



THE DIGITAL MALAWI PROJECT

PROJECT NUMBER: P160533
PPA NUMBER: V0470

Terms of Reference (TOR)

E-Government Procurement Advisor

Period of assignment: (36 months intermittent)

1. Introduction

The Government of the Republic of Malawi recognizes the critical role that ICTs plays in fostering socio-economic development and empowering the poor, therefore has secured a loan from the World Bank to implement a new ICT Project “**Digital Malawi Program Phase I: Digital foundations Project**”. The implementation agency for the project is Public Private Partnership Commission (PPPC) in collaboration with the Ministry of Information, Communications Technology and Civic Education, represented by the Department of E-Government and the Office of the Director of Public Procurement (ODPP).

The overall aim of Digital Malawi project is to improve communication between government offices, improve ICT governance, improve access to government information and services, and reduce infrastructure costs by providing reliable, fast and adaptive ICT infrastructure and ICT systems as well as enabling environment that will facilitate provision of e-services, including an e-GP System thereby enhancing public service delivery.

The Government intends to use a part of the loan proceeds *to develop an e-Government Procurement System in Malawi including acquiring services of an e-GP Advisor to assist the government in this process.*

The Office of the Director of Public Procurement (ODPP) 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 entities to use other forms of communications, including electronic communication, in all aspects of the procurement cycle with the aim of achieving its objectives of attaining transparent, fair, competitive and value for money practices for the procurement and disposal of public assets and services.

In realisation of the above, the Government of Malawi, through the ODPP is going to adopt a national strategy for e-Procurement and develop an e-procurement system that is envisioned to be implemented on phases, starting with a few agencies.

The ODPP plans to engage an **individual consultant** who will provide necessary technical assistance and advice to the ODPP to ensure a successful delivery of the e-Procurement System, while sharing and bringing international best practices to bear at the implementation stage.

2. Objectives of the assignment

The overall goal of the assignment is to effectively support the government of Malawi and specifically the Office of the Director of Public Procurement with the introduction and implementation of e-procurement system in Malawi as part of the on-going public procurement reforms.

3. Scope of Services

The consultant will work in close collaboration with the ODPP and e-Government team to facilitate the development and the roll out of the e-procurement system. Specific tasks will include the following:

3.1 Phase I:

- a. Conduct a stakeholder consultation workshop to share knowledge about e-GP System and international best practices;
- b. Carry out e-GP Readiness Assessment with the aim to help government define the scope of the pilot and list of agencies to include into the first phase of e-procurement implementation.
- c. Develop the e-GP implementation plan that will include recommendations in terms of stages, modules to be introduced, implementation sequence, timing and cost estimates. The vision is to eventually have a full functioning e-GP system having at least the following features:
 - Centralized Registration system for Bidders, Procuring Entities, oversight agencies, and all other government and non-government supporting users of e-Procurement system;
 - User-specific Administrative Dashboards;
 - Procurement Planning
 - E-Bidding (covering all processes and procurement methods for goods, works, and services supported by the Public Procurement Act and Regulations from

specifications generations, document preparation, bid submission, evaluation, contract award to signing of contract);

- All types of procurement methods
- E-Catalog
- Framework Agreements and their management;
- Contract Management and contract closure;
- e-Payment (through banks and other options)
- Complaint Procedures handling;
- E-Procurement Management and Performance Monitoring System (e-PMPMS);
- Open Contracting Data Standard (OCDS) and data visualization
- User Activities and System Audit trails,
- Citizen interface and
- Online Help.

Estimated level of effort is 40 days

3.2 Phase II:

- d. Develop the TOR and RFP for selection of a consulting firm that will be in charge of the following:
 - (i) carrying out business process re-engineering through (a) study of process and practices of under the current procurement system using business process assessment methodologies and tools; (b) preparation of efficient “to be” processes and practices to be applied in the e-GP environment; (c) identification and preparation of the requirements for change management in the pilot MDAs, oversight agencies, bidding community and other stakeholder contexts after appropriate consultations; (d) development of strategy and action plans to streamline and simplify or re-engineer the existing business procedures; (e) development of methodology, e-GP guidelines, manuals, templates and toolkits for change management; and (f) development of communication strategy and sensitization plan;
 - (ii) development of technical specifications and bidding document for implementation of the e-GP. These documents will have to be prepared in accordance with the World Bank rules and requirements using the World Bank standard bidding document.
- e. Assist the government in the selection process of the consulting firm;
- f. Assist the government to closely supervise the consulting firm during execution of its assignment;
- g. Review all the deliverables of the consulting firm for quality check and advise the government on any issues.

Estimated level of effort is 40 days.

3.3 Phase III:

- h. Assist the government in the procurement of the e-GP System Implementation firm.
- i. Assist the government to supervise the e-GP System Implementation firm throughout the process of the implementation for assurance that the system is being developed as per the technical specifications in the contract and meets performance requirements.

Estimated level of effort is 40-50 days.

4. List of reports, Schedule of deliveries, period of performance

The following reports shall be required to be submitted for the approval of the Client:

Details of Reports	Schedule & Timeline
Report on Stakeholder Workshop for knowledge sharing on e-GP best practices	Within one week of the holding of the Workshop
e-GP Readiness assessment report and e-GP development action plan	Within one months from the date of start of the assignment.
Development of the TOR, draft REOI and RFP to hire consulting firm for business processes re-engineering and bid documents development	Within 45 days from the date of start of the assignment.
Review Reports (based on milestones to be agreed by the two parties)	TBD
Draft Final Report	TBD
Final Report	TBD

5. Qualification and experience of the Consultant:

The e-GP Advisor must have minimum a Master's degree in either computer science, information technology, business, public administration or related field. The advisor should have at least 10 years' experience in public procurement reforms and should have successfully implemented electronic government procurement systems in a developing economy. The successful candidate should have demonstrable experience in public procurement operations and practices, proven experience in developing and review of the e-GP strategy and implementation plans, good understanding of e-GP implementation issues, change management, etc.

6. Consultant staff input and duration of assignment

The assignment is expected to be of about 150-200 input days spread over three (3) years period in intermittent basis. Number of input days may be varied based on the requirement of support for the government.

7. Payment method

Payment will be made based on input number of days for each task, as stipulated under scope of services above, and as mutually agreed by the Client and the consultant in advance. Consultant should provide the rate for a man-day. Air travel and per diem to accommodate hotel and local transport expenses shall be reimbursed.

8. Data, personnel, facilities and local services to be provided by the Client

ODPP will provide as much as possible available relevant information, documentations and officers that will facilitate the successful implementation of this assignment. ODPP will also provide the consultant office space including electric connection etc. for the consultant to work

9. Reporting arrangement

The consultant will directly report to the Director of the ODPP, however will work under close coordination with the Director of e-Government, Ministry of Information and Communications, Technology.