

## **ATTACHMENT A – SCOPE OF WORK**

EGPAF Malawi is reviewing the current Health Insurance Scheme for its staff to align with the needs of the organization. To that effect, we are inviting firms to submit comprehensive proposal for the provision of health insurance cover to staff members and eligible beneficiaries.

The EGPAF Malawi office is comprised of **350 +** staff members with **600 +** beneficiaries across the Country. The numbers will vary accordingly based on the need at a particular time.

### **Contractor Responsibilities:**

- 1) Provide competitive in and out patient services with good and wide hospitals and clinics network throughout Malawi.
- 2) Provide Funeral Cover including coffin, body removal, mortuary, embalming, Tent & lowering machine, hearse, coaster and wreaths.
- 3) Provide wellness program.
- 4) Flexibility to customize the services in accordance with the needs of the Organization.
- 5) Provide competitive international or foreign referral and repatriation system

### **Standard of Services**

All Services to be provided by Contractor shall be performed with promptness and diligence in a professional manner and at a level of proficiency to be expected of a Contractor with the background and experience that the Contractor has represented in its bid. EGPAF shall provide such access to its information, property, and personnel as may be reasonably required in order to permit the Contractor to perform the Services.

The Foundation will not be liable for any error of, law, principles, policies that are required by the Government of Malawi in the management of the services. This is entirely the responsibility of the winning firm. The Contractor will fully take care of any indemnities that might arise as a result of any service errors