

Annex 7

Procurement Plan BESTAP P103773

I. General

1. **Project Information**

Country: **Malawi**

Project Name: **Business Environment Strengthening Technical Assistance Project (BESTAP)**

Borrower: **Government of Malawi**

Implementing Agency: **Ministry of Trade and Industry**

The project will support capacity development and investment climate reforms as prerequisites for the acceleration of economic growth thus leading to improved climate for private business. This will be done by reducing the regulatory burden and costs of doing business, improving service delivery to the private sector and access to finance for SMEs and by strengthening support for technical and business management skills thereby improving productivity and competitiveness at the firm level. The project will provide the necessary financing for change management in key public sector institutions that already have an established source of recurrent funding. The activities have been identified through extensive economic sector work, policy dialogue with the Government, as well as through consultations with a wide range of stakeholders to achieve higher levels of competitiveness and growth.

2. **Bank's approval Date of the procurement Plan Original: March 23rd, 2007**
3. **Date of General Procurement Notice: June 22, 2007 (UNDP online); Issue 706 of 16 July 2007 – UNDB paper copy.**
4. **Period covered by this procurement plan: 18 months, May 2007 to November 2008**

II. **Goods and Works and non-consulting services**

1. **Prior Review Threshold:** Procurement Decisions subject to Prior Review by IDA as stated in Appendix 1 to the Guidelines for Procurement:

Expenditure Category	Contract Value (Threshold) USD	Procurement Method	Contracts Subject to Prior Review
1. Works	<50,000	Shopping	None
2. Goods	>=250,000	ICB	All Contracts
	>=50,00 < 250,000	NCB	None
	<50,000	Shopping	None
	All value	Direct Contracting	All Contracts
3. Consultants			
(a) Firms	>=100,000 <100,000 All values All values	QCBS CQS, LCS, QBS, FBS SSS Commercial Practices	All contracts First contract All contracts None
(b) Individual	>=50,000	IC	All contracts
	All values	SSS	All contracts
	All values	Commercial Practices	None

2. **Prequalification.** In accordance with the provisions of paragraphs 2.9 and 2.10 of the Guidelines. N/A
3. Proposed Procedures for CDD Components (as per paragraph. 3.17 of the Guidelines: N/A
4. **Reference to (if any) Project Operational/Procurement Manual:** Procurement Guidelines draft dated April 2007 (BESTAP Project Implementation Manual) which should be finalized by Board date.
5. **Any Other Special Procurement Arrangements:** None
6. **Procurement Packages with Methods and Time Schedule**

a. Procurement of Goods

Description	Package Number	Lot Number	Estimated Amount in US \$	Proc Method	Preq (yes / no)	Domestic Pref	Prior or Post Review	Expect Bid Opening Date	Expected Contract Signature Date	Comment
Vehicles (4 4x4 vehicles and 2 salon vehicles)	1	1	414,000	ICB	No	No	Prior	8/07	12/07	To be bid for in lot

Vehicles (2 4x4 vehicles)	2	1	100,000	NCB	No	No	Post	8/07	12/07	
Office furniture	3	2	51,400	NCB	No	No	Post	8/07	12/07	To be bid for in lot
IT equipment (Desktop computer, laptops, scanner, printer, photocopier, software)	4	3	299,260	ICB	No	No	Prior	8/07	12/07	To be bid for in lot
IT equipment (Desktop computer, laptop, scanner, printer, photocopier, software)	5	3	40,000	Shopping	No	No	Post	n/a	8/07	To be bid for in lot
Land survey equipments and software	6	3	115,000	NCB	No	No	Post	8/07	12/07	To be bid for in lot
Local Area Network installation	7	4	55,400	NCB	No	No	Post	8/07	12/07	
Printing of reports	8	5	30,000	Shopping	No	No	Post	n/a	8/07	

1. **Small Civil Works** - Minor works are envisaged to be carried out such as refurbishment of offices. The works will be included in the procurement plan as these are identified. Given the anticipated low value of such works, the procurement of these small works will be undertaken through Shopping.

