



Request for Expression of Interest (REOI)

(CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE CIVIL SERVICE INFORMATION MANAGEMENT SYSTEM – CSIMS)

Issuance Date: Monday, September 15, 2025 (Two Weeks Duration)

Reference: RFP No. CSA/CSIMS/LCS/003/2025

Assignment Title: Consultancy Services for the Development of the Civil Service Information Management System (CSIMS)

1. Introduction

The Civil Service Agency (CSA) of the Republic of Liberia has received funding from the Government of Liberia (GoL), through the Ministry of Finance and Development Planning (MFDP), to support the strengthening of governance and public administration. The CSA intends to allocate part of its budget to procure consulting services for the design and development of the **Civil Service Information Management System (CSIMS)**.

This procurement process is being conducted in accordance with the Public Procurement and Concessions Act (PPCA) of 2010 and its Amendments.

2. Objectives of the Assignment

The objective of the consultancy is to design and develop a centralized, secure, and cloud-hosted Civil Service Information Management System (CSIMS) to support comprehensive Human Resource Management (HRM) across the Government of Liberia.

The system will:

- Centralize and digitize personnel records.
- Automate credential verification and reclassification.
- Integrate payroll and pension systems.
- Provide workforce analytics and advanced reporting.
- Support recruitment and onboarding processes.
- Enable performance management.
- Ensure compliance with Liberia's HR and data governance frameworks.



3. Scope of the Assignment

The consulting firm/consortium is expected to deliver a robust system with the following components:

1. Development of a Personnel Database Module (CRUD functionality).
2. Credential Verification & Validation Module.
3. Recruitment & Onboarding Module.
4. Payroll Export Interface Module.
5. Performance Management Module.
6. Analytics & Reporting Module.
7. Comprehensive System Design Document.
8. Deployment & Training Plan for CSA staff and relevant stakeholders.

4. Qualifications of Firms

Interested firms must provide documentary evidence demonstrating the following:

- Valid legal registration (e.g., Registrar of Companies/SEC certificate).
- Minimum of **five (5) years proven experience** in system development or similar assignments (HRMIS, payroll, or government information systems).
- Availability of qualified personnel, including software engineers and system architects.
- Record of successfully completed projects in the public and/or private sector within the last 2–5 years.
- Audited financial statements for at least two (2) years.
- Valid Business Registration and Tax Clearance certificates.

5. Duration of Assignment

The duration of the assignment is **six (6) months**, based on achievement of agreed milestones, as determined by the Civil Service Agency.

6. Submission Details

Interested and eligible firms/consortia are invited to submit:

- One (1) original and two (2) copies of their Expression of Interest (EOI)
- In a sealed envelope clearly marked:



REPUBLIC OF LIBERIA
CIVIL SERVICE AGENCY (CSA)
"Ensuring Merit and Efficiency in the Public Service"
Ministerial Complex | Congo Town | Monrovia, Liberia



"Expression of Interest for Development of the Civil Service Information Management System (CSIMS), Ref: CSA/CSIMS/LCS/003/2025"

Deadline for Submission:

EOIs must be delivered in person **on or before Monday, September 29, 2025, at 1:00 PM (local time)**. *Electronic submissions will not be accepted. Late submissions will be rejected.*

Submission Address:

Procurement Division
Civil Service Agency
Ministerial Complex, Congo Town
Room #314 (Second Floor)
Monrovia, Liberia

Contact Information:

Email: procurement@csa.gov.lr
Tel: +231-776-028-430 / +231-886-369-501

7. Important Notice

This REOI does not constitute a solicitation. Only shortlisted firms will be contacted and invited to submit detailed proposals.