



PublicPrivate
Partnership
Commission

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – INDIVIDUAL SELECTION)**

(RE-ADVERTISED)

COUNTRY : MALAWI
NAME OF PROJECT : THE DIGITAL MALAWI PROGRAM PHASE I:
DIGITAL FOUNDATIONS PROJECT
CREDIT No. : 60500-MW
ASSIGNMENT TITLE : PROVISION OF CONSULTANCY SERVICES
AS TRANSACTION ADVISOR FOR
THE ELECTRONIC DOCUMENTS AND
RECORDS MANAGEMENT SYSTEM FOR THE
GOVERNMENT OF MALAWI
REFERENCE No. : MW-PPPC-134042 -CS-INDV

The Government of Malawi has received financing from the World Bank toward the cost of the implementation of a new ICT Project “**Digital Malawi Program Phase I: Digital foundations Project**”, and intends to apply part of the proceeds for consulting services of an Electronic Documents and Records Management System (EDRMS) Advisor.

The EDRMS initiative is part of the Digital Platforms and Services Component of Digital Malawi Program focused on supporting the development of a modern digital records information system which will cater across MDAs. The Government plans to modernize the common function of recordkeeping by taking advantage of new technologies, particularly those that automate the capture, processing, classification and retrieval of documents.

The overall goal of the assignment is to effectively support the government of Malawi and specifically the Department of National Records and Archives Services with the implementation of EDRMS in Malawi as part of the on-going Digital Government Transformation.

The Public Private Partnership Commission (PPPC) now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

1. Have at least have Master’s degree in Computer Science, Information Technology, Informatics, Information Science and Records Management with significant practical experience as a Systems specialist in an Electronic Document and Records Management

- System (EDRMS). Demonstrate having hands on experience of five years implementing or operating government Electronic Documents and Records Management Systems (EDRMS).
2. Demonstrate Experience in leading complex, large scale and time-sensitive projects with demonstrable experience in the strategic coordination and implementation of EDRMS systems. Demonstratable skills in process reengineering, business planning and an ability to formulate recommendations and develop action plans to advance operational performance are a key requirement.
 3. Knowledge of change management processes, project management methodologies and leading organizational change associated with implementation.
 4. Well-developed interpersonal, communication and report writing skills with an ability to influence and support a range of stakeholders.
 5. Specific and relevant experience and skills in the technical administration, configuration, implementation, use and enhancement of an EDRM Systems.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 Revised November 2017 and August 2018 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

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/procuremnt. 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 Tuesday 4th February, 2020.

Attn: The Chairman
Internal Procurement and Disposal Committee
Public Private Partnership Commission
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