



RESERVE BANK OF MALAWI

INVITATION TO BID - CONSULTANCY FOR BUSINESS CONTINUITY MANAGEMENT AT THE RESERVE BANK OF MALAWI

Procurement Reference Number: **RBM/ SRD/ 001/12.**

Introduction

The Reserve Bank of Malawi (“the Bank”) wishes to engage a Consultant for the provision of consultancy services on the implementation of Business Continuity Management (BCM) across all operational clusters of the Bank.

Objective

The Bank intends to refresh the activity by reviewing its entire Business Continuity Management process. Some work relating to the development of the BCM Policy was completed and approved by the Board. However, there is need to conduct risk analysis for the various operational clusters, develop prevention and mitigation strategies, ensure that they are effective and testable business continuity plans for critical areas of the Bank and develop structures that will ensure the maintenance and sustenance of viable BCM in the Bank. In the long term, the Bank’s BCM structure and process needs to properly interface with Central Government and the financial industry.

Scope of Work

The consultancy will include but not be limited to the following activities:

1. Assess the current business operations of the Bank.
2. Develop Business Continuity Plans and Emergency Responses by among other activities:
 - a. Working with various clusters to conduct risk analysis. The Bank's current operational clusters are contained in Appendix 1 attached.
 - b. Working with clusters to develop prevention and mitigation strategies.
 - c. Ensuring that all clusters have developed and implemented appropriate BCM responses.
 - d. Ensuring that all clusters and the Bank at large have developed effective and testable business continuity plans.
 - e. Providing training to departmental risk management coordinators and skills transfers to designated Bank employees.
3. Provide technical advice that will improve the resilience and robustness of the Bank's BCM process.
4. Prepare workshop materials for sensitising members of staff.
5. Provide assistance on developing a roadmap for the full implementation of BCM.

Eligibility

The prospective consultants should meet the following criteria:

- Have knowledge of duties and responsibilities of central banks and financial institutions.
- Have sufficient financial institutions experience and demonstrate comprehensive knowledge of applying BCI methodology in developing business continuity plans.
- Should use practical rather than an academic approach in building the business continuity plans.
- Demonstrate core competencies related to BCM in terms of availability of experienced and qualified personnel who would be assigned to this engagement.
- Demonstrate a commitment to meeting all reporting deadlines.
- Have substantial resources and support services available to address the scope of training services required; and have sufficient resources to provide related consulting services if and when required.
- Should propose a skills transfer plan to members of staff in the Bank to support the BCP.

The Bank therefore invites proposals from eligible firms for provision of BCM consultancy services.

Bidding Process

Bidding process will be conducted in accordance with the open tender bidding procedures contained in the Government of Malawi's Public Procurement Act 2003, and is open to all interested bidders.

Bidding Documents

A complete set of bidding document in English may be inspected and purchased by interested bidders from the Reserve Bank of Malawi, Head Office in Lilongwe upon payment of a non-refundable fee of **MK 2000.00** between 9:00am to 11:30am. The method of payment will be cash.

Submission of Proposals

Bids in a sealed envelope and clearly marked, **“Invitation to Bid - Consultancy for Business Continuity Management at the Reserve Bank of Malawi”**, should be sent to:

**The Chairperson,
RBM Internal Procurement Committee,
Convention Drive; Plot No. 16/1,
P.O Box 30063,
Lilongwe,
Malawi.**

Or

Should be deposited in a Tender Box marked, **‘Invitation to Bid – Consultancy for Business Continuity Management’** placed at the Bank’s reception at the Head Office, Lilongwe. The deadline for submission is **31st July, 2012, 15:00 hours** which shall coincide with the time of opening at the Bank’s **Auditorium** in **Lilongwe**. Late submissions shall be rejected.

Interested bidders are invited to attend the opening ceremony.