



PublicPrivate  
Partnership  
Commission

## THE DIGITAL MALAWI PROJECT

PROJECT NUMBER: P160533  
CREDIT NUMBER: 60500MW

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### TERMS OF REFERENCE AND SCOPE OF SERVICES FOR IT MANAGER (e-Government Procurement System (e-GP))

#### 1. INTRODUCTION

Information and Communication Technology (ICT) is now globally recognized as an essential tool in promoting competitiveness, job creation, sustainable development, and overall poverty reduction. A combination of widespread access to broadband and a robust ICT services ecosystem can offer a powerful platform for reducing poverty, improving human development and increasing government transparency and efficiency. ICTs have the potential to transform business and government - driving entrepreneurship, innovation and economic growth and breaking down barriers of distance and cost in the delivery of services.

In recognition of the critical role that ICTs plays in fostering socio-economic development and empowering the poor, the Government of Malawi secured a loan from the World Bank to implement an ICT Project, “Digital Malawi”. Under the Digital Malawi Project, the Government seeks to implement an e-Government Procurement (e-GP) platform through the Public Procurement and Disposal of Assets Authority (PPDA), which will entail all activities of the procurement cycle being done online.

The Public Procurement and Disposal of Assets Authority (PPDA) is an authority responsible for the monitoring and oversight of public procurement, harmonizing the existing government policies and practices by regulating, setting standards and developing the legal framework and professional capacity for public procurement in Malawi. As part of its functions, the Authority is mandated to authorize procuring and

disposing entities to use other forms of communications, including electronic communication, in all aspects of the procurement cycle to achieve its objectives of attaining transparent, fair, competitive and value for money practices for the procurement and disposal of public assets and services.

As part of the *Digital Malawi* project, the Government intends to use part of the loan proceeds to engage an **IT Manager (E-GP)** to assist the Government of Malawi in the implementation of an e-Government Procurement System at PPDA.

## **2. OBJECTIVES OF THE ASSIGNMENT**

The overall goal of the assignment is to effectively support the Government of Malawi and specifically the Public Procurement and Disposal of Assets Authority with the start-up activities and implementation of an e-GP system in Malawi as part of the on-going public procurement reforms. This includes the preparation of the functional and technical specifications, support the selection of the e-GP supplier, and continuous improvement of processes and systems during implementation that supports procurement activity and for ensuring that they work effectively for staff, procurement professionals and suppliers. It also includes management of the system operational activities.

## **3. SCOPE OF WORK**

The scope of activities for the IT Manager (E-GP) will include:

- a) Act as a liaison between the e-GP system end-users (e.g. purchasing agency and suppliers) and the expert consultants and e-GP software implementation agency.
- b) Gather the secondary data about rules, regulations, policies, operational procedures and forms related to e-GP system implementation
- c) Provide review feedback on the deliverables submitted by the consultants
- d) Assist in procurement related to the implementation of the e-GP system
- e) Prepare project status reports and project related communications
- f) Actively manage the establishment of the training room and telephonic helpdesk
- g) Provide any project related assistance to the e-GP section head
- h) Manage e-GP system full operations (System support, system availability, etc.)
- i) Administer contracts executed by the e-GP section
- j) To lead the implementation of the e-GP System, its customization, development, and continuous improvement of the e-GP system.

- k) To work closely with colleagues across the PPDA, eGovernment and business stakeholders to ensure the effective development of e-sourcing strategy
- l) Manage the implementation and full operations of PKI(Public Key Infrastructure), application and database servers
- m) Prepare requirement specs for user-requested changes & System Function enhancements identified during the course of the Project
- n) Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages
- o) Ensure timely completion of periodic security audits
- p) Ensure establishment and maintenance of Disaster Recovery centre for e-GP System
- q) Obtain a thorough understanding of the deployment architecture and have the expertise to redeploy the software as required
- r) Play an active role in User Acceptance testing of the software
- s) Review the software in detail and provide detailed feedback for continuous improvement of the software
- t) Work with the technology teams as required for integration of the e-GP system with external IT systems
- u) Communicating regularly with technical, applications and operational staff to ensure system availability and performance;
- v) Working closely with e-GP application team, database programmers and developers;
- w) Manage the database and profile the database while performing load testing
- x) Handle database and application administration
- y) Indexing of the database in an effort to fine-tune database performance
- z) Oversee IT Level system testing after deployment for business users testing
- aa)Monitoring and evaluation of the progress of e-GP implementation activities including ensuring that weekly reports are prepared and submitted by the individual units upon which they are reviewed and consolidated to report on the status on entire project activities
- bb)Managing e-GP interfaces with other stakeholders' systems;
- cc)Any other project related tasks assigned by the Director General

#### **4. QUALIFICATION REQUIREMENTS**

- The e-GP Manager shall have a demonstrable ability to effectively implement a system in complex institutions.
- Academically, the candidate shall be qualified to at least Master's Degree level in any relevant field in ICT such as computer science, information technology, information systems, etc.

- The successful candidate shall have 7 years' knowledge of and hands-on exposure to the implementation of complex electronic systems,
- Knowledge of integrations with applications, using API or 3rd party tools.
- Knowledge of Cloud technology, SAAS, PAAS
- Ability to query databases using SQL and troubleshooting scripting issues
- Ability and experience to manage applications and related infrastructure
- Understanding of HyperConverged Infrastructure (HCI)
- Understanding of change control processes, ideally exposure to ITIL
- The candidate shall have excellent communication skills in both written and spoken English, ability to clearly articulate the value proposition of the e-Government Procurement project and key messages.
- Good interpersonal skills with strategic management skills are a must.

## **5. DURATION OF CONTRACT AND LEVEL OF EFFORT**

The IT Manager (E-GP) will be recruited for a period of 2 years with an initial period of one year, renewable subject to satisfactory performance. This is a full-time position tenable at the Public Procurement and Disposal of assets Authority in Lilongwe.

## **6. REPORTING**

The IT Manager (E-GP) will work under the supervision of the Director General of PPDA.

A Consultant will be selected in accordance with the Individual (INDV) selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours, that is, 08:00 to 4:30 hours. Detailed Terms of Reference (TORs) are available on the PPPC website [www.pppc.mw/procurement](http://www.pppc.mw/procurement). The TORs can also be sent to interested consultants by e-mail upon request from the e-mail address indicated below.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by 2:00pm local time on Thursday 21<sup>st</sup> January, 2021.

Attn: The Chairman  
Internal Procurement and Disposal Committee  
Public Private Partnership Commission  
2nd Floor, Livingstone Towers  
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