



## **MALAWI COMMUNICATIONS REGULATORY AUTHORITY**

### **REQUEST FOR PROPOSAL (RFP) FOR THE DESIGNING AND DEVELOPMENT OF AN ONLINE TYPE APPROVAL SYSTEM FOR MACRA**

#### **1. Introduction**

The Malawi Communications Regulatory Authority (MACRA) was set up by the Communications Act, No. 68 of 2016 (revised) as an independent regulatory authority for the communications sector in Malawi in respect of telecommunications, broadcasting, postal and spectrum management.

Among its duties, MACRA is responsible for protection of consumer interests, promotion of competition, research and development and fostering the development of the communications sector in accordance with recognized international standards.

The Authority's powers include regulation, licensing, monitoring and enforcement of the laws, regulations and licence conditions pertaining to the communications sector.

Establishment of a Type Approval regime for terminal equipment or any other electronic equipment is one of the key functions that MACRA has to undertake in order to achieve the required technical and safety standards of the telecommunications gadgets coming into Malawi.

For the Authority to effectively undertake its type approval activities, it is imperative that it establishes an online type approval system in order to streamline and bring efficiency to the process.

## **2. Online Type approval System**

Online approval system will help the Authority to receive type approval applications online and be able to give status on the application.

## **3. Objective of Consultancy**

The main objective of the assignment is to design, develop and implement a system that will enable the Authority to receive type approval applications online and also enable the applicant to monitor the status online.

## **4. Scope of Assignment**

In undertaking this assignment, the Consultant will work closely with the taskforce identified and guided by MACRA to:

- a) Assess and understand the current type approval process.
- b) Identify gaps in the current type approval process and suggest ways of improving it.
- c) Design, develop, test and commission the online type approval system.
- d) Train MACRA technical staff on the use of the type approval system.
- e) Integrate the online type approval system to ACCPAC system.

## **5. Team Composition**

The successful consultants shall be required to undertake the assignment as a multi disciplinary team comprising a Lead Consultant and Key ICT Experts.

The consultants must have relevant qualifications with a minimum of Masters Degree in ICT, from a recognized institution with extensive experience in Database Design, System Designing, WEB and Software development

including implementation for not less than 5 years.

Interested consultants must show the following:

- (i) Previous experience in a similar assignment.
- (ii) At least 5 years in the field of ICT
- (iii) Solid experience or qualification in project management.
- (iv) Excellent writing and communication skills in English language.
- (v) At minimum the team should be composed of the following:

Database Designers, System Designers, Web and Software development.

Each of these should be well qualified in his field of expertise with a minimum of Masters degree and of 5 years experience.

### **5.1 The Working Language**

The working language for the consultancy service shall be English.

## **6. Selection Method**

The consultants shall be selected in accordance with the **Quality and Cost Based Selection (QCBS)** procedures as set out in **Public Procurement and Disposal of Assets Act (PPDAA) 2017**. Consultants are therefore instructed to submit their proposals in two separate labeled envelopes, one for the Technical Proposal and another one for the Financial Proposal.

### **6.1 Technical Proposal**

The technical proposal shall take into consideration the following areas:

- a) Consultant's previous experience in similar assignment.
- b) At least 5 years in the field of ICT or telecommunications specifically in the field of Regulatory, Strategy and ICT policies.
- c) Excellent writing and communication skills in English language.
- d) Deliberate plans for transfer of knowledge/capacity building to key taskforce team.
- e) Analytical skills are very important in this assignment
- f) Knowledge of ICT regulations and policy in developing countries is necessary

### **6.2 Financial Proposal**

The financial proposal shall indicate separately, professional fees and all relevant reimbursables.

However, it shall NOT include workshops/conferences fees / expenses that shall make part of the exercise as this shall be directly organized and coordinated by the client.

### **6.3 Evaluation**

Evaluation shall be carried out in two stages: Technical Proposal Evaluation and then Financial Proposal Evaluation

**a) Technical Proposal:**

This shall be an evaluation on how the technical details provided by the bidder match with the technical specifications laid down in the RFP document and these TOR's. Determination of the technical evaluation results shall be based on the following point rating.

<b>Criteria</b>	<b>Points</b>
Consultant's general experience in providing consulting services	10
Consultant's specific experience in providing consultancy in similar assignments	10
Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs):	30
a) Technical approach and methodology	15
b) Work plan	10
c) General comments on the Terms of Reference	5
Key Experts' qualifications and competence for the assignment	40
a) <b>Team Leader</b> Legal expert in ICT with a Master's degree in relevant field	20
b) <b>ICT expert in WEB and Software Development</b> A minimum of a Masters Degree in Computer Science or Information Technology or in any other related field plus 5 years Experience	10
c) <b>Database Designing Expert</b> A minimum of a Bachelors Degree in Computer Science or Information Technology or in any other related field plus 5 years Experience	5
d) <b>System Designing Expert</b> A minimum of a Bachelors Degree in Computer Science or Information Technology or in any other related field plus 5 years Experience	5
Organization and staffing	5
Transfer of knowledge to local staff	5
<b>Total Technical Score</b>	<b>100</b>

***It should be noted that the Technical Proposal score shall constitute 70% of the total score by each consultant.***

**b) Financial Proposal**

Financial proposal shall take into consideration the price quoted by the consultants and shall constitute 30% of the total score.

**7. Detailed Request for Proposal (RFP) Document**

Interested consulting firms **MUST** obtain a detailed RFP document at the address below during office hours (08:00 - 17:00 hours during working days except weekend and public holidays):

Malawi Communications Regulatory Authority (MACRA)  
MACRA House  
Ginnery Corner  
9 Salmin Amour Road  
P/Bag 261  
Blantyre  
**MALAWI**

**Attention: Procurement Specialist**

Tel: +265 1883 611

Fax: +265 1883 890

E-mail: [jngalawa@macra.org.mw](mailto:jngalawa@macra.org.mw)

**8. Proposal Submission**

Completed copies of proposals in sealed envelopes clearly marked "**Proposal for the Designing and Development of a Online Type Approval System for MACRA**" should be submitted in two separate envelopes one marked "**Technical Proposal**" and the other one marked "**Financial**" and must be delivered to the following address:

**The CHAIRPERSON**  
**Internal Procurement Committee,**  
Malawi Communications Authority – MACRA  
Salmin Amour Road,  
Ginnery Corner  
P/ Bag 261,  
Blantyre.  
**MALAWI**

E-mail: [dg-macra@macra.org.mw](mailto:dg-macra@macra.org.mw)

Tel: +265 1 883 611

Fax: +265 1 883 890

## 9. Proposal Opening

Opening of proposals shall take place in MACRA Boardroom on **Monday, 21<sup>st</sup> May, 2018 at 15:00 hours** and bidder's representatives and the general public who wish to attend are most welcome. **MACRA** is however, not bound to accept the lowest or any proposal but reserves the right to exercise choice of lowest evaluated, substantially responsive proposal and can cancel the procurement proceedings at any stage.