiency in Microsoft Office applications, particularly Excel, with the ability to apply it effectively to financial analysis, reporting, reconciliation, and data management.
iii. Strong analytical and numerical skills, with the ability to identify financial trends, errors, control weaknesses, and non-compliant accounting practices.
iv. In-depth knowledge of World Bank financial management procedures and Government of Malawi public financial management regulations.
v. Strong written and oral communication, analytical, coordination, and report-writing skills.
vi. Proven ability to work effectively in a team and in a multi-cultural environment.
vii. Demonstrated capacity to manage multi-stakeholder coordination and Local Authority-level implementation oversight.
viii. Strong interpersonal, negotiation, and diplomatic skills, with the ability to engage effectively with senior Government officials, Local Authorities, development partners, and other stakeholders.
ix. Highly motivated, self-starter, result-oriented and capable of working under pressure to meet tight deadlines.
x. Demonstrated commitment to the highest standards of integrity, transparency, accountability, and ethical conduct, including compliance with anti-corruption and anti-bribery requirements.

Deliverables and Performance Management

The Financial Management Specialist's performance will be assessed against the timeliness, quality, accuracy, and completeness of the following key deliverables, as specified in the approved project documents, including the Project Implementation Manual (PIM):

i. Annual Work Plans and Budgets (AWPBs);
ii. Financial Reports, including Interim Financial Reports (IFRs), monthly, quarterly, and annual financial reports, and audited financial statements;
iii. Reports and Action Plans arising from World Bank Implementation Support Missions;
iv. Contributions to Annual Project Performance Reports and the Project Implementation Completion Report (ICR);
v. Audit Reports and Audit Follow-Up Reports, including monitoring of the implementation of agreed audit recommendations;
vi. Capacity-Building Reports and Training Materials; and
vii. Final Project Handover Package, including all relevant financial records, reports, reconciliations, and supporting documentation.

Key Performance Indicators

KPIs will include:

i. Timeliness, completeness and accuracy of Annual Work Plans and Budgets (AWP&Bs) and financial reports;
ii. Implementation performance against approved Annual Work Plans and Budgets;
iii. Compliance with applicable financial management and fiduciary requirements, including timely resolution of identified control weaknesses and audit issues;
iv. Establishment and maintenance of a complete and well-organized financial filing system, ensuring a clear and complete audit trail;
v. Strengthening of financial management capacity across NLGFC and Local Authorities;
vi. Effectiveness of financial risk management, including identification, monitoring, and mitigation of risks at district level; and
vii. Timely submission of financial performance reports and other required financial management deliverables within approved timelines.

Reporting and Supervision

The Financial Management Specialist will report to the Project Coordinator for day-to-day operational and administrative matters. For technical financial management matters, the Specialist will have a functional reporting line to the Director of Finance. and Fiscal Decentralization.

The Specialist shall promptly disclose any matter that may materially affect financial integrity, compliance, schedule, cost, contract performance, or achievement of the assignment objective and shall recommend practical corrective action for consideration by the authorized Client representatives.

Facilities and Client Inputs

NLGFC will provide reasonable facilities necessary for performance of the services, including:

i. Office space, furniture, and office equipment;

ii. Communication and internet facilities;
iii. Access to relevant project documents, reports, systems, and designated counterpart staff, subject to applicable access controls.

Official travel outside the duty station shall require prior written authorization. NLGFC will provide or pay for authorized transport and applicable subsistence allowances (per diems, etc.) in accordance with the contract and applicable Government rates. The contract shall clarify whether each eligible cost is paid directly by NLGFC or reimbursed against supporting documentation.

Ownership, Confidentiality and Records

All reports, registers, tools, training materials, databases, records, and other products prepared specifically under the assignment will be the property of NLGFC, subject to the terms of the contract. The Financial Management Specialist shall maintain confidentiality of non-public information received or generated during the assignment and shall use it only for performance of the services.

At completion or termination of the assignment, the Specialist shall return or hand over all Client records, access devices, working files, and final outputs in an organized and usable form and shall not retain confidential copies except where required by law or expressly authorized in writing by the Client.

Location of Employment

The consultant will be based at the NLGFC offices in Lilongwe. The position will require regular and extensive travel to all project implementation areas for INSPIRE-O.

Duration of Assignment

The assignment is for a period of three (3) years, with annual contract renewal subject to satisfactory performance and availability of project resources.

Selection and Remuneration

a) **Selection Method:** The Financial Management Specialist will be selected as an Individual Consultant in accordance with the World Bank's "Procurement Regulations for IPF Borrowers," Sixth Edition, February 2025.

b) **Remuneration:** The remuneration package will be competitive and commensurate with qualifications and experience.

4. Procurement Specialist (1 position)

Position Overview

The Procurement Specialist is a senior and key member of the Project Implementation Unit (PIU) of the NLGFC. The Procurement Specialist will provide expert procurement advice and support to the INSPIRE-O Project. The Procurement Specialist will be responsible for establishing and managing a robust, transparent, and efficient procurement system for all project activities. This includes ensuring that all procurement of goods, works, non-consulting, and consulting services are carried out in full compliance with the World Bank Procurement Regulations for IPF Borrowers, the Government of Malawi's Public Procurement and financial management regulatory framework, and the project's Financing

Agreements and Project Implementation Manual (PIM). The specialist will also be responsible for building the procurement capacity of participating Local Authorities (LAs).

Objective of the Assignment

The objective of the assignment is to strengthen the timely, efficient, transparent, and compliant implementation of procurement and contract-management activities under the INSPIRE-O Project while developing sustainable procurement capability within NLGFC and participating Local Authorities.

The specific objectives are to:

i. Support timely planning and implementation of procurement for works, goods, non-consulting services, and consulting services;
ii. Improve the quality and completeness of procurement documents, submissions, records, and reports;
iii. Strengthen procurement and contract monitoring, including timely identification and escalation of implementation constraints; and
iv. Transfer practical knowledge to designated NLGFC staff and Local Authority personnel through structured training, coaching, and hands-on participation in procurement activities.

Duties and Responsibilities

The Specialist shall perform the following services.

Procurement Planning and Monitoring

i. Prepare and regularly update the INSPIRE-O procurement plan in consultation with the PIU, user departments, technical teams, and participating Local Authorities.
ii. Maintain an activity-level procurement tracker showing planned and actual milestones, review requirements, current status, responsible party, delays, and agreed corrective actions.
iii. Support accurate and timely updating of procurement information in the Systematic Tracking of Exchanges in Procurement (STEP) and other applicable electronic procurement systems.
iv. Identify procurement bottlenecks and implementation risks and propose practical actions for decision by the authorized Client representatives.

