



**Digital Inclusion for all**

**EXPRESSION OF INTEREST (EOI)**

**ISSUE DATE: 25<sup>th</sup> MARCH 2025**

**PROVISION OF CONSULTANCY SERVICES FOR THE SETTING  
UP OF A SMART DEVICE ASSEMBLY FACILITY**

**PROCUREMENT REF: MACRA/IPDC/USF-SDAF/2025/04/01**

**1. Background**

The demand for smart devices has been steadily increasing due to technological advancements and changing consumer preferences. To capitalize on this growing market, the Universal Service Fund is facilitating the setting up of a smart device assembly facility. This initiative aims to not only meet the market demand but also establish our presence in the competitive tech industry.

MACRA through the Universal Services Fund has budgeted funds to be utilized for the procurement of a consultant to facilitate the setting up of a smart device assembly facility in Malawi.

**2. Objective of Assignment**

To primary objectives of setting up the smart device assembly assembly facility are:

- a. To enhance availability of quality, durable and affordable smart devices that meet market standards,
- b. To optimize local production processes for efficiency and cost-effectiveness

- c. To establish a reputable brand presence in the smart device market.

### **3. Scope of the assignment**

The selected firm will be responsible for:

- Designing and setting up a state-of-the-art assembly facility for smart devices;
- Developing the bidding documents for procurement of necessary equipment, machinery, and technology required for the assembly process and assisting the evaluation of received bids;
- Developing assembly processes and workflows optimized for efficiency and quality;
- Supporting the implementation of quality control measures to ensure the production of high-quality devices;
- Training personnel on assembly techniques, quality standards, and safety protocols;
- Supporting the establishment of supply chain management systems for the procurement of raw materials and components; and
- Supporting the implementation of environmental sustainability measures in the assembly process.

### **4. Qualification and Experience of the Firm**

It is expected that the Consultants shall comprise a multidisciplinary team led by a team leader with extensive telecommunication engineering background at master's level. Other key staff shall include but not limited to project management and operations expert, business development expert and one financial expert.

#### **4.1 Teams Professional Experience**

- **Industry Experience:** At least 10 years of experience in the electronics manufacturing industry, with specific experience in smart device assembly.
- **Project Management:** Proven track record of managing and successfully completing complex manufacturing projects.
- **Facility Setup:** Experience in setting up manufacturing or assembly facilities from scratch, including layout design, equipment procurement, and workforce training.

- **Quality Control:** Experience with quality assurance and control processes in an assembly line environment.

#### **Technical Skills:**

- **Manufacturing Processes:** In-depth knowledge of modern manufacturing processes and technologies relevant to smart device assembly, including automation, robotics, and Industry 4.0 practices.
- **Equipment Knowledge:** Familiarity with the types of machinery and tools used in the assembly of smart devices, such as SMT (surface-mount technology) equipment, soldering stations, and testing equipment.
- **Software Proficiency:** Proficiency in computer-aided design (CAD) software, manufacturing execution systems (MES), and enterprise resource planning (ERP) systems.

#### **Certifications:**

- **Project Management Certification:** Certification such as PMP (Project Management Professional) or PRINCE2.
- **Lean Six Sigma:** Certification in Lean Six Sigma methodologies to ensure efficiency and quality in manufacturing processes.
- **Quality Management:** Certifications related to quality management systems, such as ISO 9001.

#### **Soft Skills:**

- **Communication:** Strong communication skills to effectively liaise with stakeholders, suppliers, and team members.
- **Problem-Solving:** Excellent analytical and problem-solving skills to address challenges that arise during the facility setup.
- **Leadership:** Demonstrated leadership capabilities to manage cross-functional teams and drive the project to completion.

#### **Additional Attributes:**

- **Industry Networks:** Established connections within the electronics manufacturing industry for sourcing equipment and materials.
- **Regulatory Knowledge:** Understanding of regulatory requirements and standards relevant to smart device manufacturing, including safety and environmental regulations.

- **Innovation and Adaptability:** Ability to stay updated with the latest industry trends and incorporate innovative solutions into the assembly facility.

**References and Portfolio:**

- **Previous Projects:** A portfolio of previous projects involving the setup of manufacturing or assembly facilities, particularly for smart devices or similar electronics.
- **Client References:** Positive references from previous clients who can attest to the consultant’s capabilities and success in similar projects.

**5. Selection of Consulting Firm**

Expressions of interest will be evaluated in accordance with the Public Procurement and Disposal of Public Assets Act of 2025 and its subsidiary legal framework. Participation is open to all eligible bidders.

A shortlist of a maximum of six (6) legal firms shall be invited to submit technical and financial proposals to the Authority. The firms will be selected through a Quality & Cost Based (QCBS) selection method using Complex Based Request for Proposal (RFP) Document.

**6. Expression Of Interest (EOI) Submission**

Interested eligible bidders may submit expressions of interest (EOI) in sealed envelopes clearly marked **“Provision of Consultancy Services for Setting Up of a Smart Device Assembly Facility”** should be submitted to the address highlighted below.

**THE CHAIRPERSON**

Internal Procurement and Disposing Committee (IPDC)  
Malawi Communications Regulatory Authority (MACRA)  
1st Floor Green Heritage House Area 13  
2 Khonje Close  
P.O. Box 30214  
Capital City  
207213  
Lilongwe 3  
MALAWI

**Attention: Head of Procurement & Supply Chain**

**E-mail: [procurement@macra.mw](mailto:procurement@macra.mw)**

**8. Closing Date for Receipt of Expression of Interest**

Closing date for submission of EOI's is on **Thursday 10<sup>th</sup> April 2025 at 10:00 hours** and opening shall commence at the same time. Consultants or their representatives and the public who wish to attend the opening ceremony are most welcome.

**THE CHAIRPERSON**  
**Malawi Communications Regulatory Authority (MACRA)**  
**1<sup>st</sup> Floor Green Heritage House Area 13**  
**2 Khonje Close**  
**P.O. Box 30214**  
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