III. Selection of Consultants

1. **Prior Review Threshold:** Selection decisions subject to Prior Review by Bank as stated in Appendix 1 to the Guidelines Selection and Employment of Consultants:

2. **Short list comprising entirely of national consultants:** Short list of consultants for services, estimated to cost less than \$ 100,000 equivalent per contract, may comprise entirely of national consultants in accordance with the provisions of paragraph 2.7 of the Consultant Guidelines.

3. **Commercial Practices:** *Component Three - Promoting Access to Finance and Productivity Enhancement* will support the growth and development of micro and small enterprises in Malawi. To facilitate the procurement of the required services under this component, in cases where selection methods contained in the Banks Consultants Guidelines are inappropriate, well established private sector or commercial practices will be used in accordance with the provisions of paragraph 3.14 of the Consultant Guidelines. Whenever practical, competitive procedures outlined in the Banks Consultants Guidelines will be used.

4. **Any Other Special Selection Arrangements:** N/A

5. **Consultancy Assignments with Selection Methods and Time**

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Ref. No.	Description	Selection Method	Estimated Cost in US\$	Prior / Post Review	Expected proposal submission /opening Date	Comments
Firms						
Comp One – Strengthening Property Rights Institutions and Business Facilitation						
A. Streamlining the regulatory environment for business						
	1. Review and update economic laws					
1-f	1.1. Diagnostic study of economic laws	CQS	100,000	Prior	1/14/08	short list may comprise of national cons
2-f	1.2. Drafting of economic laws	QCBS	300,000	Prior	1/14/08	short list may comprise of national cons
3-f	2. Design and drafting of short term legislative training courses	CQS	95,000	Post	1/22/09	short list may comprise of national cons
B. Improving Access to commercial justice						
4-f	1. Case management and tracking Information System	QCBS	162,400	Prior	2/4/08	
5-f	2: Production of material, radio and TV programs	IC/CQS/S S	63,200	Post	12/25/08	There will be various contracts to be defined during implementation and procured differently
C. Improving services						
6-f	1. Review and simplification of the registration and licensing procedures and processes for the registrar dept.	CQS	50,000	Post	2/26/08	
7-f	2. Review and simplification of the registration procedures	CQS	50,000	Post	2/26/08	
8-f	1. Design and development of an integrated business licensing and registration system	QCBS	300,000	Prior	10/27/08	
9-f	2. Development of national database for business registration and licensing	QCBS	100,000	Prior	10/27/08	short list may comprise of national cons
10-f	3. Computerization of current manuals of business registry and land titling	QCBS	100,000	Prior	10/27/08	short list may comprise of national cons
Comp Two - Strengthening private sector development Support Institutions and services						
A. Establishing a one-stop-shop Investment and Trade Centre						
11-f	1. Development of a legal and regulatory framework	QCBS	135,000	Prior	1/29/08	short list may comprise of national cons
	2. Investment incentives review	QCBS	101,200	Prior	12/25/07	short list may comprise of national cons
B.Improving private sector development policy analysis and delivery (MITPSD)						
12-f	1. Economist	IC	100,000	Prior	5/29/08	
	2. Legal Specialist	IC	100,000	Prior	5/29/08	
13-f	3. Information system and website for MITPSD	CQS	100,000	Prior	4/15/08	
C. Supporting a sustainable framework for Public-Private dialogue						