Procurement Processing and Quality Assurance

i. Prepare procurement documents for works, goods, non-consulting services, and consulting services under the INSPIRE-O Project including bidding documents, requests for quotations, invitations for bids, technical specifications, bills of quantities, terms of reference, requests for expressions of interest, requests for proposals, evaluation reports, and contracts.
ii. Review procurement documents and reports received from participating Local Authorities for completeness, consistency, compliance, and readiness for the applicable approval or review process.
iii. Coordinate revisions arising from Client or World Bank comments and maintain a clear record of comments, responses, and final submissions.

iv. Provide procurement-related support at critical stages, including solicitation, receipt and opening, evaluation, selection, negotiation where applicable, contract award, and contract signature, without displacing the responsibilities of duly constituted committees or approving authorities.

v. Prepare procurement inputs for implementation-support missions, annual post reviews, field visits, and supervision activities.

vi. Coordinate the timely submission of procurement documents to the World Bank/IDA for "No Objection" where required and follow up to ensure a swift response.

vii. Establish and maintain a procurement complaints database and ensure that all complaints from bidders and consultants are addressed adequately and in a timely manner, in accordance with the project's agreed procedures.

Contract-Management Support

i. Maintain a consolidated contract register for INSPIRE-O contracts, including contract amount, amendments, payment status, key milestones, securities where applicable, completion status, and outstanding issues.

ii. Support the PIU and Local Authorities to monitor contract implementation and identify delays, variations, claims, performance issues, and required management actions.

iii. Provide support in contract administration, including ensuring that all contractual obligations (e.g., advance payment guarantees, performance bonds, insurance premiums) are in place before payments are made.

iv. Establish and maintain a performance monitoring database for all suppliers, contractors, and consultants and prepare evaluation reports on their performance for all contracts.

v. Establish and maintain procedures for the receiving, inspecting, testing, and acceptance of goods to ensure they meet contract specifications.

vi. Provide procurement and contract data to the financial management team for periodic reporting, disbursement-related documentation, and reconciliation. Financial certification and approval will remain with the authorized financial management personnel.

vii. Support preparation of monthly and quarterly contract-implementation status information for management review and follow-up.

Capacity Building and Knowledge Transfer

i. Conduct a procurement and contract-management capacity-needs assessment for designated PIU, Local Authority, Tender Board, user-department, and technical staff involved in INSPIRE-O implementation.

ii. Prepare and implement a time-bound capacity-building and on-the-job training plan covering relevant World Bank and Government of Malawi requirements, STEP, procurement processing, contract management, reporting, and records management.

iii. Prepare training materials and practical tools and deliver orientations, workshops, clinics, and hands-on coaching agreed with the Project Coordinator.

iv. Maintain evidence of knowledge-transfer activities, including topics, participants, materials, learning assessments, follow-up needs, and agreed actions.

v. Coach designated counterpart staff during live procurement and contract-management activities to support gradual transfer of responsibility.

Reporting, Records, and Coordination

i. Prepare the reports and outputs specified and provide concise analysis of progress, problems, risks, decisions required, and next steps.

ii. Establish and maintain an organized procurement record-keeping system, including electronic and physical records as applicable, with appropriate indexes and version control.

iii. Coordinate with the PIU, user departments, technical specialists, financial management staff, Local Authorities, committees, service providers, and the World Bank on procurement-related matters within the Specialist's mandate.

iv. Prepare a complete assignment handover package containing current procurement and contract status, pending actions, key records, capacity-building outputs, and recommendations.

Qualifications and Experience

i. A Master's degree in Procurement and Supply Chain Management, Business Administration, Economics, Engineering, Law, Public Administration, Commerce, Accounting, Finance, or a related field from a recognized institution.

ii. Professional qualifications in procurement such as CIPS certification.

iii. Membership to professional bodies i.e. MIPS.

iv. A minimum of eight (8) years of relevant working experience in public procurement, with direct experience in managing procurement for large-scale projects financed by the World Bank or other multilateral development banks.

v. Demonstrated in-depth knowledge and practical experience in applying the World Bank's Procurement Regulations for IPF Borrowers.

vi. Experience working with the Government of Malawi's procurement law and procedures is a must.

vii. Demonstrated practical experience in procurement planning, preparation and review of procurement documents, evaluation processes, contract monitoring, procurement reporting, and records management.

viii. Demonstrated experience in training, coaching, or on-the-job transfer of procurement and contract-management knowledge.

ix. Practical knowledge of STEP and other electronic procurement systems.

x. Strong written and oral communication, analytical, coordination, and report-writing skills.

xi. Proficiency in office productivity applications used for procurement documents, reports, tracking, and records management.

xii. Eligibility and absence of conflict of interest in accordance with the applicable World Bank Procurement Regulations.

Essential Skills and Competencies

i. Excellent command of the English language (both spoken and written) with proven report-writing skills.

ii. Strong computer skills in standard office applications (Word, Excel, PowerPoint) and experience with web-based procurement tracking systems like the World Bank's STEP.
iii. Strong analytical, communication, and interpersonal skills.
iv. In-depth knowledge of World Bank procurement procedures and Government of Malawi procurement regulations.
v. Proven ability to work effectively in a team and in a multi-cultural environment.
vi. Demonstrated capacity to manage multi-stakeholder coordination and Local Authority-level implementation oversight.
vii. Excellent written and spoken English, with demonstrated ability to produce clear, concise, and high-quality technical reports.
viii. Exceptional interpersonal and diplomatic skills for engaging with high-level government officials and development partners.
ix. High level of integrity, accountability, and commitment to transparency and anti-corruption ethics.
x. Highly motivated, self-starter, result-oriented and capable of working under pressure to meet tight deadlines.
xi. Must demonstrate the highest standards of integrity, transparency, and a commitment to anti-corruption and anti-bribery ethics.

Deliverables and Performance Management

The Procurement Specialist's performance will be assessed against the timeliness, quality, and completeness of the following deliverables, as detailed in the approved project documents (e.g., PIM):

i. **Project implementation Performance Reports (Monthly, Quarterly and Annual)** --- Progress summary; activities completed; issues; next steps; implementation status of procurement activities; bottlenecks; corrective actions; compliance status.
ii. **Annual Work Plans and Budgets (AWPBs)** --- Annual procurement plans with contract packages for works, goods, and services; estimated costs; procurement methods; processing timelines; responsibilities; updated quarterly and approved; procurement budget aligned with project AWPB.
iii. **Procurement Planning and Performance Reports** --- Procurement tracking system and contract register; STEP system updated in real-time; centralized procurement filing system; contract register with complete and auditable paper trail from planning to contract completion; procurement performance against approved timelines.
iv. **Fiduciary, Environmental, and Social Compliance Reports** --- Compliance assurance reports confirming all procurement activities are carried out in strict accordance with the Financing Agreement, World Bank Procurement Regulations, and Government of Malawi Public Procurement and Disposal of Assets Act; zero compliance breaches or audit findings.
v. **Financial Reports (Interim Financial Reports (IFRs), Monthly, Quarterly and Annual; Audited Financial Statements)** --- Procurement and contract data provided to the financial management team for periodic reporting, disbursement-related documentation, and reconciliation; contract register data aligned with financial reports.

