



Kwame Nkrumah University

INVITATION FOR EXPRESSIONS OF INTEREST FOR CONSULTING FIRMS FOR THE DEVELOPMENT OF A STUDENT INFORMATION MANAGEMENT SYSTEM (SIS) FOR KWAME NKRUMAH UNIVERSITY

Country: Zambia

Name of Project: Development, Configuration, Testing and Commissioning of a Student information Management System at Kwame Nkrumah University.

CONSULTING SERVICES

Reference No. **EO/SIS/KNU/25**

1. Introduction

Kwame Nkrumah University is undertaking a major digital transformation to streamline academic, financial, and administrative services. As part of this transformation, the University requires the development of a complete, secure, and integrated Student Information System (SIS) to automate and support the entire student lifecycle—from application and admission through to graduation and alumni services.

The system must be capable of supporting full-time, distance, part-time, and satellite students, while also integrating with third-party platforms such as Moodle, Sage Accounting, banking systems, and infrastructure monitoring systems.

The purpose of this assignment is to design, develop, implement, and support a secure, modular, and fully integrated Student Information System (SIS) that reflects the academic, operational, and financial needs of Kwame Nkrumah University and its affiliates.

2. Objectives

- Automation of academic and administrative processes.
- To enable student self-service, including registration, payments, and records access.
- To enforce institutional policies such as fee thresholds, academic progress rules, and assessment compliance.
- To provide real-time reporting and audit capabilities for departments.
- Integration with existing systems such as Moodle LMS, banking platforms, and infrastructure monitoring systems.

3. Scope of Work

The development team shall deliver the Student Information Management System (SIS) with the following fully functional and integrated modules (Detailed modules will be attached and they will be subjected to change based on requirements):

- Admissions Management Module
- Student Module
- Academic Affairs Module
- Course Registration Module
- Grades Management Module
- Continuous Assessment (CA) & Class Register Module
- Exams Management Module
- Lecturer Evaluation Module
- Finance & Billing Module
- Student Portal
- Moodle LMS Integration
- Accommodation Module
- Dean of Students Module
- Reports and Analytics
- Access Control & Audit Trail
- ICT Infrastructure Integration

3.1 The development of the Gender Management Information System should be completed within 6 months.

- Accommodation Module
- Dean of Students Module
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3.2 The selection procedure shall be in accordance with the Quality Cost Based Selection as set out in the Public Procurement Act No. 8 of 2020 as amended by the Public Procurement Amendment Act No. 17 of 2023 and the Public Procurement Regulations of 2022.

3.3 Participation: is restricted to Citizen and Local Bidders only, however a Citizen or Local Bidder can partner with a foreign bidder for purposes of enhancing their capabilities.

4. Qualification, Competencies and Requirements

The following qualifications and competencies are required from the consulting firm:

- The interested firm to submit a detailed company profile showing its core business.
 - Name, scope and cost of previous comparable similar assignments and client contact details (email, postal / physical address);
 - Firms technical and managerial capacity to manage similar assignment
 - Key Experts will not be evaluated at the shortlisting stage.
 - The interested firm must have experience in developing Information Management Systems for Higher learning Institutions
 - The Firm shall have at least 8 years' experience and capabilities in the field of software development;
 - The Firm shall have a minimum of 3 certificates of completed work of similar nature and size especially in higher learning and Government institutions.
 - The consultancy firm must be a citizen or local bidder registered to do business in Zambia (provide Certificate of incorporation from PACRA, Valid 2025 ZRA Tax Clearance Certificate, PACRA Print out showing names of Shareholders and Valid 2025 NAPSA Compliance Certificate);
 - The consultancy firm must provide documentary evidence demonstrating having experience and a good understanding of the information management systems;
 - The consulting firm must provide documentary evidence demonstrating the ability to develop Application Programming Interface (API) and integrate systems;
 - The company must provide documentary evidence of having previously undertaken major Government Computer systems development and or related projects;
5. Interested consultants may obtain further information at the address below during Office hours (08:00 – 07:00 hours). Information, including the Terms of Reference (TORs) may also be requested by e-mail by writing to david.nsalamba@nkrumah.edu.zm, Copy likando.akabondo@nkrumah.edu.zm.
6. Kwame Nkrumah University now invites eligible consultants (firms) to submit their Expression of interests in sealed envelopes, clearly marked "Expression of Interest (EOI's) for consulting Firms to Develop a student information Management System. Expressions of Interest shall be deposited in the Tender Box located at **Kwame Nkrumah University, Plot No. 1583, Along Munkoyo Street. East Campus by the entrance to the Council Chamber**, during working hours, on or before Wednesday, 10th December, 2025 at 10:00hrs local time. Expressions of Interest delivered after Wednesday 10th December, 2025 at 10:00hrs local time will be rejected.

Procurement and Supplies Manager
For/Vice Chancellor
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East Campus
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