

EXPRESSION OF INTEREST

PROJECT COORDINATOR – LILONGWE SALES SHOP EXPANSION

About Seed Co Malawi Limited

Seed Co Malawi Limited is a leading seed company committed to providing high quality seed products to farmers across Malawi. As part of our drive to enhance customer experience and improve our retail interface, the Company intends to undertake an expansion of its Lilongwe Sales Shop.

Seed Co Malawi Limited hereby invites Expressions of Interest (EOI) from suitably qualified individual consultants or consulting firms/institutions to provide Project Coordination Services for this project.

ASSIGNMENT OVERVIEW

The selected Project Coordinator will be responsible for coordinating and monitoring the implementation of the Lilongwe Sales Shop Expansion Project from commencement to completion. As this expertise is not available in-house, Seed Co Malawi seeks to engage a competent and experienced party to oversee, track, and coordinate all project activities on behalf of the business.

SCOPE OF SERVICES

The successful individual or institution will be expected to, among other things:

- Coordinate the overall implementation of the Sales Shop Expansion Project.
- Develop and maintain a project implementation plan and timeline.
- Track key deliverables and ensure project milestones are achieved within agreed timelines.
- Liaise with contractors, suppliers, consultants, and Seed Co Malawi management.
- Supervise construction works and monitor quality of workmanship.
- Ensure works are carried out in accordance with approved designs, specifications, budgets, and timelines.
- Identify risks, bottlenecks, and delays, and recommend corrective action.
- Monitor contractor performance and report progress regularly to management.
- Verify completion of works and outstanding items before handover.
- Support project close-out, including snag list management and final reporting.

ELIGIBILITY REQUIREMENTS

Interested candidates/firms should demonstrate the following:

- Proven experience in project coordination, construction supervision, or project management for building or refurbishment projects.
- Relevant qualifications in construction management, civil engineering, architecture, quantity surveying, project management, or related fields.
- Experience in supervising contractors and coordinating multiple stakeholders.
- Strong planning, reporting, communication, and problem-solving skills.
- Knowledge of local construction practices and regulatory requirements in Malawi will be an added advantage.
- For firms/institutions, a profile of the organisation and details of key personnel who will be assigned to the assignment.

SUBMISSION REQUIREMENTS

Interested applicants should submit:

- A cover letter expressing interest in the assignment.
- Company/individual profile including relevant experience.
- Brief description of similar projects successfully undertaken.
- CV(s) of key personnel to be assigned to the project.
- Copies of relevant qualifications and registrations.
- At least three traceable references.
- Proposed approach/methodology for undertaking the assignment.
- Financial proposal/fee structure for the services.

SUBMISSION DEADLINE

Expressions of Interest should be clearly marked "EOI – Project Coordinator for Lilongwe Sales Shop Expansion" and submitted no later than **19th June 2026** to: seedcomalawi@seedcogroup.com.

ADDITIONAL INFORMATION

Seed Co Malawi reserves the right to accept or reject any submission and is not bound to give reasons for its decision.