vi. **Updated Results Framework** --- Procurement inputs to the Results Framework; procurement performance indicators updated; linkage between procurement deliverables and PDO indicators.

vii. **Governance Meeting Reports (Minutes, Agendas, Action Trackers)** --- Procurement inputs to governance meetings; progress reports presented to Project Steering Committee (PSC) and Project Technical Coordination Group (PTCG); action trackers for procurement-related decisions.

viii. **Reports and Action Plans from World Bank Implementation Support Missions** --- Procurement inputs for implementation-support missions; annual post reviews; field visits; supervision activities; follow-up on all mission recommendations related to procurement.

ix. **Annual Project Performance Reports and Project Implementation Completion Report (ICR)** --- Annual procurement performance summary; achievements; challenges; recommendations; procurement inputs for ICR; final procurement and contract status.

x. **Implementation Dashboards, District Performance Reviews, Mission Follow-up Matrices, and Bottleneck Tracking Reports** --- Procurement dashboards; procurement tracking matrix; bottleneck tracking reports; district-level procurement performance reviews; mission follow-up matrices for procurement actions.

xi. **Inception Report and Work Plan** --- Understanding of the assignment; initial procurement portfolio review; detailed work plan; reporting templates; coordination arrangements; risk register; approach to knowledge transfer.

xii. **Procurement Documentation and Tendering Reports** --- Bidding Documents, RFQs, IFBs, Technical Specifications, BOQs, TORs, REOIs, RFPs; evaluation reports; contract award recommendations; all adhering to World Bank Standard Procurement Documents and national regulations.

xiii. **No Objection and Complaints Management Reports** --- Timely submission of procurement documents to World Bank/IDA for No Objection; procurement complaints database established and maintained; resolution status of all complaints.

xiv. **Contract Management and Supplier Performance Reports** --- Contract administration support; performance monitoring database; evaluation reports for all contracts; inspection and acceptance procedures.

xv. **Capacity Building Reports and Training Materials** --- Training manuals; tools; guidelines; templates; attendance records; learning assessments; evidence of knowledge-transfer activities.

xvi. **Final Handover Package** --- Current procurement and contract status; pending actions; key records; capacity-building outputs; recommendations.

Key Performance Indicators

KPIs will include:

i. **Timeliness, completeness and quality of all plans and reports** --- Annual Procurement Plans updated quarterly and approved; all procurement documents prepared on time and compliant with World Bank SPDs; 100% on-time reporting.

ii. **Implementation performance against approved annual work plan and budget** --- Procurement performance against approved timelines; at least 90% on time with no

more than 10% requiring major rework; STEP system updated in real-time with 100% accuracy.

iii. **Procurement performance against approved timelines** --- Procurement packages within the Specialist's control processed within agreed timelines; evaluation reports and award recommendations submitted without delay.

iv. **Compliance with fiduciary, environmental, and social requirements (e.g., no significant red flags)** --- Zero compliance breaches or audit findings; all contractual obligations verified before payments; zero incidents of non-compliant goods accepted.

v. **Timely organization of governance meetings and supervision missions** --- Procurement inputs for governance meetings and supervision missions prepared and submitted on time; follow-up on all mission recommendations related to procurement.

vi. **Effective management and supervision of the PIU** --- Contract Register and implementation-status information are current, accurate, and identify material delays, risks, and agreed actions; performance evaluation reports prepared for 100% of contracts.

vii. **Achievement of project results and PDO indicators** --- Procurement inputs to Results Framework; procurement deliverables linked to PDO indicators.

viii. **Quality of implementation and delivery system strengthening** --- Centralized procurement filing system and contract register established with complete auditable trail; procurement capacity strengthened across NLGFC and Local Authorities.

ix. **Effectiveness of risk management, including district-level risk mitigation** --- Procurement bottlenecks and implementation risks identified and practical actions proposed; procurement complaints database established and maintained; resolution status of all complaints.

Performance shall be assessed quarterly based on achievement of the deliverables specified above, procurement records, contract registers, training records, and approved reports. Matters outside the Consultant's reasonable control shall be considered separately during performance assessment.

Reporting and Supervision

The Specialist shall report to the Project Coordinator. The Project Coordinator will act as the principal contract-management focal point and will coordinate access to the PIU, participating Local Authorities, user departments, technical specialists, committees, and other stakeholders required for the assignment.

The Specialist shall promptly disclose any matter that may materially affect procurement integrity, compliance, schedule, cost, contract performance, or achievement of the assignment objective and shall recommend practical corrective action for consideration by the authorized Client representatives.

Facilities and Client Inputs

NLGFC will provide reasonable facilities necessary for performance of the services, including:

i. Office space, furniture, and office equipment;

ii. Communication and internet facilities;

iii. Access to relevant project documents, reports, systems, and designated counterpart staff, subject to applicable access controls.

Official travel outside the duty station shall require prior written authorization. NLGFC will provide or pay for authorized transport and applicable subsistence allowances (per diems, etc.) in accordance with the contract and applicable Government rates. The contract shall clarify whether each eligible cost is paid directly by NLGFC or reimbursed against supporting documentation.

Ownership, Confidentiality and Records

All reports, registers, tools, training materials, databases, records, and other products prepared specifically under the assignment will be the property of NLGFC, subject to the terms of the contract. The Specialist shall maintain confidentiality of non-public information received or generated during the assignment and shall use it only for performance of the services.

At completion or termination of the assignment, the Specialist shall return or hand over all Client records, access devices, working files, and final outputs in an organized and usable form and shall not retain confidential copies except where required by law or expressly authorized in writing by the Client.

Location of Employment

The Deputy Project Coordinator will be based at the NLGFC offices in Lilongwe. The position will require regular and extensive travel to all project implementation areas for INSPIRE-O.

Duration of Assignment

The assignment is for a period of three (3) years, with annual performance reviews and contract extension subject to satisfactory performance and availability of project resources.

Selection and Remuneration

i. **Selection Method:** The applicant will be selected on the basis of the method of Individual Consultant in accordance with the World Bank's "Procurement Regulations for IPF Borrowers," Seventh Edition, September 2025.

ii. **Remuneration:** The remuneration package will be competitive and commensurate with qualifications and experience.

5. Monitoring and Evaluation Specialist (1 position)

Position Overview

The Monitoring and Evaluation Specialist (M&ES) is a senior technical position whose primary role is to lead the design, implementation, and management of the M&E systems for the INSPIRE-O project. The incumbent will be responsible for ensuring robust, evidence-based tracking of project progress, outcomes, and impact, thereby supporting effective management, accountability, and learning.

The M&ES will work as part of the INSPIRE-O Project Implementation Unit (PIU) and will report to the Project Coordinator. S/he will work in close collaboration with the Project

Coordinator, project technical specialists, the M&E unit of the NLGFC, and implementing partners to ensure the effective integration and operationalization of the M&E framework.

