



PublicPrivate  
Partnership  
Commission

---

**DIGITAL MALAWI PROGRAM PHASE I:**

**DIGITAL FOUNDATIONS PROJECT**

**Project ID: 160533**

---

## **TERMS OF REFERENCE FOR DIGITAL TECHNOLOGY SPECIALIST**

### **1. BACKGROUND**

Information and Communication Technology (ICT) is now globally recognized as an essential tool for 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. It is in recognition of this that the Government of Malawi is implementing a new project in the realm of ICT - the Digital Malawi Project.

### **2. DIGITAL MALAWI**

The overall aim of the Digital Malawi project is to extend and improve access to critical ICT infrastructure for the public and private sectors; improve ICT governance; improve access to government services; and facilitate provision of e-services thereby enhancing public service delivery.

The proposed project has been divided into four components, namely; digital ecosystems, digital connectivity (infrastructure), digital platforms and services (e-Government) and project management.

The digital ecosystem component will address capacity gaps and provide much needed technical assistance in the ministries, departments and agencies (MDAs) involved in ICT policy management, regulation and operations. It is envisaged that the interventions will result in reduced prices, higher quality and wider availability of various ICT services for the people of Malawi. The component will also address the

establishment of information society systems such computer emergency response team (CERT), digital signatures, economic regulation and universal services fund.

The digital connectivity component will provide affordable, high quality connectivity services to select public institutions, rural underserved areas and high education institutions in Malawi. This component will also enable the establishment of a ubiquitous virtual national telecom backbone for both the public and the private sectors. The services which will be based on open access principles will greatly promote general services competition in the sector. This component envisages connecting Malawi's research and education institutions through the Malawi Research and Education Network (MAREN). This will involve supporting MAREN Secretariat operations and the procurement of a nation-wide connectivity and other ancillary activities. The third sub-component is the rural broadband access initiative that will leverage the universal service fund at MACRA to connect underserved areas.

The digital platforms and services component encompasses government shared services, an interoperability framework (Data Enterprise Architecture), infrastructure (such as data centers) and some demonstrative applications such as an e-procurement system. It is envisaged that the use of public private partnerships would leverage participation of the private sector in the provision of government digital and connectivity services in an effort to promote efficiency and sustainability.

The fourth component, project management, covers operational essentials of implementing the project such as office rentals, transport, staff wages and other requirements.

The total credit for phase I is US \$72.4 Million.

### **3. THE POSITION**

In order to strengthen its capacity to implement the Digital Malawi project, the PPPC wishes to recruit a Digital Technology Specialist to provide technical input to the digital connectivity and digital platforms components of the project. The successful candidate will be offered an initial three year employment contract which will be renewable on an annual basis depending on performance.

### **4. OBJECTIVE**

The Digital Technology Specialist (DTS) will be a knowledgeable professional in ICT who will assist the project team in ensuring that the Digital Malawi project is a success and its objectives are met. He or she will join a very successful team within the Public Private Partnership Commission to execute various project activities from conception to implementation, testing and commissioning, and operations. The main tasks of the Technical Specialist will include:

- a. Providing technical input to the digital connectivity component in the project. Digital connectivity constitutes the connectivity of

public/government sites with the consideration of the user environment including local area networks, user terminals and network security. It also includes connectivity to high education and the provision of broadband underserved areas.

- b. Providing technical input to the digital platforms component in the project. This component includes government applications, data center, enterprise architecture, a public sector computer emergency response team and institutional reforms.
- c. Ensuring that the project risk management function is operating optimally.
- d. Ensuring that all project processes are compliant to the applicable regulatory frameworks including environmental and social safeguards, World Bank procurement regulations, PPPC operating procedures, et cetera
- e. Organizing the monitoring and evaluation function in the project to track progress and ensure that project implementation at all times remains on time, within cost and to the required quality standards.
- f. Writing various periodical reports of project activities including monthly reports, quarterly reports and closeout reports.
- g. Ensuring that records of major activities of the project are properly maintained.

## 5. SCOPE OF WORK

The Digital Technology Specialist will:

- a. Collaborate with stakeholders on technical requirements of the project for purposes of developing a work plans, procurement plans, budgets and other project planning documents.
- b. Provide input to various technical, financial and legal reports including feasibility studies, user requirements, consultancy study reports issued under the digital connectivity and digital platforms components.
- c. Ensuring that management processes and procedures are effective throughout the project lifecycle for all activities.
- d. Assisting the Project Manager in the implementation and management of work plans and other implementation mechanisms in order to meet cost, quality and time delivery indicators.
- e. Supervise the initiation, roll-out, testing, commissioning and integration of digital infrastructure and applications.
- f. The Digital Technical Specialist will provide oversight to the infrastructure implementers, network contractors and applications providers throughout the project life cycle. Oversight will also involve ensuring compliance to system designs and drawings, industry standards, customer and Government requirements and general workmanship standards.

- g. Carry out other duties as delegated by the Chief Executive Officer and the Project Manager from time to time.

## **6. REPORTING**

The Digital Technology Specialist will report to the Chief Executive Officer through the Project Manager.

## **7. QUALIFICATION REQUIREMENTS**

The successful applicants will have a strong background in project management in the ICT industry. Ideally the Digital Technology Specialist should have:

- a. Masters degree in Computer Science, Management Information Systems, Telecommunications or the equivalent supported by a Bachelor's degree in a related field.
- b. At least ten years of direct relevant work experience in managing high cost ICT projects. A mixed portfolio comprising telecommunications, information technology infrastructure and digital applications will be an added advantage.
- c. The successful candidate will be a team player of high integrity and accountability with demonstrable leadership and at least three traceable referees.
- d. A comprehensive knowledge of business principles and management practice. Experience in public sector administration including procurement regulations under the local legislative framework but also the World Bank regulations would be an added advantage.
- e. Proven skills in (i) management and leadership, (ii) planning and organizing, (iii) negotiating with vendors, contractors, and others, and (iv) budget preparation and monitoring.
- f. Excellent communication skills in English.
- g. Knowledge of Microsoft Office Suite.

## **8. DURATION OF CONTRACT**

The Digital Technology Specialist will be recruited for an initial period of three years renewable annually.

**9. LEVEL OF EFFORT**

This is a full time engagement. However, the contract will be subject to annual renewal based on satisfactory performance