14-f	1. Establishment and operation of a sustainable PP dialogue mechanism	QCBS	240,000	Prior	2/26/08	
15-f	3. Development of a long term business plan	QCBS	100,000	Prior	5/29/08	
16-f	2. Review of the governance structure of the MCCC	IC	50,000	Prior	2/26/08	
Comp Three - Promoting access to finance and productivity Enhancement						
A. Establishing a sustainable SME investment fund						
17-f	1. Advisory service to establish a new SME fund	QCBS	100,000	Prior	5/20/08	
18-f	2. Study to review the establishment of an investment capitalization	QCBS	400,000	Prior	6/10/08	
B. Merger of Malawi Rural Finance Company and Malawi Savings Bank						
19-f	1. Review of study and recommendation of potential for merging MRFC and MSB	QCBS	500,000	Prior	7/24/08	
Comp 4. Project Implementation and capacity Building						
20-f	1. External auditor	CQS/SS	20,000	Post	3/4/08	
21-f	2. Design of Monitoring and evaluation system for BESTAP	CQS	100,000	Prior	1/29/08	
Individual						
Comp One - Improving economic governance						
A. Improving Access to commercial justice (High court, Commercial division)						
1-c	1. International case audit advisor	IC	18,300	Post	1/25/08	
2-c	2. Local case audit advisor	IC	40,900	Post	3/26/08	
3-c	3. Conduct training needs assessment	IC	20,000	Post	4/28/08	
Comp Two – Strengthening private sector development policy and services						
A. Establishing a one-stop-shop at the MITC						
4-c	1. Finalization of the investment review process	IC	32,000	Post	2/26/08	
5-c	2. Development of MITC business plan	IC	45,000	Post	4/28/08	
6-c	3. Updating of investor tracking system database	IC	7,000	Post	2/26/08	
7-c	4. Design and production of investor promotional material	IC	50,000	Prior	12/25/08	
8-c	5. Investor road map study	IC	50,000	Prior	2/7/08	
B. Improving private sector development policy analysis and delivery (MITPSD)						
9-c	1. Research and analysis on PSD issues	IC	100,000	Prior	2/26/08	
C. Institutional support for PPP						
10-c	1. Director PPP (24 months)	IC	105,800	Prior	2/8/08	
11-c	2. International advisor (24 months)	IC	95,800	Prior	7/8/08	
12-c	3. Banking and investment manager (24 months)	IC	55,200	Prior	4/2/08	
13-c	4. Administration secretary (24 months)	IC	27,600	Post	4/2/08	
14-c	5. Accountant (24 months)	IC	76,800	Prior	4/2/08	
15-c	6. IT officer (24 months)	IC	27,600	Post	4/2/08	
16-c	7. Administration and human resources (24 months)	IC	27,600	Post	4/2/08	
17-c	8. Finance and administration assistant (24 months)	IC	19,800	Post	4/2/08	
18-c	9. Information system and Website	IC	50,000	Prior	7/15/08	
Comp Three - Promoting access to finance and productivity among SMEs						
A. Establishing a sustainable SME venture capital fund						
19-c	1. TA for Fund manager	IC	160,000	Prior	7/8/08	Potentially internationally

						recruited
B. Business growth scheme						
20-c	1. BUGS Scheme Manager	IC	126,100	Prior	7/8/08	
21-c	2. BUGS Business Advisor (i)	IC	70,000	Prior	7/22/08	
	3. BUGS Business Advisor (i)	IC	70,000	Prior	7/22/08	
	4. Survey year 1- baseline data collection	CQS	50,000	Post	8/12/08	
23-c	5. Survey year 2- data collection for M&E	CQS	50,000	Post	8/12/09	
Comp 4. Project Implementation, Monitoring and Evaluation						
24-c	1. Project director (24 months)	IC	80,000	Prior	6/8/07	Recruited on a sole source basis from existing PURP-PIU
25-c	2. Financial management specialist (24 months)	IC	60,000	Prior	6/8/07	Recruited on a sole source basis from existing PURP-PIU
26-c	3. Accountant (24 months)	IC	50,000	Prior	6/8/07	Recruited on a sole source basis from existing PURP-PIU
27-c	4. Procurement specialist (24 months)	IC	60,000	Prior	6/8/07	Recruited on a sole source basis from existing PURP-PIU
28-c	5. Monitoring and evaluation specialist (24 months)	IC	60,000	Prior	6/8/07	Recruited on a sole source basis from existing PURP-PIU
29-c	6. Administrative assistant (24 months)	IC	18,000	Post	6/8/07	Recruited on a sole source basis from existing PURP-PIU
30-c	7. Office assistant/messenger (24 months)	IC	12,000	Post	6/8/07	Recruited on a sole source basis from existing PURP-PIU
31-c	8. Annual survey year 1	IC	8,000	Post	5/27/08	
32-c	9. Annual survey year 2	IC	8,000	Post	5/27/09	
33-c	10. Implementation support-short term consultant year 1	CQS	50,000	Prior	4/15/08	
34-c	11. Implementation support-short term consultant year 2	CQS	50,000	Prior	4/15/09	

