



**INSTITUTE OF CHARTERED ACCOUNTANTS IN MALAWI
(ICAM)**

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES– FIRM SELECTION)

ASSIGNMENT TITLE: Consultancy for development of ICAMIS management information system

REFERENCE NO.: ICAM/2025/CONS/01

DATE OF ISSUE: 19th March, 2025

1. Introduction

The Institute of Chartered Accountants in Malawi (ICAM) is a professional accountancy organization (PAO) established in Malawi in 2013 following the merger of the Public Accountants Examinations Council (PAEC) and the Society of Accountants in Malawi (SOCAM). This merger was enacted under the Public Accountants and Auditors Act (PAAA) No. 5 of 2013. ICAM is mandated to:

- (a) Supervise the Accountancy Profession in Malawi: Regulate, monitor, and uphold the standards of the accountancy profession to ensure professionalism and compliance with local and international standards.
- (b) Administer Qualifying Accountancy Qualifications in Malawi: Provide and oversee the examination and certification processes for accountancy professionals aspiring to practice in Malawi.

Pursuant to this mandate, ICAM intends to acquire a management information system referred to as ICAMIS. The system aims to improve ICAM's service delivery, enhance its member experiences, and streamline its administrative processes.

ICAM therefore, intends to apply part of its budgeted funds for procurement of consulting services from an experienced systems development firm. The consulting services ("the Services") include designing, development and commissioning the ICAMIS.

2. Objective of the Assignment

The primary objective of the consultancy/assignment is to design, develop and commission a management information system for ICAM namely ICAM Information System (ICAMIS).

3. Scope of the Services

Under the assignment, the selected firm shall be responsible for, but not limited to the following tasks:

- a. Requirement Gathering and Analysis:
 - Conduct comprehensive stakeholder consultations to gather detailed functional and technical requirements.
 - Document use cases and workflows for each module.
 - b. System Design and Development:
 - Develop a modular and scalable MIS architecture.
 - Ensure the system integrates seamlessly with ICAM's existing software.
 - Incorporate user-friendly interfaces for all modules.
 - c. Module Development:
 - Members Module: Manage member's records including history of committees served, remarkable contributions to the profession, disciplinary investigations or sanctions
 - Annual Subscription and Fee Management: Automate member subscription renewals, fee payments, invoicing, and notifications.
 - Events Module: Facilitate event registration, scheduling, attendance tracking, and feedback collection.
 - Student Module: Manage student records, examination registrations, student registration renewal and results.
 - Recording and tracking of practical work experience for passed finalist
 - System Administration: Provide robust administrative tools for user management, access control, and system configuration.
 - Report Module: Generate customizable reports for insights on membership, finance, events, and student activities.
 - d. Integration and Testing:
 - Integrate the MIS with ICAM's current software and databases.
 - Conduct rigorous system testing, including functionality, performance, and security assessments.
 - e. User Training and Support:
 - Deliver training sessions for ICAM staff and members to ensure smooth adoption of the system.
 - Provide comprehensive user guides and technical documentation.
 - f. Deployment and Maintenance:
 - Deploy the system in a live environment with minimal disruption.
 - Offer post-implementation support, including regular updates and troubleshooting.
- (full details of the scope are in the TORs)

4. Deliverables

The consultancy has the following deliverables:

- a. Inception Report: Should be submitted within 3 weeks after commencement of contract and should detail the following:

- Project Plan - Detailed timeline, milestones, and resource allocation for the entire project lifecycle.
 - Requirements Specification Document - Comprehensive documentation of functional and technical requirements.
 - System Design - Architecture and design documents outlining the MIS structure and integration plan.
- b. Functional MIS: Fully operational modules of the ICAMIS for, among others:
- Annual Subscription and Fee Management
 - Events Management
 - CPD Returns Filing and Management
 - Member / Student Management
 - Practical Work experience
 - System Administration
 - Reporting
 - Any other necessary accessories that may be needed
- c. Integration Reports: Demonstrating successful linkage with ICAM's existing systems.
- d. Testing Documentation: Reports and outcomes from system testing phases.
- e. Training Materials: User guides, video tutorials, and training schedules for ICAM staff and members.
- f. Source code to ICT designated personnel

5. Reporting

The overall assignment shall be overseen by the ICAM secretariat through an appointed officer who shall coordinate the day-to-day execution of the assignment by the consulting firm. It is expected that all deliverables shall be delivered within 60 calendar days.

6. Professional Qualifications and Experience

The preferred consulting firm must demonstrate that it will have suitably qualified key personnel that will meet the following requirements:

- a. **Project Team Leader:** Master's degree in IT, Computer Science, or any other related discipline, a member of ICTAM or similar professional body, 7 years work experience, demonstrate successful experience in deploying Management information systems, accounting systems, HRM, CRM and MIS. good understanding and experience of software development frameworks in JAVA such as spring framework or Struts 2 framework; in PHP such as Laravel, Zend Framework, Cake PHP and in Python such as Django, design and development of database systems like Oracle, MySQL and NoSQL types of databases such as MongoDB.
- b. **Systems Analyst:** BSc in Engineering or Computer Science or Information Technology, certifications in project management, system

architecture, 5 years work experience, member of ICTAM or any related professional body. Knowledge in design and development of database systems like Oracle, MySQL and NoSQL types of databases such as MongoDB.

- c. **Software Engineer (2 No.):** BSc in Engineering or Computer Science or Information Technology, 5 years practical experience in software programming, certifications in relevant programming languages or system programming, ICTAM membership, demonstrate successful experience in developing, integrating and configuring MIS, accounting systems, HRM and CRM on experience in web and mobile application development, Android/iOS and USSD application program coding and system integration.

(Full details of Key Personnel attributes are in TORs)

7. Selection of a successful Consulting Firm

A successful Consulting firm shall be selected following the Least Cost Selection (LCS) procedure.

8. Submission of Proposals

Interested firms that meet the requirements should access an RFP document by visiting ICAM website <https://www.icam.mw> Proposals prepared in accordance with the instructions in the RFP document shall be submitted preferably by e-mail by **Friday, 4th April, 2025** before **10:00 hours**, local time.

The Chief Executive Officer

Institute of Chartered Accountants in Malawi (ICAM)

ICAM House

Chipembere Highwa

P. O Box 1

Blantyre

Phone: (+265) 1895216, 1895217, 1895218

Email: icam@icam.mw