

EXPRESSION OF INTEREST

**ENGAGEMENT OF AN INFORMATION SYSTEMS
GOVERNANCE CONSULTANT
MALTA ENVIRONMENT AND PLANNING
AUTHORITY**

Ref: EOI/03 /2010

18th January 2010

1. Scope

This expression of Interest (EOI) addresses the engagement of an Information Systems Governance Consultant:

The scale of operations and responsibilities handled by MEPA, combined with the current reform agenda, imply an ever increasing dependence on Information Systems (IS). MEPA needs to ensure that decisions taken with respect to, and based on, Information Systems, continue to be taken within an appropriate framework of business priorities and strategic alignment, and with high levels of confidence with respect to information processes and information assets.

- a. MEPA is seeking to engage a suitably skilled consultant to perform targeted assessments to review the its current governance framework, to assess the risks and opportunities across all the MEPA Directorates as they are presently configured, to make recommendations for changes to current structures and practices, and to make recommendations on the implementation of such changes.
- b. The person selected will report to the Director Corporate Services and the MEPA Board. The term of the engagement is anticipated initially to be for three to six months starting immediately, with options of renewals thereafter..
- c. CISA, CISM or CGEIT would be the typical qualifications considered relevant for this role. Awareness of the latest ISO standards on Information Technology – Security Techniques and the Corporate Governance of Information Technology will be considered an asset. Internal Audit experience may also be useful.

The successful bidder is expected to provide an engagement letter indicating the details of the services he would be providing.

2. Reports

Reports to be submitted for distribution to the Director Corporate Services within terms of agreement.

3. Duration

The appointment will be for a period of three to six months, renewable.

4. Instructions to bidders

Interested bidders are to submit their proposals including:

- a) A corporate profile of the bidder, including services offered, experience in the specific area and credentials for undertaking the exercise and a list of public sector audit clients.
- b) A brief profile of the consultant who will work on this project including qualifications and professional experience of each individual.

6. Equipment

Any hardware, software or equipment required for this exercise shall be procured at the expense of the selected bidder.

7. Conditions for Participation

Participants in this Expression of Interest must observe the following:

- Submissions are made strictly in accordance with this document.
- Additional material, brochures or promotional material may be submitted together with the information requested therein.
- All information requested in this document must be provided. If any section is not deemed to be applicable the bidder shall indicate it accordingly, without prejudice to the right of the Authority to disqualify bidders that do not provide the required information.
- The proposal submitted is to be signed by the candidate's authorised signatory with evidence of such authorisation.
- The proposal must be drawn up in English and submitted by not later than the deadline specified in this document.
- Any correspondence, including the actual proposal must always include the reference number indicated on the front page of this document.
- The Authority may invite bidders to supplement or clarify the documents they submit.
- The Authority reserves the right to refuse any additional fees that may be presented at the end of the exercise that were not approved by the said authority in writing.
- The proposal must be delivered by recorded delivery (official registered postal service) or hand delivered to the address below by not later than **10:00 hrs on the 28th January 2010**:

**Director Corporate Services
Malta Environment and Planning Authority
St Francis Ravelin
Floriana
Malta**

- Proposals submitted in any other way will not be considered.
- Late submissions will not be considered.

8. Proposal Response Format

Bidders are to submit three (3) copies of their proposal. The three copies will be sealed in an outer envelope or parcel and deposited in Tender Box marked 'EOI/03 /2010' that is located on the ground floor of the above address which envelope or parcel shall contain the following information on its outside:

- The address for submission of Proposals indicate above;
- The reference code of Expression of Interest (found on front cover of this document);

- Expression of Interest title.

9. Evaluation Criteria

This assignment will be awarded in terms of the following evaluation criteria:

Evaluation Criteria	%
List of clients and related project experience	15
All-encompassing proposal which addresses all requirements	35
Cost of assignment	50
Total	100

10. Termination

Without prejudice to the above, the Malta Environment and Planning Authority reserves the right to terminate the assignment without compensation in the event that there is an unjustified delay of more than ten (10) consecutive dates or if the successful bidder demonstrates a lack of ability to perform the tasks required.

11. Payment

Payment will be affected within thirty (30) days of invoicing after the acceptance of the final report by the Malta Environment and Planning Authority.

12. Clarifications and additional information

Interested bidders are to notify the Authority in writing of any clarification required on the assignment. Any requests for clarifications are to be addressed until 12:00 25th January 2010 to:

**The Director Corporate Services
Malta Environment and Planning Authority
St Francis Ravelin
Floriana
Malta**

e-mail: ray.piscopo@mepa.org.mt

Written requests shall reach the Authority at least five (5) working days prior to the submission deadline. Any requests after this date will not be accepted.

Any clarifications will be faxed, mailed, e-mailed or delivered to all the parties known to the Authority to have requested a copy of the Expression of Interest.

Copies of all clarifications will be made available for inspection at the offices of the Authority. Interested persons will ensure they have received all clarifications issued.