The M&ES will provide M&E technical advice and support. Technical approvals of project designs and specifications, financial certification, legal opinions, environmental and social technical determinations, and statutory approvals will remain the responsibility of the Client's duly authorized officers and relevant specialists. The Specialist shall coordinate with those officers and provide M&E-related input within the scope of this assignment.

Objective of the Assignment

The objective of the M&E Specialist role is to lead the design and management of the project's monitoring and evaluation system to generate reliable, timely evidence on implementation progress and results. The role oversees data collection, verification, analysis, and management information systems; tracks performance against project indicators and targets; prepares quality reports; and coordinates evaluations, knowledge management, and learning. The Specialist also strengthens the capacity of project staff and partners to apply M&E tools and use findings to improve project implementation and decision-making.

Duties and Responsibilities

The M&ES's role encompasses the following key result areas, with core responsibilities including but not limited to:

M&E System Design & Management

i. Lead the development, operationalization, and continuous refinement of the project M&E framework, including the Results Framework, indicators, baselines, targets, and data collection methodologies and reporting tools.
ii. Prepare indicator reference sheets defining methodologies, baselines, targets, data sources, collection frequencies, and responsibilities.
iii. Develop annual M&E work plans and budgets.
iv. Oversee the establishment, maintenance, and utilization of the project database and a Management Information System (MIS) to support data collection, storage, analysis, reporting, and decision-making.
v. Ensure the M&E system is fully aligned with donor (e.g., World Bank, SP-MDTF) reporting requirements and government policies.
vi. Strengthen data flows between community, district, implementing agency, and national levels.

Data Collection, Verification & Analysis

i. Coordinate the systematic collection, collation, verification, and management of project data from all implementing partners, participating Local Authorities, and other stakeholders.
ii. Conduct regular Data Quality Assessments (DQAs) and verification exercises to ensure the accuracy, completeness, reliability, and timeliness of project data.
iii. Undertake quantitative and qualitative data analysis to track progress towards the Project Development Objective (PDO), intermediate results indicators, and annual performance indicators.
iv. Ensure project data is appropriately disaggregated by sex, age, and other relevant categories to support gender-responsive and inclusive reporting and analysis.

v. Develop and implement Data Quality Assessment protocols and conduct routine data audits, verification exercises, and spot checks.

Results Monitoring & Performance Tracking

i. Track progress against PDO and intermediate indicators.
ii. Consolidate quarterly, semi-annual, and annual performance reports.
iii. Monitor implementation milestones and identify implementation bottlenecks.
iv. Maintain a project performance dashboard for management review.
v. Generate analytical reports highlighting achievements, challenges, risks, and corrective actions.
vi. Support results-based management and adaptive project implementation.

Management Information Systems (MIS) & Data Management

i. Lead coordination of project MIS and digital reporting systems.
ii. Ensure integration between project MIS and other relevant government systems.
iii. Develop protocols for data quality assurance, data verification, and data security.
iv. Maintain a centralized project database.
v. Ensure compliance with applicable data protection legislation and World Bank requirements.
vi. Promote utilization of digital technologies for real-time monitoring and reporting.

Reporting & Performance Management

i. Prepare and submit high-quality monthly, quarterly, semi-annual, and annual project performance reports in accordance with project and donor requirements.
ii. Prepare periodic Results Framework Performance Reports demonstrating progress towards achieving project targets and indicators.
iii. Develop and generate analytical products, scorecards, dashboards, and performance summaries to support evidence-based decision-making and management oversight.
iv. Track and report on the implementation of recommendations arising from supervision missions, evaluations, audits, data quality assessments, and management reviews.
v. Support the Project Coordinator in preparing M&E inputs for World Bank implementation support missions, project reviews, and other oversight meetings.
vi. Prepare quarterly Interim Progress Reports and Annual Results Reports.
vii. Provide M&E inputs to Aide Memoires, ISR reporting, Mid-Term Reviews, and Project Completion Reports.

Evaluation, Knowledge Management & Learning

i. Coordinate and manage the planning and implementation of project evaluations, including baseline surveys, mid-term reviews, beneficiary satisfaction assessments, impact evaluations, and end-of-project evaluations.
ii. Design and coordinate process evaluations, beneficiary assessments, tracer studies, and other operational research.
iii. Support development of impact evaluation methodologies in collaboration with research institutions and development partners.

iv. Prepare terms of reference and manage consultants conducting evaluations and studies.
v. Document lessons learned, best practices, success stories, and implementation challenges to support knowledge management, continuous improvement, and adaptive management.
vi. Facilitate the dissemination of M&E findings to internal and external stakeholders to promote learning and accountability.
vii. Develop learning agendas to support project improvement and policy dialogue.
viii. Organize review meetings, learning events, and knowledge-sharing forums.
ix. Support preparation of project briefs, case studies, success stories, and results publications.

Capacity Building & Support

i. Strengthen the M&E capacity of project staff, Local Authorities, community-level structures (e.g., Catchment Management Committees), and other stakeholders on results-based management, monitoring and evaluation concepts, and reporting procedures.
ii. Conduct an M&E capacity-needs assessment for designated NLGFC staff, Local Authority personnel, and implementing partners involved in INSPIRE-O implementation.
iii. Prepare and implement a time-bound capacity-building and on-the-job training plan covering M&E concepts, data collection methodologies, use of M&E tools, quality assurance, and reporting procedures.
iv. Prepare training manuals, tools, guidelines, and reporting templates and deliver orientations, workshops, clinics, and hands-on coaching agreed with the Project Coordinator.
v. Provide on-going technical support and mentoring to field teams and partners on data collection methodologies, use of M&E tools, and quality assurance.
vi. Maintain evidence of knowledge-transfer activities, including topics, participants, materials, learning assessments, follow-up needs, and agreed actions.
vii. Coach designated counterpart staff during live M&E activities to support gradual transfer of responsibility.
viii. Support the integration and harmonization of M&E activities across all project components to ensure consistency in performance measurement, reporting, and learning.

Reporting, Records & Coordination

i. Prepare the reports and outputs specified in Section 5 and provide concise analysis of progress, problems, risks, decisions required, and next steps.
ii. Establish and maintain an organized M&E record-keeping system, including electronic and physical records as applicable, with appropriate indexes and version control.
iii. Coordinate M&E activities with sector ministries, local governments, development partners, and other stakeholders.
iv. Coordinate with the PIU, user departments, technical specialists, financial management staff, regional offices, committees, service providers, and the World Bank on M&E-related matters within the Specialist's mandate.

v. Prepare a complete assignment handover package containing current M&E status, pending actions, key records, capacity-building outputs, and recommendations.

