



ACCOUNTANT GENERAL'S DEPARTMENT

TERMS OF REFERENCE (TOR)

(CONSULTING SERVICES - INDIVIDUAL SELECTION)

COUNTRY : MALAWI

NAME OF PROJECT : INTEGRATED FINANCIAL MANAGEMENT INFORMATION SYSTEMS (IFMIS)

ASSIGNMENT TITLE : REPLACEMENT OF CHEQUE PRINTING WITH FILE EXPORT FUNCTIONALITY IN SERENIC NAVIGATOR IN ALL LOCAL COUNCILS

REFERENCE NO : AGD/ICONS/RCP/25-26/04

DATE OF ISSUE : 14/07/2025

1. Background

The Government of Malawi through the Reserve Bank of Malawi (RBM) and the Accountant General's Department (AGD) have been implementing various upgrades across the Core Banking Solution known as FLEXCUBE and the SAP IFMIS to improve on the payment efficiencies of Government payments. As part of the upgrades, an Oracle Business Digital Experience (ODBX) based Internet Banking solution is being deployed across Government Ministries, Departments and Agencies including Local Councils, Donor Funded Projects as well as State Owned Enterprises (SOEs). At commissioning and Go-Live, cheque printing from across Government entities mentioned above will completely be phased out.

The Serenic Navigator system currently deployed across local councils in Malawi uses cheque printing to facilitate financial disbursements. With the growing demand for digital transformation and efficiency, the Client seeks to replace this process with an automated, bank-compatible file export solution. This change aims to improve financial compliance, streamline operations, and enhance security.

The Accountant General's Department now seeks the services of an individual consultant to work with the National Local Government Finance Committee to integrate the Serenic Navigator based IFMIS with the OBDX at the RBM as a model of payment replacing cheque payments.

2. Objective

To develop, test, and deploy a secure file export module that will replace cheque printing in Serenic Navigator, and to roll out this functionality across all local councils in Malawi.

3. Scope of Work

The Consultant will:

- Conduct system analysis and requirements gathering
- Design and develop the file export functionality in NAV 2009 Classic
- Ensure compatibility with banking standards
- Implement User Acceptance Testing (UAT) with pilot councils
- Deploy the solution to all 28 local councils
- Provide user training, documentation, and technical handover
- Offer post-deployment support
- To integrate the Local Council IFMIS with the Oracle Digital Experience (OBDX) at Reserve Bank of Malawi
- To encrypt the exported files with PGP encryption model

4. Deliverables

- Functional file export feature fully integrated into Serenic Navigator
- Customization aligned with specific bank format requirements
- UAT test plans and reports
- Deployed and verified solution in all councils
- User manual and technical documentation
- Basic user training at each council
- Post-deployment support and issue resolution
- Full integration with OBDX, tested and signed off

5. Methodology

- Initial consultation and requirement validation
- Agile development approach with iterative feedback
- Pilot testing in selected councils
- Sequential deployment to all councils
- Final review, training, and support

6. Timeline

PHASE	DURATION
System Development & QA	2 weeks
UAT (Pilot Councils)	1 week
Deployment to 28 Councils (2 days each)	11 weeks
Documentation & Handover	1 week
Post-deployment Support	2 weeks
Total Duration	Approximately 17 weeks

7. Required Qualifications

Education: Bachelor's Degree in Computer Science, Information Technology, or a related field.

Experience: 5+ Years of experience in Microsoft Dynamics (Serenic Navigator)

8. Technical Skills

- Programming on relevant languages
- Database Administration

9. Budget estimate (Flat Fee)

ITEM	AMOUNT (MWK)
System Development & QA	
UAT (5 Pilot Councils)	
Deployment	
Training & Documentation	
Post-deployment Support	
Reporting & Change Request Buffer	

16.5% VAT	
Total	MWK

10. Selection

Proposals 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 **Individual Consultant Selection**. Participation is open to all eligible firms.

11. Reporting & 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

12. Eligibility and Qualification Criteria

Individual Consultants must meet the following minimum requirements,

- i. Official letter of application
- ii. Detailed CVs for the individual expressing specific experience on the assignment or projects of similar magnitude.
- iii. Copies of Academic and professional qualifications
- iv. Colour Identification card,

Interested firms may obtain further information from the Procurement and Disposal Unit +265 9 995 8 55 15 or email: 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 proposals must be deposited in the tender box at the address below in person on 18th July, 2025 before 10:00 hours local time and the sealed envelope must be clearly marked “

“ Proposal for Replacement of Cheque Printing with file Export Functionality in Serenic Navigator in all Local Councils”

Address of Submission

The Chairman,

Internal Procurement and Disposal Committee,

Accountant General's Department,

Ground Floor, Tender Box placed at the entrance

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