



**ACCOUNTANT GENERAL'S DEPARTMENT**

**REQUEST FOR EXPRESSION OF INTEREST  
(CONSULTING SERVICES - FIRM SELECTION)**

**INTERNATIONAL COMPETITIVE BIDDING-(ICB)**

**Name of Country** : **MALAWI**

**Name of Project** : **INTEGRATED FINANCIAL MANAGEMENT  
INFORMATION SYSTEM (IFMIS)**

**Project Funding** : **GOVERNMENT OF MALAWI**

**Assignment Title** : **DESIGN, DEVELOPMENT, DEPLOYMENT,  
TRAINING AND SUPPORT OF THE NEW  
LOCAL AUTHORITY INTERGRATED  
FINANCIAL MANAGEMENT INFORMATION  
SYSTEM**

**Consultancy Ref. No** : **AGD/N-LAIFMIS/25-26/01**

**Date of Issue** : **08<sup>th</sup> May, 2025**

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**1) Background**

The Government of the Republic of Malawi through the Accountant General's Department- (AGD) has allocated resources in its 2025/2026 Financial Year budget towards the cost of implementing various Integrated Financial Management Information System (IFMIS) programs, and intends to use part of the Resources towards eligible payments under the consultancy contract to Design, Develop, Deploy, Training, and Support of the New Local Authority Integrated Financial Management Information System (NEW LA- IFMIS)

## **2) Objectives of the Assignment**

The objectives of this assignment are:

The overall objective is to improve transparency, compliance and quality of financial data for decision making. Specific objectives for the consultancy are:

- To Automate the financial management processes for Local Authorities in Malawi, including, planning and budgeting, payments, accounting, reporting, procurement, payroll, compliance checks, Human Resource, Electronic Document Management(s) Work Flow, Biometric Lock, Asset Management, Project Management and Local Revenue Management
- To ensure transparency, accountability, and accuracy in financial transactions.
- To integrate the NEW LA IFMIS with key systems including commercial banks, Reserve bank of Malawi, Central Government IFMIS ETC
- To ensure the NEW LA IFMIS complies with local regulations and international accounting standards, especially IPSAS.
- To build capacity and transfer skills to Project Implementation Team (PIT) throughout the system development cycle.
- To ensure smooth roll out of the system through training, support and hand over of the system to the Malawi Government

## **3) Scope of the Assignment**

This consultancy is for the Design, Development, Deployment, Training, and Support of the New Local Authority Integrated Financial Management Information System (NEW LA- IFMIS); to streamline and automate financial processes which will improve financial transparency and ensure compliance with relevant financial regulations. The main specific tasks are as listed below;

- Project Inception and Planning
- System Design and Development
- Data Migration and Testing
- Deployment and Implementation
- Training and Capacity Building-

- Post-Implementation Support and Maintenance
- Project Closure and Handover

#### 4) **Eligibility and Qualification Criteria**

To this end, The Accountant General's Department seeks the services of bidders with the following minimum qualifications;

- At least **7 years of experience** in developing and/or deploying financial management systems or enterprise resource planning (ERP) solutions, particularly within government, public sector, or large organizations
- A proven track record of successful implementation of **IFMIS or similar systems** that involve complex financial processes such as budgeting, accounting, payroll, procurement, Local revenue Management Automation.
- Demonstrated proficiency in developing systems using modern technologies, frameworks, and programming languages (e.g., Java, Python, C#, .NET, or equivalent technologies).
- Expertise in financial software development, system integration, database management, and data security practices.
- Experience in multi-user, web-based, or cloud-based financial systems that allow for real-time processing and user scalability.
- Proven ability to integrate multiple financial modules and subsystems, such as accounting, budgeting, payroll, procurement, and reporting, within a single platform.
- Familiarity with integrating financial systems with external APIs, such as banking systems, tax authorities and regulatory bodies.
- Experience implementing systems that adhere to international financial and accounting standards such as International Financial Reporting Standards (IFRS), International Public Sector Accounting Standards (IPSAS) Generally Accepted Accounting Principles (GAAP), and regulatory requirements (e.g., taxation, procurement laws).
- Expertise in information security standards such as ISO 27001, ensuring compliance with data protection regulations, such as the General Data Protection Regulation (GDPR) or local data protection laws

#### 5). **Duration**

The entire project is expected to be completed within [14] months from the date of contract signing, renewable subject to satisfactory performance:

## **6) Reporting and Communication**

1. The consultant will be reporting to the Management of Accountant General's Department through Director IFMIS.
2. The consultant will be required to report every milestone, deliverable completion and at the end of the assignment.

## **7) Shortlisting of Firms**

Expression of Interest (Eoi) will be evaluated or selected in accordance with the Public Procurement and Disposal of Asset Act No 7 of 2025 and Public Procurement Regulations 2020 of the Republic of Malawi under International Competitive Bidding (ICB) Procedures. Participation is open to all eligible firms.

## **8) Submission of Expression of Interest**

Interested eligible firms may submit expression of Interest to the Accountant General's Department (AGD), stating their interest and attaching the following documents for assessment; The submission of an Expression of Interest does not constitute a bid. However, the Department will solely use the information to shortlist qualified consultants for participation

in a substantive tender process using Request for Proposals (RFP).

**Bidders must meet the following minimum requirements,**

- i. Official letter on letterhead expressing interest
- ii. Detailed company profile that includes number of years in providing similar services in Malawi or elsewhere, number of professional staff (permanent / temporary) qualified to perform the services as mentioned above
- iii. Relevant work experience for similar services successfully executed in the last four (4) years (2021-2022 FY, 2022-2023 FY, 2023-2024 FY, 2024-2025 FY), by attaching system generated Local Purchase Orders (LPO); Copy of signed contracts by all parties; approved and accepted deliverable reports, proof of payment and payment vouchers

- iv. Detailed CVs for key personnel who will undertake this assignment and their specific experience on projects of similar magnitude.
- v. Economic capacity (turnover of the last 3 years)
- vi. Copies of business registration certificates and business licenses,
- vii. Copies of Tax Clearance Certificate, current and valid
- viii. Declaration of submitting technical and financial proposals in-case of being shortlisted,
- ix. Audited Financial Statements for the past three (3) Years- (2022-2023 FY, 2023-2024 & 2024- 2025)
- x. Partnership or joint venture agreements where applicable

Joint ventures and/or Association with local consultants are encouraged.

Interested firms may obtain further information from the Procurement and Disposal Unit +265 9 995 8 55 15 or email: [procurement@agd.gov.mw](mailto:procurement@agd.gov.mw). or from the address below during working hours from 08:00 am to 12.00 noon and from 13.00 hours pm to 16.30 hours on all working days

Sealed Expressions of Interest- Eol {One ORIGINAL & Five COPIES must be deposited in the tender box at the address below in person or by email [procurement@agd.gov.mw](mailto:procurement@agd.gov.mw). by 09<sup>th</sup> June, 2025 before 10:00 hours local time and the sealed envelope must be clearly marked “

Consultancy for Design, Develop, Deploy, Training, and Support of the New Local Authority Integrated Financial Management Information System (NEW LA- IFMIS)  
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***NB:** Please do not submit Technical or Financial offers or other documents not requested. Kindly note that complete tender documents (RFP) will be sent to shortlisted firms.*

**Address of Submission**

The Chairman,  
Internal Procurement and Disposal Committee,  
Accountant General's Department,  
Ground Floor, Tender Box placed at the entrance  
Capital Hill  
P.O. Box 30140,  
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