



RESERVE BANK OF MALAWI

## REQUEST FOR EXPRESSION OF INTEREST

### Consultancy for Implementation of Enterprise Architecture (EA) as part of IT Governance Initiative based on COBIT 5

#### 1. Background

The Bank embarked on implementation of COBIT framework as an IT Governance Framework in 2006. This implementation followed a resolution by the Committee of Central Bank Governors (CCBG) for all Central Banks within the SADC region to adopt and enforce a standardised framework for management of their IT environments. COBIT framework provided by ISACA was selected as standard framework in all SADC Central Banks. Since 2006, the Bank has made a number of strides towards the implementation. The Bank managed to carry out an Independent COBIT Maturity Assessment in 2009.

Through the IT Governance implementation several COBIT processes have been documented and streamlined to ensure alignment with corporate objectives and also ensure that the Information & Communication Technology Department (ICT) department continue to deliver value to its stakeholders. One of the COBIT processes that has been earmarked for implementation from 2017 to 2018 is Enterprise Architecture.

RBM, therefore, requires the services of a consulting organization to assist in the implementation of Enterprise Architecture (EA) in the Bank; to guide the ICT department in enabling business to deliver their mandate. It is expected that the preferred service provider will demonstrate solid experience in implementation of EA.

#### 2. Objectives of the assignment

The main objective of the implementing of EA in the Bank is to establish a common architecture consisting of business process, information, data, application and technology architecture layers for effectively and efficiently realising enterprise and IT strategies by creating key models and practices that describe the baseline and target architectures.

Further the project aims at defining requirements for taxonomy, standards, guidelines, procedures, templates and tools, and provide a linkage for these components.

It also aims at improving alignment to business objectives, increase agility of ICT systems, improve quality of information and generate potential cost savings through initiatives such as re-use of building block components.

#### 3. Scope of Work

The consultancy is aimed at implementing Enterprise Architecture (EA) in the Bank. The EA expert(s) will carry out all the tasks outlined in these terms of reference and the detailed terms to be agreed at the signing of the contract, as well as any other related tasks required to achieve the objectives and deliverables of the consultancy.

The scope shall include the following:

1. Provide a plan for EA
2. Conducting EA awareness to ICT members of staff.
3. Identifying EA toolset, providing a roadmap to adoption of the proposed tools.
4. Conduct EA preliminary Change Management
5. Proposed best practice structure for adoption of EA in the Bank

The EA expert(s) will be required to provide a plan and approach to achieving the deliverables of the project within the set period.

#### 4. Deliverables

It is expected that upon completion of each deliverable area as detailed below, there shall be submission of reports and a power-point presentation on the same. RBM shall need to sign off each area before the EA expert embarks on subsequent deliverable areas.

#### 5. Key Staff and Qualifications

Interested EA expert(s) should provide information demonstrating that they have the required combination of qualifications and relevant experience in conducting a consultancy of this nature. Previous experience in a similar exercise with a Central Bank will be an added advantage. The successful EA expert(s) must be available to be on-site at the RBM premises to undertake the consultancy.

The EA expert(s) should also provide detailed roles and responsibilities for all key staff that will be involved in this Consultancy.

The Bank expects the EA expert(s) to possess a combination of the following qualifications, experience and skills to work on the project and as such resume(s) with photos attached must be submitted along with the technical proposal. Candidates proposed must have three or more years

work experience performing functions for which they are being proposed. Resumes shall be no more than five pages per proposed candidate.

Any changes in project key staff should be in consultation with and approval of the Bank.

#### a. Information and Communication Technology Expertise and Experience

- Have a minimum of a Master's Degree in Computing Science or a related field.
- Have a minimum of 10 years post qualification business exposure in the ICT field; with similar implementation experience and exposure.
- ICT Project management skills and expertise, preferably PRINCE2 certification will be an added advantage.
- Certification in COBIT and CGEIT will be preferable.
- Certification in EA tools most preferably TOGAF.
- Proven track record in working with EA tools and implementation of EA in the public and private sector.
- An innovative thinker and able to drive and market change to people of different levels in an organization.

#### b. Other Experiences

Describe in detail a minimum of three (3) organizational assessments done by the EA expert in the private or public sector. At a minimum, please include the following information for each engagement:

- a. Name of institution;
- b. Nature of engagement, including whether the entity was a service provider, and whether the engagement was public or private sector;
- c. Operational categories reviewed;
- d. Brief description of the proposal for design
- e. Details surrounding consulting services provided;
- f. Number of consultants involved;
- g. Time frame of consulting services were provided;
- h. Major problems and resolutions; and
- i. Other information that may be relevant.

#### 6. Contract duration

The assignment is for a maximum of 100 working days from the date of signing the contract.

#### 7. Selection of a successful consultant

The consultant will be selected in accordance with the Malawi Public Procurement Act, 2003.

#### 8. Submission of Expressions of Interest

Interested EA expert(s) must provide information indicating that they are qualified to perform the required services and that, if successful, they will be automatically disqualified to bid for the implementation phase of the project.

The selected EA expert(s) shall be expected to work hand in hand with the Director of ICT, the Process Owners, the EA Project Team and any other relevant stakeholders. The Expression of Interest must include resume(s) of key staff who will work on the project as well as a plan and an approach to achieving the deliverables of the consultancy within the set period.

Expressions of interest must be delivered by close of business to the address below by **Friday, 08th December, 2017**.

The Chairperson  
Internal Procurement Committee  
Reserve Bank of Malawi  
P.O Box 30063,  
Lilongwe 3  
MALAWI.

Tel: +265 1 770 600.  
Or

Should be deposited in a Tender Box marked, "Tender for the EA Project" placed at the Bank's reception at the Head Office.

Further information can be downloaded at the <http://www.rbm.mw>