



REQUEST FOR TECHNICAL AND FINANCIAL PROPOSALS TO DEVELOP AND OPERATIONALISE A YOUTH AND SPORTS MANAGEMENT INFORMATION SYSTEM

INTRODUCTION

The Ministry of Labour, Youth and Manpower Development (MLYMD) with support from the United Nations Population Fund, UNFPA are working towards the establishment of a Youth and Sports Management Information System (YOSMIS). The YOSMIS will be a repository for data collection, storage, processing, analysis and reporting of youth and sports information at all levels. The YOSMIS will be a major source of information for Government Ministries and Departments, NGOs, researchers, donors and other stakeholders in the youth and sports subsectors on research; policy and planning; monitoring and evaluation; and decision making. Specifically the YOSMIS seeks to

- 1.1 To act as an integrated tool for collecting, storing and analyzing data and providing indicators and pointers for policy making and programming;
- 1.2 To provide a platform for monitoring and evaluation of the implementation of youth and sports programs;
- 1.3 To provide processed information to all stakeholders for decision making.

In view of the foregoing, the Ministry now invites technical and financial proposals from qualified consultant(s) to support the development and operationalization of a Youth and Sports Management Information System (YOSMIS).

SCOPE OF THE ASSIGNMENT

The scope of the assignment is to design, develop and deploy a web based Youth and Sports Management Information System. In particular the consultant will be required to study/understand main functions of Department of Youth, Department of Sports, District Youth Offices, District Sports Offices, National Youth Council of Malawi and the Malawi Council of Sports Council and come up with detailed requirement in the form of Software Requirement Specification for Web-Based Youth and Sports Management Information System. Focus shall be put on integration and linkage with other subsystems to ensure common data flow to avoid duplication and data redundancy.



In addition the Consultant will be expected to work hand in hand with a team of officers from Ministry of Labour, Youth and Manpower Development, Ministry of Sports and Culture, the National Youth Council and the Malawi Council of Sports for capacity building purposes. The consultant will further develop capacity of the ICT personnel in the Ministry of Labour, Youth and Manpower Development and Ministry of Sports and Culture to manage and resolve operational issues to ensure smooth operation of the system after the consultancy period has elapsed.

QUALIFICATIONS, EXPERIENCE AND SKILLS REQUIRED

The consultant(s) should have the following qualification

- At least a Degree in Computer Science, Information Systems, Business Information Technology and Information Communication Technology. Those with a Master's Degree will have an added advantage;
- A minimum of 5 years' experience in programming, development of Management Information systems in general and Youth and Sports Information management in particular;
- Demonstrate expertise and experience in working on similar assignments with traceable referees and sample of works successfully carried out.

SUBMITTING APPLICATIONS

Qualified and interested firms/candidates should submit documents containing the following:

- A technical and financial proposal to carry out the assignment based on the full Terms of Reference (ToRs).
- Detailed up to date CV of proposed team members. Should be separate from technical proposal
- Two references from traceable referees and evidence of similar assignments successfully undertaken in the past five years.

Interested applicants must request a copy of full Terms of Reference (ToRs) within working hours (08:00- 12:00 and 13:00-16:30) from Monday through Friday by writing to the following emails; jmsusa10@gmail.com or chrismbukwa@yahoo.co.uk



Proposals clearly marked: **“Technical Proposal to Develop and Operationalize a Youth and Sports Management Information System”** must be submitted or delivered to the address below by or before **26th August 2016, 16:30** hours local time.

The Chairman

Internal Procurement Committee

Ministry of Labour, Youth and Manpower Development

Capital House near Magetsi House, City Centre

P.O. Box 344

Lilongwe

LATE SUBMISSIONS WILL BE REJECTED