



PublicPrivate
Partnership
Commission

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

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 TRAINER OF USERS
THE ELECTRONIC DOCUMENTS AND
RECORDS MANAGEMENT SYSTEM FOR THE
GOVERNMENT OF MALAWI
REFERENCE No. : MW-PPPC-1333957-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 a Trainer to users of the Electronic Document and Records Management System (EDRMS).

The EDRMS initiative is part of the Digital Platforms and Services Component of Digital Malawi Program focused on supporting the development of modernized digital records and information capability across MDAs. The Government plans to modernize the common function of recordkeeping by taking advantage of new technologies, particularly those that automate the capture and classification of records and now the government plans to engage an individual consultant who will provide training of Government officers from various MDAs in usage of the EDRMS to ensure a successful implementation of the project.

The objectives of the consultancy assignment are:

1. to draft content for training on records and information management using EDRMS. The content will be severally targeted at the various groups, namely; the senior management, middle management, junior management in ministries, departments and agencies (MDAs);
2. the content will cover EDRMS workflow from records creation to their ultimate disposal, copyright and security issues, file structure, naming and formats;
3. to deliver the training material/content to candidates at training workshops to be appointed by National Records and Archives Services.

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 Master’s degree in Computer Science, Information Technology, Data Management, Information Science and Records Management with significant practical experience as a Systems specialist in an Electronic Document and Records Management System (EDRMS). Those with a Doctoral degree in any of these and related fields will have an added advantage.
2. Specialized training in records management and proven ability to provide high quality training to diverse participants in a clear and interesting manner. The consultant shall possess good interpersonal skills and high social and emotional intelligence.
3. Demonstrable experience of delivering similar training to a diverse group of people from Government Ministry Departments and Departments or other agencies. The required minimum experience is seven years.
4. Ability to demonstrate having conducted research and/or consultancies in the prospective consultant’s areas of expertise in electronic records and information management;
5. Excellent writing and communications skills in English language.

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 3rd December, 2019.

Attn: The Chairman
Internal Procurement and Disposal Committee
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