



RESERVE BANK OF MALAWI

ENGAGEMENT OF A CONSULTANT TO DEVELOP A BOOK AND DOCUMENTARY FOR THE RESERVE BANK OF MALAWI'S 60TH ANNIVERSARY (Individual Selection).

Procurement Reference Number: RBM/PR/6/2025

1.0 BACKGROUND

The Reserve Bank of Malawi is celebrating its 60th anniversary in July 2025. As part of the celebrations, the Bank wishes to produce a commemorative book and documentary that showcase its history, milestones, and contributions to Malawi's economic development.

2.0 OBJECTIVES.

The main objectives of the book and documentary are to:

- a) Document the history and evolution of the Reserve Bank of Malawi since its establishment
 - b) Highlight key milestones, achievements, and challenges encountered over the 60 years;
 - c) Showcase RBM's impact on Malawi's economy.
 - d) Preserve institutional memory and provide insights for future generations.
 - e) Engage stakeholders through compelling narrative and high-quality visuals.
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3.0 SCOPE OF WORK

The consultant shall:

- Conduct research: Gather information and data on the history of the Reserve Bank of Malawi, including its establishment, key milestones, and significant events.
- Write the book manuscript: Produce a well-written, engaging, and informative manuscript that tells the story of the Reserve Bank of Malawi's 60-year history.
- Produce the documentary: Create a high-quality documentary that complements the book, featuring interviews with key stakeholders, archival footage, and graphics.
- Design and layout: Ensure the book and documentary are visually appealing, with a professional design and layout.
- Editing and proofreading: Review and revise the book manuscript and documentary script to ensure accuracy, clarity, and consistency.
- Finalize the book and documentary: Deliver a printed book and a documentary in a format suitable for broadcasting and digital distribution.
- Ensuring alignment of both the book and documentary with RBM's branding and communication strategies.
- Presenting drafts for review and incorporating feedback from RBM before finalizing both outputs.
- Delivering the final book in both print and digital formats and the documentary in high-resolution video format.

4.0 DELIVERABLES

The consultant shall deliver the following:

1. A detailed research report summarizing findings.
 2. A design and layout concept for the book and documentary
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3. A manuscript for the book (hard copy and electronic)
 4. A documentary (HD video file and DVD) or A high-quality documentary (minimum 30 minutes) with professional narration and subtitles in HD video file and DVD
 5. A revised manuscript and documentary script incorporating feedback from the Reserve Bank of Malawi.
 6. Promotional materials, including a trailer and summary booklet for wider dissemination.

5.0 TIMELINE AND CONTRACT DURATION

The consultant shall complete the assignment within 12 weeks from the date of signing the contract. The timeline shall be as follows:

- i. Research and writing: 4 weeks
- ii. Documentary production: 4 weeks
- iii. Editing, design, and layout: 2 weeks
- iv. Finalization and delivery: 2 weeks

6.0 CONSULTANT'S QUALIFICATIONS

The consultant shall have:

- A degree in journalism, communications, Economics or any related field
- Proven experience in writing and producing high-quality content (books, documentaries, etc.)
- Excellent research and interviewing skills
- Ability to work independently and meet deadlines
- Familiarity with the financial sector and economic development issues in Malawi

7.0 EVALUATION CRITERIA

The consultant's proposal shall be evaluated based on Quality and Cost Based Methodology on the following areas:

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- o Technical competence
 - o Experience and qualifications
 - o Proposed methodology and approach
 - o Cost

8.0 REPORTING REQUIREMENTS

The consultant shall:

- o Submit regular progress reports (every 2 weeks)
- o Provide a draft manuscript and documentary script for review and feedback
- o Attend meetings and discussions with the Reserve Bank of Malawi as required

9.0 CONFIDENTIALITY

The consultant shall maintain confidentiality and not disclose any information related to the assignment without the prior written consent of the Reserve Bank of Malawi.

10.0 INTELLECTUAL PROPERTY

The Reserve Bank of Malawi shall retain ownership of all intellectual property rights related to the book and documentary produced under this assignment.

11.0 PAYMENT TERMS

The consultant shall be paid in accordance with the payment schedule agreed upon in the contract.

12.0 TERMINATION

Either party may terminate the contract with written notice to the other party.

13.0 DISPUTE RESOLUTION

Any disputes arising from the contract shall be resolved through negotiation and mediation.

14.0 ACCEPTANCE

By signing the contract, the consultant acknowledges acceptance of the terms and conditions outlined in this TOR.

15.0 MORE INFORMATION.

Eligible interested bidders may obtain further information and access the Bidding Documents for free from the Procurement Section at the address shown below from 08:00 to 11:30 and 14:00 to 16:00 hours from Monday to Friday, except public holidays. The request for information should be through procurement@rbm.mw

16.0 SUBMISSION OF REQUEST FOR PROPOSALS

Technical and Financial Proposals in two separate envelopes should reach the under mentioned not later than **18 March 2025 at 10:00 am**. The envelopes should be clearly marked Request for Proposals for Develop a Book and Documentary for the Reserve Bank of Malawi's 60th Annivesary and should be submitted to:

The Chairperson,
RBM Internal Procurement and Disposal Committee,
P O Box 30063,
Lilongwe 3,
Malawi.

Or

Should be deposited in a Tender Box marked; ***“Proposal for Develop a Book and Documentary for the Reserve Bank of Malawi”*** placed at the Bank's business reception at the Head Office.
