



National Economic Empowerment Fund Limited

REQUEST FOR PROPOSALS (RFP) FOR PROVISION OF CONSULTANCY SERVICES OF LEGAL RETAINERSHIP SERVICES UNDER FRAME WORK AGREEMENTS.

DATE OF ISSUE: 5TH FEBRUARY, 2026.

Terms of Reference

Procurement Reference Number: NEEF/RFP/2025-2026/001

1. Introduction

The National Economic Empowerment Fund (NEEF) formally known as MARDEF/MEDF is a state-owned Microfinance company incorporated under the companies Act 2013 as a company limited by guarantee and is duly licensed by the Reserve Bank of Malawi as prudentially regulated Microfinance Organization. The Fund exists to economically empower ordinary underserved Malawians (particularly women, youth, and persons with disabilities) through the provision of quality, affordable and sustainable microfinance services for improved livelihoods.

NEEF has budgeted funds for the Financial Year 2025/2026 for the procurement of consultancy services and intends to apply part of the proceeds of these funds towards the cost of the Provision of Legal Retainership Services.

2. Purpose of the assignment

The objective of assignment is to engage the services of reputable and experienced firms to be involved in various tasks and activities that require legal expertise and representation on behalf of NEEF.

3. Scope of work

The selected firm will be expected to provide the following services:

- a. Conducting litigation on behalf of the Fund;
- b. Drafting and Review of Contracts and Memoranda of Understanding that the Fund enters with any individual, group of individuals, or organizations;
- c. Conduct Legal Research and provide Legal Opinions;
- d. Representing the Fund in mediations and arbitration; and
- e. All other legal tasks to be assigned by the Client, from time to time, for the carrying out of the Fund's responsibilities.

4. Deliverables/Responsibilities: (to be key performance measures)

The firm is expected to submit the following reports within the stated timelines:

- a. A quarterly submission of progress reports on all the cases being handled on behalf of NEEF.
- b. A draft final report within two weeks after the end of the assignment, summarizing all activities and deliverables/results in detail and commenting on key areas for NEEF's focus in future. The report should also include a description of any issues/problems that have arisen that require resolution and any other points the firm would like to bring to the attention of NEEF.

5. Qualifications and Experience of the Consultancy Firm

5.1 Experience

- a. Experience in the firm- The Service Provider shall be a legal firm registered under the Malawi Law Society (MLS) with not less than five (5) years of experience in similar assignments and should be in a good standing with MLS.

- b. Proven track record of capacity and practical experience to handle complex Civil or Commercial cases (or any other cases that may be in the interest of the Fund) successfully and ably. Firms are expected to attach similar copies of contracts as well as a list of clients served in the past 3 years.

5.2 Other

- a. Demonstrable Knowledge of company/Administrative law working knowledge of commercial law and drafting.
- b. Adequate knowledge of operations and status of Fund.
- c. In-depth and specialist understanding of laws relating to contractual issues, debt collection, labour law, and employment act as well as the operations of the Public Service in general particularly parastatals.
- d. Registration with the Malawi Law Society; firms are expected to attach a copy of their certificate.
- e. Valid practicing license for the lead partner and associates, if any.
- f. Registration with MRA, firms are expected to attach a Tax Clearance certificate with MRA.
- g. The firm is expected to be fully self-sufficient in terms of office space supplies, communications, and transport during any assignment and to discharge its responsibilities to the expected professional standards and integrity.

6. Timeframe

The contract will be for the duration of three (3) years; however, this will be subject to annual review with the possibility of further extension.

- 7. Bidding will be conducted in accordance with the Open Tendering procedures as contained in the Public Procurement and Disposal of Assets Act of 2025, Public Procurement Regulations of 2020 of the Government of the Republic of Malawi and is open to all eligible bidders.
- 8. Interested bidders may obtain further information from NEEF Headquarters Lilongwe and inspect the bidding documents at the address given below from **8:00 am to 12:00 noon** and from **13:00 hours to 16:30 hours** local time (Monday to Friday) except National Public Holidays and Weekends.

9. A complete set of Bidding documents in English language can be purchased by interested bidders from NEEF's Procurement and Disposal Unit at the address given below from **8:00 am to 12:00 noon** and from **13:00 hours to 16:30 hours** local time (Monday to Friday) except National Public Holidays and Weekends upon payment of a **non-refundable fee of MK20,000.00 (Twenty Thousand Malawi Kwacha)** in cash.
10. Bids will be opened in the presence of bidders' representatives who choose to attend the bid opening ceremony **on Friday 27th February, 2026 at 14:00 hrs** in the NEEF's Board Room at the address below. All bids must be accompanied by a **duly signed Bid Securing Declaration Form on the Bidder's Letterhead**. **Late bids shall be rejected.**
11. Name and Address for bid inspection, registration and clarification:
- Procurement and Disposal Unit
National Economic Empowerment Fund (NEEF) Limited
Masuku Road, City Centre
NEEF House
P.O. Box 779
Lilongwe
MALAWI
0995050444
Email: procurement@neef.mw
12. Sealed Bids clearly marked with "**Tender Description and Reference Number**" must be delivered through the address (12), (by registering with the Procurement and Disposal Unit) and depositing in the Tender Box placed at Reception, before **14:00 hrs (local time) on Friday, 27th February, 2026 at 14:00 hrs** to the address below:

The Chairperson
Internal Procurement & Disposal Committee
National Economic Empowerment Fund (NEEF) Limited
Masuku Road, City Centre
NEEF House
P.O. Box 779
Lilongwe
MALAWI

13.NEEF reserves the right to reject any or all bids and is not bound to accept the lowest or any bid.

Signed

The Chairperson

Internal Procurement and Disposal Committee

National Economic Empowerment Fund Limited