Qualifications and Experience

i. A Master's Degree in Monitoring and Evaluation, Economics, Statistics, Demography, Social Sciences, Development Studies, Public Policy, Data Science, or a related field from a recognized institution. An advanced certification or specialized training in Monitoring and Evaluation will be considered an added advantage.

ii. A minimum of seven (7) years of relevant working experience in a dedicated M&E position for large-scale donor-funded development projects. Experience with World Bank or other multilateral/bilateral funded projects is highly desirable.

iii. Proven experience in designing, implementing, and operating project M&E systems from initiation to close-out stages.

iv. Demonstrated experience in designing and managing beneficiary monitoring and database systems.

v. Demonstrated experience managing M&E systems for World Bank, IDA, or other donor-funded projects.

vi. Experience designing results frameworks and performance monitoring systems.

vii. Strong experience with surveys, evaluations, data analytics, and reporting.

viii. Experience working with Management Information Systems and digital data platforms.

ix. Experience coordinating multiple stakeholders across government institutions and development partners.

x. Experience in social protection, livelihoods, employment, human development, or community-driven development projects is an added advantage.

xi. Demonstrated experience in training, coaching, or on-the-job transfer of M&E knowledge.

Essential Skills and Competencies

i. **Technical:** Strong knowledge of M&E frameworks, results-based management, and major evaluation methodologies (qualitative, quantitative, mixed-method, and impact). Proficiency in data analysis with statistical packages such as SPSS, Stata, or R, and in data visualization tools. Advanced Excel and data visualization skills. Understanding of impact evaluation methodologies. Knowledge of data protection and information governance principles.

ii. **Computer:** Proficient in using MS Office Suite (Word, Excel, PowerPoint) and database software. Experience with mobile data collection tools (e.g., Kobo Toolbox, ODK) is an asset. Experience with Management Information Systems and digital data platforms.

iii. **Analysis & Reporting:** Excellent analytical and report-writing skills with a demonstrated ability to translate complex data into clear, concise, and actionable information for diverse audiences. Excellent report writing and presentation skills.

iv. **Communication & Interpersonal:** Strong interpersonal and communication skills, with the ability to work effectively in a multi-disciplinary team and build the capacity of diverse stakeholders. Strong organizational and stakeholder coordination skills.

Ability to work independently and under tight deadlines. Ability to work under minimal supervision.

v. **Personal Attributes:** Proactive, result-oriented, and with a high degree of integrity and attention to detail. Willingness to travel regularly to field locations. Highly motivated, self-starter, result-oriented and capable of working under pressure to meet tight deadlines. Must demonstrate the highest standards of integrity, transparency, and a commitment to anti-corruption and anti-bribery ethics. Experience in mainstreaming gender, youth, and social inclusion in M&E frameworks.

vi. **Eligibility:** Eligibility and absence of conflict of interest in accordance with the applicable World Bank Procurement Regulations.

Deliverables and Performance Management

The M&E Specialist's performance will be assessed against the timeliness, quality, and completeness of the following deliverables:

i. **Inception Report and Work Plan:** Understanding of the assignment; initial M&E portfolio review; detailed work plan; reporting templates; coordination arrangements; risk register; approach to knowledge transfer.

ii. **Comprehensive Project M&E Framework and Operational Manual:** M&E framework; Results Framework; indicator reference sheets; data collection tools; reporting templates; data management protocols; M&E work plan and budget.

iii. **Annual M&E Work Plans and Budgets:** Detailed annual work plan; budget; activities; timelines; responsibilities.

iv. **Indicator Reference Manual:** Indicator definitions; methodologies; baselines; targets; data sources; collection frequencies; responsibilities.

v. **Baseline Assessment Report:** Baseline data for all indicators; methodology; analysis; recommendations.

vi. **Monthly Reports:** Progress summary; activities completed; issues; next steps.

vii. **Quarterly Performance Monitoring Reports:** Progress against indicators; achievements; challenges; risks; corrective actions; data quality summary.

viii. **Semi-Annual and Annual Results Reports:** Progress towards PDO and intermediate results; Results Framework performance; analytical summaries; recommendations.

ix. **Data Quality Assessment Reports:** DQA methodology; findings; data quality ratings; corrective actions; follow-up status.

x. **Functional Results Dashboard:** Visual dashboard showing progress against key indicators; performance summaries.

xi. **Evaluation and Learning Reports:** Baseline, Mid-Term, Beneficiary Satisfaction, and End-of-Project evaluation reports; lessons learned; best practices.

xii. **Mid-Term Review M&E Report:** M&E inputs for Mid-Term Review; progress analysis; recommendations.

xiii. **Completion Report Inputs and Endline Assessment:** Endline assessment; completion report M&E inputs; final results summary.

xiv. **Training Materials and Records:** Training manuals; tools; guidelines; templates; attendance records; learning assessments.

xv. **Final Handover Package:** Current M&E status; pending actions; key records; capacity-building outputs; recommendations.

Key Performance Indicators

KPIs will include:

i. Timely submission and quality of all M&E reports and deliverables.
ii. Accuracy and completeness of project data and indicator reporting.
iii. Functionality and regular updating of the project MIS.
iv. Timely completion of data quality assessments and evaluation activities.
v. Quality of analytical reports and evidence-based recommendations provided to management.
vi. Completion of evaluations and studies as scheduled.
vii. Utilization of M&E findings for project management and decision-making.
viii. Compliance with World Bank reporting requirements.
ix. Effectiveness of capacity building and knowledge transfer activities.

Reporting and Supervision

The M&E Specialist will report to the Project Coordinator. S/he will work in close collaboration with the Project Coordinator, project technical specialists, the M&E unit of the NLGFC, and implementing partners.

The Specialist shall promptly disclose any matter that may materially affect M&E integrity, compliance, schedule, cost, project performance, or achievement of the assignment objective and shall recommend practical corrective action for consideration by the authorized Client representatives.

Facilities and Client Inputs

NLGFC will provide reasonable facilities necessary for performance of the services, including:

i. Office space, furniture, and office equipment;
ii. Communication and internet facilities;
iii. Access to relevant project documents, reports, systems, and designated counterpart staff, subject to applicable access controls.

Official travel outside the duty station shall require prior written authorization. NLGFC will provide or pay for authorized transport and applicable subsistence allowances (per diems, etc.) in accordance with the contract and applicable Government rates. The contract shall clarify whether each eligible cost is paid directly by NLGFC or reimbursed against supporting documentation.

Ownership, Confidentiality and Records

All reports, registers, tools, training materials, databases, records, and other products prepared specifically under the assignment will be the property of NLGFC, subject to the terms of the contract. The Deputy Project Coordinator shall maintain confidentiality of non-public information received or generated during the assignment and shall use it only for performance of the services.

At completion or termination of the assignment, the Specialist shall return or hand over all Client records, access devices, working files, and final outputs in an organized and usable form and shall not retain confidential copies except where required by law or expressly authorized in writing by the Client.

