

Invitation to Express Interest in:

ICT SYSTEM SOFTWARE DEVELOPMENT

Procurement reference number: ICAM/RFP/07/2018

The Institute of Chartered Accountants in Malawi (ICAM) is a professional accountancy body in Malawi which was established out of a merger of the Public Accountants Examination Council of Malawi (PAEC) and the Society of Accountants in Malawi (SOCAM). It sets and administers examinations for those desirous of qualifying for registration under the Public Accountants and Auditors Act (No.5 of 2013). It also maintains the Register of chartered accountants and diplomate accountants in Malawi.

1.0 BACKGROUND

ICAM is planning to develop an ICT system for the management of its Examinations and Membership departments to a level where students and members would be able to transact fully online. The system should allow students and members to pay their fees electronically.

To efficiently and effectively implement the ICT system project, ICAM requires to engage the services of professional software developers, with a proven track record in the software development domain, to develop an integrated system which will allow its departments to collaborate.

ICAM is therefore, inviting suitably qualified bidders to submit sealed expressions of interest for the ICT system development

2.0 MAIN OF OBJECTIVE OF THE ASSIGNMENT

The main objective of this service is to develop a software which will automate examination and membership administration activities and E-payment systems, among other tasks.

The software developers will be required to provide an Application Programming Interface (API) that would integrate the system with the third party accounting software.

3.0 SPECIFIC ROLES OF THE ASSIGNMENT

1. To design, develop and implement a web based software for the management of examination and membership activities.
2. To design, develop and implement an API to integrate the new system with third party accounting software.
3. To manage system integration.
4. To advise on the necessary security issues for the ICT system
5. To manage Data Migration
6. To mentor and orient staff in use and management of the software and troubleshooting.
7. To respond to any system concerns
8. To participate in project meetings and undertakings
9. To provide technical support after the final product is delivered

4.0 EXPECTED DELIVERABLES OF THE ASSIGNMENT

1. A web based system that will automate and integrate examination, membership and administration activities.
2. A web based portal that will allow ICAM students and members to transact online.
3. A system that will be accessible through Mobile Application (both USSD, Google play and App store) to allow students and members effect fee payment transaction into the system.
4. Web based portal that will allow system operators at ICAM to monitor student and member's payments online
5. An application programming Interface (API) that will allow ICAM to connect to any payment agent.

5.0 MINIMUM COMPETENCE REQUIREMENTS

The consultant should:

1. Have relevant knowledge and skill within the ICT development field, either in ICAM's area of interest or complete knowledge in web based systems development, system integration, mobile application development, e- payment systems, training and software project management
2. Have at least five (5) years' experience in providing services for end users in web based systems development, system integration, e- payments systems, security optimization, web content management, training and software project management.
3. Provide at least three (3) references from recent software development services provided; in line with the ICT software development services requested.
4. Provide CV's for the team that will work on the project.
5. Show understanding of the standards (regulatory framework and best standards) in software development field

6.0 ADDITIONAL INFORMATION

The location of the project is the Institute of Chartered Accountants in Malawi offices in Blantyre, Malawi. Eligible bidders may submit expressions of interest and company profiles in relation to the requirements above.

Bidding Documents may be obtained from ICAM offices at the cost of K5,000.00 from Monday to Friday between 8:00 and 15:30 hours

Bids will be opened in the presence of the bidders' representatives who may choose to attend the opening at the address shown below on Thursday 16 August 2018 starting from 15:45 Hours

7.0 APPLICATION METHOD

Technical and Financial proposals, in separate appropriately marked envelopes, must be delivered to the address below by 24 August 2018 by 15:30 hours. Late submissions shall not be accepted.

The Internal Procurement Committee
The Institute of Chartered Accountants in Malawi.
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