

MRFC

MALAWI RURAL FINANCE COMPANY LIMITED Expression of interest for review of computer package

The Malawi Rural Finance Company is a company that is owned 100 percent by the Malawi Government. It was established in 1993 and its main area of activity is provision of micro credit to micro, small and medium size business undertakings as well as individuals. To achieve this it operates through 6 branches that are situated in Blantyre, Machinga, Lilongwe, Salima, Kasungu and Mzuzu; 20 satellite stations and 120 field offices spread throughout Malawi.

During the year 2005 the institution embarked on a management information system project and this was commissioned towards the end of year 2007 after the internal project team identified the Bankers Realm (BR) package for use in its loan tracking and processing as well as for financial reporting. BR is therefore central to the operations and reporting requirements of the company and is an integral part of decision support system. Having used it for about two years, an evaluation of the impact of the software and methodology that is being used to implement its modules in the company has been felt necessary.

The evaluation of BR's impact and its implementation methodology is to be done immediately to assess ways in which the package is impacting on the operations of the company and recommend ways how optimal benefits can be derived from it.

I Objectives of the Evaluation

- a. **Purpose and objective of the evaluation:** To assess the implementation of the project and evaluate whether it achieved intended objectives; and whether the results obtained can be used to draw important lessons for similar projects in future.
- b. **Specific Issue:** An evaluation of the methodology used, relevance of financial management specialist, site visits, and a live cut-over, and commentaries on configuration and functionalities of the system.

II Approach and scope for the Evaluation process

- a. Desk review of documents (all records pertaining to the project),
- b. Formal and informal, individual and group, interviews with project target group stakeholders,
- c. Domain inspection – This may include observations at all or selected locations,
- d. Analysis of quantitative and qualitative data.

III Deliverables

- a. Round table discussion with the Board of Directors and executive management of the Malawi Rural Finance Company Limited,
- b. Seminar presentation to user groups within the institution,
- c. Written report of the work.

IV Composition and conduct of Evaluation Team

- a. The Evaluation Team shall not include Malawi Rural Finance Company Limited or associates of any parties that were involved at any point in this project before,
- b. The Evaluation Team must have handled a consultancy of similar magnitude and nature before and must be familiar with evaluation of implementation of modern banking and accounting software,
- c. The Evaluation Team must adhere to the present 'Code of Conduct' provided when signing the contract.

The work is expected to take **30 days** including travel, making a presentation and report writing. Proof of competency and having successfully undertaken similar studies within the past eighteen months is required. Those with adequate exposure to BR will have a distinct advantage and the bidders are free to associate to enhance their capacity.

Application will be received until 18th September 2009.

This advert is also found on the website www.odpp.gov.mw

Responses should be directed to mrfchqs@mrfc.co.mw

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