Location of Employment

The consultant will be based at the NLGFC offices in Lilongwe. The position will require regular and extensive travel to project implementation areas across Local Authorities in Malawi to conduct field monitoring, support capacity building, and verify data.

Duration of Assignment

The assignment is for a period of three (3) years, with annual contract renewals subject to satisfactory performance and availability of project resources.

Selection and Remuneration

i. **Selection Method:** The M&E Specialist will be selected as an Individual Consultant in accordance with the World Bank's "Procurement Regulations for IPF Borrowers," Sixth Edition, February 2025.
ii. **Remuneration:** The remuneration package will be competitive and commensurate with qualifications and experience.

6. Environmental Safeguards Specialist (1 position)

Position Overview

The **Environmental Safeguards Specialist** is a senior technical expert within the Project Implementation Unit (PIU) of the National Local Government Finance Committee (NLGFC). The primary role is to lead in the identification, assessment, and management of environmental risks and impacts for the INSPIRE-O projects. The Specialist will be responsible for ensuring that all project activities are planned and implemented in an environmentally responsible manner, in full compliance with Government of Malawi regulatory framework, the World Bank's Environmental and Social Framework (ESF), and the project's Environmental and Social Commitment Plan (ESCP). This includes promoting positive environmental outcomes, managing risks related to pollution, biodiversity, and resource efficiency, and ensuring the effective implementation of environmental management instruments.

Duties and Responsibilities

The Environmental Safeguards Specialist's role encompasses the following key result areas, with core responsibilities including but not limited to:

Environmental Risk Assessment & Management

i. Lead the identification, assessment, and monitoring of environmental risks and impacts associated with all project activities, ensuring compliance with the World Bank ESF (particularly ESS1, ESS3, ESS4, ESS6), Government of Malawi regulations, and the project's ESCP.
ii. Oversee the preparation and implementation of site-specific environmental safeguards instruments, including Environmental and Social Impact Assessments (ESIAs), Environmental and Social Management Plans (ESMPs), Contractor's Environmental and Social Management Plans (CESMPs), and other relevant plans.
iii. Ensure that all environmental safeguards instruments are developed in a participatory manner, costed, and integrated into project design, procurement documents, and contracts.

iv. Provide technical oversight to local authorities in conducting environmental screening and in the preparation of relevant environmental safeguards documentation.

v. Ensure the effective implementation of the Pest Management Plan (PMP) where applicable and promote sustainable land and water resource management practices.

vi. Support the environmental screening and monitoring of microenterprise activities financed through cash grants, tools and equipment, including application of project eligibility requirements and exclusion criteria and management of waste, pollution, hazardous materials, resource-use and community health and safety risks.

Compliance Monitoring & Supervision

i. Develop and implement a robust internal administrative tracking system for the Project Implementation Unit (PIU) to monitor the progress of project activities in meeting environmental safeguard requirements.

ii. Conduct regular site visits and spot checks to monitor contractors' compliance with site-specific CESMPs, Labor Management Procedures (LMPs), Codes of Conduct, and other environmental requirements.

iii. Review CESMPs and provide feedback to local authorities and contractors.

iv. Prepare non-compliance reports and track the implementation of corrective and remedial actions to ensure closure.

v. Promptly identify, document and internally escalate environmental incidents and accidents in accordance with the ESCP timelines, and support appropriate investigation, preparation of corrective action plans and follow-up to verified closure, in coordination with the Social and OHS Specialists.

vi. Coordinate the preparation of periodic Environmental Compliance Monitoring Reports and ensure their timely submission.

Capacity Building & Support

i. Design and deliver, or arrange for the delivery of, an environmental safeguards capacity building program for NLGFC, local authorities' staff, contractors, and other relevant stakeholders.

ii. Provide technical support and on-the-job coaching to local authorities' staff on the implementation of environmental safeguards.

iii. Support local authorities in understanding and implementing environmental requirements, particularly for sub-projects under Component 2 (INSPIRE-O's CS-LIPW and related activities).

Integration & Coordination

i. Coordinate closely with the Social Safeguards Specialist to ensure integrated management of environmental and social risks, including areas of overlap such as community health and safety, livelihood restoration, and grievance redress.

ii. Provide environmental inputs into the planning, design, and contracting of investments, including the preparation of tender documents and contracts.

iii. Participate in official meetings with the World Bank, government agencies, and other forums related to the project's environmental performance.

iv. Contribute to the preparation of Terms of Reference for environmental safeguards-related consultancies and support the management of such assignments.

Audits, Reporting & Knowledge Management

i. Undertake periodic internal environmental compliance reviews and support independent consultants undertaking formal environmental and social audits, including tracking agreed corrective and remedial actions to closure.
ii. Prepare monthly, quarterly and annual environmental progress reports for submission to the Project Coordinator and Executive Director, and provide environmental inputs for reports submitted by NLGFC to the World Bank.
iii. Prepare quarterly compliance reports on CESMPs and other environmental instruments.
iv. Provide inputs and materials to the Communications Specialist for devising communication strategies, knowledge products, and dissemination of results.
v. Document lessons learned, best practices, and implementation challenges related to environmental safeguards.

Qualifications and Experience

i. Master's Degree in Environmental Sciences; Environmental Engineering; Natural Resources Management; Environmental Policy and Analysis, Environmental Management; or a related field from an accredited institution.
ii. Registered with a relevant professional body or regulatory authority.
iii. A minimum of eight years of relevant experience in environmental assessment and management at a national or international level, including experience in infrastructure, public works, natural-resource management or climate-resilience projects.
iv. Demonstrated experience in preparing, reviewing and supervising the implementation of ESIAs, ESMPs and other environmental instruments in accordance with the World Bank ESF and Malawi's environmental regulatory framework. Experience with Paris Alignment assessment and climate co-benefits reporting will be an added advantage.
v. Experience in designing and delivering capacity-building programs on environmental safeguards.
vi. Familiarity with environmental, social, and economic conditions prevailing in Malawi, including knowledge of the decentralized local government systems.

Essential Skills and Competencies

i. Technical: In-depth knowledge of the World Bank's Environmental and Social Framework (ESF), particularly ESS1 (Assessment and Management of Environmental and Social Risks and Impacts), ESS3 (Resource Efficiency and Pollution Prevention and Management), ESS4 (Community Health and Safety), and ESS6 (Biodiversity Conservation and Sustainable Management of Living Natural Resources).
ii. Regulatory: Working knowledge of environmental regulations in Malawi, including the Environmental Management Act, and experience in engaging with national environmental authorities (e.g., Environmental Affairs Department).
iii. Communication: Excellent oral and written communication skills in English and local languages, with the ability to present environmental information clearly and concisely.

iv. Computer: Proficient in using MS Office Suite and database management tools.

v. Personal Attributes: Highly motivated, self-starter, result-oriented and capable of working under pressure to meet tight deadlines. Must demonstrate the highest standards of integrity, transparency, and a commitment to anti-corruption and anti-bribery ethics.

