ZIMBABWE

GOVERNMENT ICT SPECIFICATIONS STANDARDS

(Version 2)

Office of the President and Cabinet
E-Government Technology Unit

May 2025
Harare

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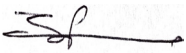
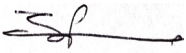
Document Revision History

Version	Author	Description	Date
1.0	E-Government Technology Inter-Agency Committee	Creation of ICT specifications standards	May 2023
2.0	E-Government Technology Inter-Agency Committee	Revision of ICT specifications standards	May 2025

Document Approval History

Version	Name	Title	Signature	Date
1.0	Dr. T. Matekaire	Head, E-Government Technology Unit		May 2023
2.0	Dr. T. Matekaire	Head, E-Government Technology Unit		May 2025

FOREWORD

It is with immense satisfaction and a profound sense of collective achievement on the significant milestones in our government digital enablement process. This follows the adoption of the Government ICT Specifications Standards (2023) to curtail duplication, fragmentation and inconsistent approaches to ICT deployment in the public sector. The journey towards a truly unified, efficient, and secure digital government for Zimbabwe is a cornerstone of our national development agenda, firmly anchored in Vision 2030 and the national development plans. These ICT Specifications Standards were conceived as a critical blueprint, providing the technical foundation upon which our digital aspirations would be built.

Dr. Martin Rushwaya
Chief Secretary to the President and Cabinet

Following their initial formulation, and wider adoption as reference standard for all ICT procurements in public sector institution in 2023, we embarked on a crucial and highly productive phase: the all-stakeholder workshop convened to review these very standards. This gathering was a testament to our commitment to inclusivity and excellence. It brought together a diverse and dedicated group of experts, practitioners, and representatives from across all Ministries, Departments, and Agencies (MDAs), the private sector, academia, and relevant regulatory bodies. The insights shared, the robust discussions held, and the invaluable feedback provided during that workshop are truly transformative.

The overwhelming success of that collaborative exercise has not only validated the initial premise of these standards but has also significantly enriched and strengthened their content. The revised standards, now formally adopted, reflect a harmonious consensus on the technical pathways essential for interoperability, security, efficiency, and long-term sustainability across the entire government ICT ecosystem. They represent a shared understanding of best practices, tailored to Government of Zimbabwe's unique context and ambitious digital roadmap.

This version of the Government ICT Specifications Standards stands as a beacon of what can be achieved through collaborative governance and a unified national purpose. It will serve as an indispensable guide for all ICT procurement, development, and deployment activities within the public sector, ensuring consistency, maximizing value for money, and accelerating the delivery of citizen-centric digital public services – truly transitioning us from queues to "click and get."

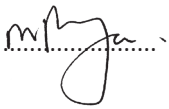
I extend my deepest gratitude to all stakeholders who contributed their invaluable time, expertise, and commitment to this vital review process. Your collective effort

has not only refined these standards but has also reinforced the spirit of partnership that is indispensable for our digital future.

Let us now embrace these refined standards with renewed vigour, confident that they provide the robust foundation for a digitally transformed Government. This therefore guarantees the citizenry and Government entities of improved technical efficiencies, reliability, quality, scalability as well as interoperability of services.

The e-Government Technology Unit is expected to build upon these gains and continue giving the necessary guidance and direction in all matters related to digitalization in the public sector. Finally, it is expected that the eGovernment technical standards, which are a product of wider consultations, will be effectively used across the public sector to leverage the potential of ICTs in the digital transformation journey for Zimbabwe.

These guidelines are therefore effective immediately.



Dr M. Rushwaya

Chief Secretary to the President and Cabinet

GOVERNMENT OF ZIMBABWE

ACKNOWLEDGEMENTS

This Government ICT Specifications Standards document would not have been a success without the direction of the ICT Steering Committee spearheaded by the Tripartite. Due credit goes to the subject matter experts from across Government for the voluntary collaboration and contributions during the drafting stage which testifies commitment to the shared ownership and anticipated adoption by all stakeholders. The InterAgency Technical Working Committee also deserves special mention for the dedication and enthusiasm in authoring these guidelines.

ICT Steering Committee Composition

(a) Secretary for E-Government Technology Unit;

(b) Public Service Commission (PSC);

(c) Ministry of Finance, Economic Development and Investment Promotion;

(d) Ministry of ICT, Postal and Courier Services d) Ministry of Higher and Tertiary Education, Innovation, Science and Technology Development;

(e) Auditor General's Department;

(f) Procurement Regulatory Authority of Zimbabwe (PRAZ); and

any other member co-opted to attend the ICT Steering Committee meetings at the discretion of the Steering Committee depending on the subject matter or nature of projects under discussion in consultation with the Chairperson.

