MALAWI POSTS CORPORATION

REQUEST FOR PROPOSALS (RFP)

FEASIBILITY STUDY FOR THE ESTABLISHMENT OF POST BANK

1. INTRODUCTION

The Malawi Posts Corporation (MPC) was established in 2000 under the Communications Act Number 41 of 1998. Its mandate is to provide postal and financial services.

Pursuant to this mandate, MPC would like to establish a Post Bank which, given the wide infrastructural network that the Corporation has, should contribute to Government's social-economic agenda of financial inclusion.

MPC now invites sealed bids from eligible bidders to the consultancy services as detailed hereunder.

S/N	Project Description	Procurement Reference No.	Duration (Months)
1	Consultancy Services for the Establishment of Post Bank	MPC/POST/BANK/2026/11	4

2. SCOPE OF WORK

The consultancy will cover the following areas:

a) Feasibility Study

- Identify the niche market for the post bank, including target demographics.
- Assess market demand and competitive landscape.
- Establish business case and financial viability, complete with financial projections.
- Assess MPC's internal capacity to deliver banking services, focusing on technological infrastructure, staffing and institutional alignment.
- Advise on the form the bank will take, and a sustainable operating model.

- Develop a clear roadmap for establishing the bank, from concept stage to full launch.

b) Product Development

- Recommend demand-driven financial products.

c) Technology and Infrastructure

- Define specifications for core banking systems, digital financial services (mobile/USSD), and point-of-sale networks.

d) Operational and Governance Set-up

- Draft organisational structures, risk management frameworks, compliance and auditing mechanisms.

e) Legal and Regulatory Framework

- Advise on capital requirements by the Reserve Bank of Malawi.
- Ensure compliance for licensing.

3. KEY DELIVERABLES

The consultant will provide:

a) Inception report: initial assessment and detailed work plan
b) Comprehensive business plan and financial model.
c) Technology vendor identification and integration roadmap.
d) Licensing application pack:

   Documentation for submission to the Reserve Bank of Malawi for licensing.

4. CONSULTANT QUALIFICATIONS

The consultant shall have:

a) A minimum of a Masters degree in Banking, Finance, Economics, Accountancy, or Business Administration.
b) At least 10 years of senior-level experience in retail banking, postal banking, or establishment of a financial institution.
c) Proven and demonstrable expertise in securing banking licenses and implementing core banking systems.
d) Strong understanding of rural and peri-urban financial inclusion dynamics in emerging markets.

5. BIDDING DOCUMENTS

A complete set of Bidding Documents in English may be purchased by interested bidders upon payment of a non-refundable fee of **MK20, 000.00**. The method of payment will be cash.

5. PROPOSAL SUBMISSION GUIDELINES

Interested consultants should submit proposals that include:

a) A cover letter expressing interest and outlining relevant experience
b) A detailed technical proposal addressing the scope of work.
c) Curriculum Vitae of key personnel.
d) Evidence of similar assignments completed in the past.
e) A financial proposal

6. EVALUATION CRITERIA (QCBS)

a) Technical approach and methodology	30%
b) Relevant experience and qualifications	40%
c) Financial proposal	30%

7. TIMELINES

The consultant should be engaged by 1st February, 2027, and the consultancy should be concluded (including submission of the deliverables) by 31st May, 2027.

8. SUBMISSION DETAILS

Proposals in hard copies must be submitted to: **The Chairperson, Internal Procurement and Disposal Committee, Malawi Post Corporation Headquarters, P.O Box 602, Blantyre** indicating the subject line: “Proposal – Post Bank Feasibility Study”.

The deadline for submission of proposals is on or before **4th January, 2027** at **10:00 Hours** and late bids shall be rejected. Technical proposals will be opened at 10:00 Hours on the same day in the presence of bidders who choose to attend the opening session.