Deliverables and Performance Management

The Environmental Safeguards Specialist's performance will be assessed against the timeliness, quality, and completeness of the following deliverables:

i. Environmental Instruments: All required environmental instruments (e.g., ESMPs, CESMPs) prepared, reviewed, and disclosed on schedule.

ii. Compliance Reports: Monthly, quarterly, and annual environmental safeguards progress reports prepared and submitted on time, including updates on the ESCP.

iii. CESMP Compliance Reports: Quarterly compliance reports on Contractor's ESMPs, tracking implementation and any non-compliance issues.

iv. Tracking System: A functional internal administrative tracking system for the PIU, monitoring the progress of project activities in meeting environmental safeguard requirements.

v. Field Monitoring Reports: Reports following site visits and spot checks, documenting compliance with environmental requirements and corrective actions taken.

vi. Compliance Review and Audit Follow-up Reports: Reports on internal environmental compliance reviews and support provided to independent environmental and social audits, with agreed corrective and remedial actions tracked to verified closure.

vii. Capacity Building Reports: Reports on the design and delivery of capacity-building programs for relevant stakeholders.

viii. Non-Compliance Reports: Reports on any environmental non-compliance, with clear documentation of actions taken to address them.

Key Performance Indicators

i. 100% of required environmental instruments identified and technically reviewed within the agreed timelines, with their implementation regularly monitored and material delays or non-compliance promptly reported, escalated and followed up through corrective actions.

ii. Timely submission of complete monthly, quarterly and annual social risk-management reports and inputs to consolidated E&S reports.

iii. Timely submission of quarterly social compliance reports covering contractors' and implementing partners' compliance with applicable labour, stakeholder engagement, grievance management, social inclusion, ESS5 and GBV/SEA/SH requirements

iv. Percentage of major environmental non-compliance findings reported on time, with corrective actions agreed and followed up to verified closure within the agreed timeframe.

v. Percentage of staff identified in the approved environmental capacity-building plan who complete the planned training within the agreed timeframe.

Reporting and Supervision

The Environmental Safeguards Specialist will report to the Deputy Project Coordinator for all administrative operations and to the Head of Environmental and Social Safeguards at NLGFC for technical issues. S/he will work in close collaboration with the Social Safeguards Specialist, local authorities, and other project staff.

Location of Employment

The consultant will be based at the NLGFC offices in Lilongwe. The position will require regular and extensive travel to all project implementation areas for INSPIRE-O.

Duration of Assignment

The assignment is for a period of three (3) years, with annual performance reviews and contract extension subject to satisfactory performance and availability of project resources.

Selection and Remuneration

i. **Selection Method:** The applicant will be selected on the basis of the method of Individual Consultant in accordance with the World Bank's "Procurement Regulations for IPF Borrowers," Sixth Edition, February 2025.
ii. **Remuneration:** The remuneration package will be competitive and commensurate with qualifications and experience.

7. Social Safeguards Specialist (1 position)

Position Overview

The Social Safeguards Specialist is a senior technical position whose role is to lead the identification, assessment, and management of social risks and impacts for the INSPIRE-O projects. The Specialist will be responsible for ensuring that all project activities are planned and implemented in a socially responsible manner, in full compliance with Government of Malawi regulatory framework, and the World Bank's Environmental and Social Framework (ESF). This includes promoting social inclusion, protecting vulnerable groups, managing stakeholder engagement and grievance redress, and overseeing the implementation of Resettlement Action Plans (RAPs) and Gender-Based Violence (GBV) mitigation measures.

Duties and Responsibilities

The Social Safeguards Specialist's role encompasses the following key result areas, with core responsibilities including but not limited to:

Social Risk Assessment & Management

i. Oversee the preparation and implementation of site-specific social risk-management instruments, including Resettlement Action Plans, Labor Management Procedures and other required social instruments. Lead the implementation of labour-management requirements, including fair terms and conditions, nondiscrimination, prevention of child and forced labour, and worker grievance arrangements, in coordination with the OHS Specialist on occupational health and safety matters.
ii. Lead the screening and management of risks related to land acquisition, restrictions on land use, physical displacement and economic displacement in accordance with the project's Resettlement Policy Framework and ESS5, including oversight of

voluntary land donation or land-use agreements and preparation and implementation of Resettlement Action Plans where required.

iii. Ensure that all social safeguards instruments are developed in a participatory manner, costed, and integrated into project design, procurement documents, and contracts.

iv. Coordinate the preparation of social compliance monitoring reports and track the implementation of corrective and remedial actions.

v. Assess and monitor social risks associated with digital registries, payment systems and beneficiary information systems, including exclusion from project benefits, accessibility barriers, digital literacy, informed communication, protection of personal data, misuse of beneficiary information and access to grievance channels, in coordination with the relevant digital-system and data-protection specialists

vi. Promptly identify, document and internally escalate social incidents in accordance with the ESCP timelines, including incidents involving labour, communities, displacement, violence, discrimination, child or forced labour, and SEA/SH, and support appropriate review, corrective action and follow-up in coordination with the Environmental and OHS Specialists. SEA/SH cases shall follow confidential, survivor-cantered procedures.

vii. Support the social screening and monitoring of microenterprise activities financed through cash grants, tools and equipment, including labour and working conditions, social inclusion, exclusion risks, accessibility, community health and safety, grievance access and risks affecting vulnerable beneficiaries.

Stakeholder Engagement & Grievance Redress

i. Lead the development and implementation of the project's Stakeholder Engagement Plan (SEP), ensuring meaningful, inclusive, and culturally appropriate consultation with all project-affected communities, vulnerable groups, and other stakeholders.

ii. Establish, operationalize and monitor the project grievance mechanism, including training Grievance Redress Committees, maintaining the grievance database, protecting confidentiality, and tracking complaints through acknowledgement, assessment, referral, resolution or escalation, and closure within agreed timelines. Ensure coordination with the separate worker grievance mechanism under the LMP and confidential referral arrangements for SEA/SH and other sensitive complaints.

iii. Prepare and manage project information materials and ensure their dissemination to affected communities to enhance transparency and social accountability.

GBV/SEA/SH Risk Mitigation & Management

i. Lead the review, updating, implementation and monitoring of the project's GBV/SEA/SH Action Plan, ensuring that appropriate prevention, confidential reporting and survivor-cantered referral arrangements are maintained across relevant project components.

ii. Ensure that SEA/SH allegations are received and referred through confidential, survivor-centered channels, with informed consent, restricted access to information and referral to appropriate service providers. The Specialist shall monitor the functioning of the referral arrangements but shall not investigate SEA/SH allegations or record unnecessary personal details

iii. Oversee the mainstreaming of GBV/SEA/SH risk mitigation measures in project activities, including the development of codes of conduct for staff, contractors, and community workers.
iv. Ensure that all project staff, contractors, and community facilitators are trained on GBV/SEA/SH prevention and response.
v. Monitor and report on the implementation of the GBV/SEA/SH Action Plan and support the implementation of corrective actions as needed.