Note: For procurement of services below US \$ 200,000, short list of consultant may comprise potentially national firms but EOJ may advertise internationally in case where there is an inadequate capacity to undertake such activity

Note: BESTAP PMU consultant staff for the GOM based on agreement between the GOM and the Bank will be drawn from existing PIU of the PURP

Selection method will therefore be Single Source (SS) for the first two years. After two years, staff will be competitively recruited through IC.

c. Non consultant services

1-ncs	Publishing and dissemination	Shopping	12	Post	8/26/08	
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d. Training and workshops

Ref. No.	Training, workshop and study tours	Selection Method	Estimated Cost (US\$)	Expected TOR Preparation Date	Expected Training Date
Component One - Improving economic governance, property rights institutions and business facilitation					
Regulatory Business environment reform					
1-T	1. Staff secondment/attachement (various contract)	SS	90,500	7/08	10/08
2-T	2. Advocacy with Parliamentary committees (various contract)	SS	50,000	8/07	11/07
Improving Access to commercial justice (High court, Commercial division)					
3-T	1. Case Audit management training	SS	27,800	9/07	1/08
4-T	2. Regional Study tours (3 judges/3 staff)- one week	SS	14,700	9/07	1/08
5-T	3. Outside region Study tours (3 judges/3 staff)- one week	SS	31,800	10/07	3/08
6-T	4. Attachment of Judges from common law jurisdiction	SS	150,000	9/07	1/08
7-T	5. Attachment of Judges to region -three months	SS	115,000	9/08	1/09
8-T	6. Training private sector on rules of procedures for the commercial court /a	SS	28,000	4/8	7/08
9-T	7. Training of judicial officers four-five meetings (Continuous legal education) (various contract)	SS	21,000	5/08	8/08
10-T	8. Training of judiciary support staff-meetings	SS / Shopping	23,000	6/08	9/08
Advocacy (Bringing judiciary to people)					
11-T	Launch of the commercial court	Shopping	20,000	2/08	3/08
Improving services at the business and land registry					
12-T	Training of Department of registration and licensing staff on new procedures	SS / Shopping	50,000	3/08	6/08
13-T	Training of land registration staff on new procedures	SS	50,000	4/08	7/08
Component Two - Strengthening private sector development policy and services					
Establishing a one-stop-shop at the MITC					
14-T	Sensitization of key stakeholder department	SS	45,000	2/08	5/08
Establish a public-private dialogue secretariat					
15-T	Training (various contract)	SS/Shopping	25,000	9/08	1/09
16-T	Workshop (various contract)	SS/Shopping	40,000	10/07	2/08
Component 4: Project Implementation, Monitoring and Evaluation					
17-T	Training of project staff (various contract)	SS/Shopping	100,000	7/07	10/07
18-T	Workshop for steering committee (various contract)	SS/Shopping	40,000	8/07	11/07

Note: All training will be based on agreed training plan that will be prepared by the GOM and approved by the Bank and will include at the least the justification of the training identified and the capacity gap, the intended trainees, the name of the training provider, the duration and cost of training. After the training, the beneficiaries will be requested to submit a brief report indicating

what skill have been acquired and how these skills will contribute to enhance his performance and contribute to the attainment of the project objective. The training plan will be prepared and submitted once a year and updated as required.