



**GOVERNMENT OF MALAWI**

**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**

**NATIONAL COMPETITIVE BIDDING (NCB)**

**(RE-ADVERTISEMENT)**

**REQUEST FOR EXPRESSION OF INTEREST (REOI) FOR CONSULTANCY SERVICES FOR  
PARTIAL UPGRADING AND MAINTENANCE OF HUMAN RESOURCE MANAGEMENT  
INFORMATION SYSTEM (HRMIS)**

The Government of Malawi, through the Department of Human Resource Management and Development (DHRMD), has budgeted funds under Other Recurrent Transactions (ORT) in the 2023/24 financial year which is intended to be used for the procurement of consultancy services for the partial upgrading and maintenance of the Human Resource Management Information System (HRMIS) at DHRMD, Capital Hill in Lilongwe.

The Consultancy Services (“the Services”) will include upgrading a custom developed HRMIS Software and its operating environment, comprehensive system analysis and incorporation of emerging requirements in the system; and maintaining HRMIS and ensuring that its performance does not degrade. In addition, the consulting firm has to build capacity for the local team in maintaining and troubleshooting the system. The consultancy shall be for a period of 12 calendar months from the date of contract signing.

The Department of Human Resource Management and Development now invites eligible consulting firms to express their interest in providing the services in system upgrading and maintenance. Interested consulting firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the services (brochures, description of similar assignments, experience in custom development and implementation of Human Resource Management Information System and other mission critical ICT Systems, availability of appropriate skills amongst staff etc.).

***Only consulting firms that will meet the following criteria in their expression of interest will be shortlisted and invited to submit their technical and financial proposals:***

- 1) Core business of the consulting firm in system design, development and customization.
- 2) Relevant similar experience of the consulting firm, which should specifically include the below:
  - a) Extensive experience (5 years or more in similar work).
  - b) Experience in working with the Public Sector.
  - c) Demonstrated experience in custom development and implementation of Human Resource Management Information System.
- 3) Technical and managerial capability of the consulting firm and staff details:
  - a) Organization Profile.
  - b) Qualifications for key staff obtained from recognized training institutions and relevant experience.
    - i) Team Leader;
    - ii) Software Developer;
    - iii) Database Expert;
    - iv) Business Process Analyst; and
    - v) Knowledge Transfer Expert.

***(Include curriculum vitae of the above key staff who could be available to work on the assignment)***

- 4) Registered with Registrar of Companies.
- 5) Have a valid Certificate from Public Procurement Disposal of Assets Authority (PPDA).
- 6) Valid Tax Certificates.
- 7) Certificate of Cooperation in case of a consortium or an association (the lead consulting firm must be clearly identified).
- 8) Excellent writing and communications skills.
- 9) Fluency in spoken and written English.

***Those who expressed an interest in the previous advertisements are encouraged to re-apply.***

The detailed Terms of Reference (TORs) can be obtained at the Department of Human Resource Management and Development, Capital Hill, Lilongwe 3 upon request during working hours from **08:00 to 12:00 noon and 14:00 to 16:30 hours.**

***Note that only applicants who submit the REOI as a consulting firm and meeting the above stated criteria will be shortlisted.***

Expression of Interest clearly marked “CONSULTANCY SERVICES FOR UPGRADING AND MAINTENANCE OF HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (HRMIS)” must be delivered in sealed envelopes to the following address, or through email below, not later than Friday 3<sup>rd</sup> August, 2023 at 14:00hrs where opening shall take place.

The Chairman  
Internal Procurement and Disposal Committee  
Department of Human Resource Management and Development  
P.O Box 30227  
Lilongwe 3  
Email: [procurement.dhrmd@dhrmd.gov.mw](mailto:procurement.dhrmd@dhrmd.gov.mw);  
cc: [sydney.shumba@dhrmd.gov.mw](mailto:sydney.shumba@dhrmd.gov.mw)