Vulnerable Groups & Social Inclusion

i. Identify and ensure that the needs and concerns of vulnerable groups such as the ultra-poor, women, people with disabilities, the elderly, child-headed households, and people living with HIV/AIDS are addressed in project design and implementation.
ii. Ensure that project benefits are inclusive and that vulnerable groups are not marginalized or negatively affected by project activities.
iii. Monitor and report on the social inclusion of vulnerable groups.

Capacity Building & Coordination

i. Design and deliver capacity-building programs on social safeguards and social risk management for NLGFC staff, local authorities, contractors, and other relevant stakeholders.
ii. Coordinate closely with the Environmental Safeguards Specialist, OHS Specialist, and other PIU members to ensure integrated management of environmental and social risks.
iii. Contribute to the preparation of Terms of Reference for social safeguards-related consultancies and support the management of such assignments.

Qualifications and Experience

i. Master's Degree in Social Sciences; Sociology; Anthropology; Gender and Development; Rural and Social Development Studies; or a related field from an accredited institution.
ii. A minimum of eight (8) years relevant working experience in the field of social risk management, social safeguards, or social development projects.
iii. Demonstrated experience in assessing and managing social risks in civil works or infrastructure projects, including stakeholder engagement, grievance management, labour and working conditions, land acquisition and displacement, social inclusion, and GBV/SEA/SH risk mitigation under the World Bank ESF or comparable international standards.
iv. Experience in designing and delivering capacity-building programs in the field of social safeguards.

Essential Skills and Competencies

i. Technical: In-depth knowledge of the World Bank Environmental and Social Framework, particularly ESS1, ESS2, ESS4, ESS5 and ESS10, with practical experience in social risk assessment, labour management, land acquisition and displacement, community health and safety, stakeholder engagement, grievance management, social inclusion and GBV/SEA/SH risk mitigation.

ii. Regulatory: Working knowledge of Malawi's legal and policy requirements relevant to social risk management, including land acquisition and compensation, labour and working conditions, gender equality, disability inclusion, child protection and stakeholder engagement, with experience engaging relevant national and local authorities

iii. Communication: Excellent oral and written communication skills in English and relevant local languages, with the ability to explain complex social risk-management requirements clearly and engage effectively with project-affected communities, vulnerable groups, workers, contractors, government institutions and other stakeholders.

iv. **Computer:** working knowledge in using MS Office Suite (Word, Excel, and PowerPoint) and database management tools.

v. Personal Attributes: Highly motivated, self-starter, result-oriented and capable of working under pressure to meet tight deadlines. Must demonstrate the highest standards of integrity, transparency, and a commitment to anti-corruption and anti-bribery ethics.

Deliverables and Performance Management

The Social Safeguards Specialist's performance will be assessed against the timeliness, quality, and completeness of the following deliverables:

i. Social Risk Management Instruments: Required social instruments, including RAPs where required, LMP updates, stakeholder engagement records, grievance-management arrangements and GBV/SEA/SH measures, prepared or updated, technically reviewed, disclosed where required, and monitored within the agreed timelines.

ii. Social Risk Management Reports: Monthly, quarterly and annual social risk-management reports prepared and submitted on time, covering implementation of the ESCP, SEP, LMP, RPF and any RAPs, grievance management, stakeholder engagement, social inclusion, and GBV/SEA/SH measures

iii. Social Compliance Reports: Quarterly reports on contractors' and implementing partners' compliance with applicable social requirements, including the LMP, worker grievance mechanism, Codes of Conduct, stakeholder engagement, community grievance management, social inclusion, ESS5 requirements where applicable, and GBV/SEA/SH mitigation measures.

iv. Social Risk Tracking System: A functional system for tracking social risk-management requirements, including stakeholder-engagement commitments, grievances, labour issues, ESS5 actions, social inclusion measures, GBV/SEA/SH actions, non-compliance and corrective actions.

v. Social Monitoring Reports: Reports following site visits and spot checks, documenting compliance with applicable social requirements, stakeholder consultations, grievances, labour issues, ESS5 actions where applicable, inclusion of vulnerable groups, GBV/SEA/SH measures, and corrective actions requiring follow-up.

vi. Social Compliance Review and Audit Follow-up Reports: Reports on internal social compliance reviews and support provided to independent environmental and social audits, with agreed corrective and remedial actions tracked to verified closure.

vii. Capacity Building Reports: Reports on the design and delivery of capacity-building programs for relevant stakeholders.

viii. Social Non-Compliance Reports: Reports on identified social non-compliance, including the requirement breached, responsible party, agreed corrective action, completion deadline, follow-up status and evidence of closure.

Key Performance Indicators

i. % of required social risk-management instruments identified and technically reviewed within the agreed timelines, with implementation regularly monitored and material delays or non-compliance promptly reported, escalated and followed up through corrective actions.

ii. Timely submission of complete monthly, quarterly and annual social risk-management reports and inputs to consolidated E&S reports.

iii. Timely submission of quarterly social compliance reports covering contractors' and implementing partners' compliance with applicable labour, stakeholder engagement, grievance management, social inclusion, ESS5 and GBV/SEA/SH requirements.

iv. Percentage of major social non-compliance findings reported on time, with corrective actions agreed and followed up to verified closure within the agreed timeframe. Percentage of staff identified in the approved social risk-management capacity-building plan who complete the planned training within the agreed timeframe.

Reporting and Supervision

The Social and Safeguards Specialist will report to the Deputy Project Coordinator for all administrative operations and to the Head of Environmental and Social Safeguards at NLGFC for technical issues. S/he will work in close collaboration with the Environmental Safeguards Specialist, local authorities, and other project staff.

Location of Employment

The consultant will be based at the NLGFC offices in Lilongwe. The position will require regular and extensive travel to all project implementation areas for INSPIRE-O.

Duration of Assignment

The assignment is for a period of three (3) years, with annual performance reviews and contract extension subject to satisfactory performance and availability of project resources.

Selection and Remuneration

i. **Selection Method:** The applicant will be selected on the basis of the method of Individual Consultant in accordance with the World Bank's "Procurement Regulations for IPF Borrowers," Sixth Edition, February 2025.

ii. **Remuneration:** The remuneration package will be competitive and commensurate with qualifications and experience.

SUBMISSION OF APPLICATIONS

Interested applicants who meet the specified requirements are encouraged to submit their application letters together with a concise Curriculum Vitae (CV), National ID, and copies of

relevant original certificates to the address below **not later than 17.00 hours on 13th November 2026.**

The National Local Government Finance Committee (NLGFC) is an equal opportunity employer 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/ kmcd@nlgfc.gov.mw

Only shortlisted candidates will be contacted for further assessments