Inter-Agency Technical Working Committee Composition

(a) E-Government Technology Unit (OPC);

(b) Ministry of Finance, Economic Development and Investment Promotion;

(c) Public Service Commission;

(d) Ministry of ICT, Postal and Courier Services;

(e) Ministry of Higher and Tertiary Education, Innovation, Science and Technology Development;

(f) Procurement Regulatory Authority of Zimbabwe; and

(g) Office of the Auditor-General.

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1. INTRODUCTION

The Government of Zimbabwe fully recognizes the transformative power of Information and Communication Technologies (ICTs) in modernizing public institutions and significantly enhancing service delivery. As a core pillar of our public sector reform agenda, ICTs have been strategically integrated and prioritized within all national development planning frameworks. Government continues to commit substantial resources to drive digitalization, making government services more responsive to citizens' needs and simplifying administrative processes for greater efficiency and effectiveness.

Historically, ICT procurement across Ministries, Departments, and Agencies (MDAs) has often been uncoordinated. This has regrettably led to widespread duplication, the creation of fragmented digital silos, significant system incompatibilities, and ultimately, unnecessary expenditure. To truly realize a cohesive and efficient digital government, all ICT acquisition, deployment, and management must be meticulously aligned with the overarching e-Government transformation agenda being driven by the E-Government Technology Unit in the Office of the President and Cabinet.

There is, therefore, a compelling need to strengthen efforts to standardize and harmonize ICT procurement across all government agencies. This critical step will lay the essential foundation for the desired interoperability, as explicitly outlined in the Government of Zimbabwe Enterprise Architecture Framework. The revised Government ICT Specifications Standards are designed precisely to enforce this consistency in the acquisition, allocation, and use of ICTs throughout public institutions.

These standards have been meticulously prepared under the direct authority and guidance of the Office of the President and Cabinet, with the full support of the Tripartite. Their implementation is crucial to ensuring due diligence, achieving optimal value for money, and accelerating Zimbabwe's journey towards a truly integrated and digitally empowered public sector.

1.1. Overview

The Government of Zimbabwe is steadfast in its commitment to building an integrated and efficient e-Government ecosystem. This commitment is underscored by the **Guidelines for the Development of an Integrated e-Government Ecosystem (July 2020)**, which specifically mandates the implementation of a robust, coherent and integrated digital government ecosystem. Achieving this vision hinges entirely on adopting a systematic and standardized approach to every aspect of ICT acquisition and deployment across government. This crucial strategy encompasses developing and enforcing robust, sustainable mechanisms and comprehensive frameworks, all vital for effectively guiding the government digital enablement process.

In a pivotal move towards this objective, the Office of the President and Cabinet issued **Cabinet Circular No. 22 of 2022 on Zimbabwe e-Government Standards** and the **Government ICT Specifications Standards Version 1** developed and adopted in May 2023. These landmark developments explicitly mandate the issuance and mandatory usage of e-Government Standards across all Ministries, Departments, and Agencies (MDAs). The Treasury directive issued on **November 7, 2022**, in line with the **Public Finance Management Act [Chapter 22:19]** further reinforces the exercise of **due diligence** and securing **value for money** in all public procurement of ICTs. Consequently, the acquisition of ICT resources across government must now be meticulously coordinated and strictly conform to these stipulated, whole-of-government guidelines.

The **Government ICT Specifications Standards**, which are an integral part of the broader e-Government Standards published in 2022, are therefore **binding on all public institutions.** These standards are not merely guidelines; they are fundamental to operationalizing the core principles and thrust of the **Government of Zimbabwe Enterprise Architecture Framework** which champions:

- Interoperability to **e**nsure seamless data and system exchange across all government entities, eliminating silos.
- Standardization to establish common technology platforms, protocols, and specifications to reduce complexity and costs.
- Efficiency to optimize resource utilization and streamlining processes through shared infrastructure and services.
- Secure by design to build a trusted, robust and resilient digital environment that protects government information assets and citizen data.
- Once-only principle to ensure that citizens and businesses should only have to provide the same information to public administrations once.
- Sustainability to promote long-term viability of ICT investments through planned upgrades and maintenance.

Therefore, procuring entities should recognize that Government does not just procure technology; it is strategically investing in a unified, secure, and highly efficient digital government that effectively serves its citizens.

1.2. Purpose

These guidelines are fundamental to the Government's commitment to **financial prudence** and ensuring **value for money** in all ICT procurements. Significant cost savings can be achieved by implementing stringent measures to curtail unjustified spending. This makes the imperative to **standardize, streamline, and coordinate ICT**

procurement across all public institutions abundantly clear. Therefore, by rigorously adhering to the specifications outlined in this document, Government anticipates substantial gains in the efficient implementation of digital technologies and the effective resourcing of public sector employees.

1.3.Rationale

The current disparities in the tools of trade across comparable grades within public institutions clearly expose an uncoordinated approach to ICT acquisition and resourcing. This lack of uniformity fosters resentment among staff, contributes to unnecessary job mobility as individuals seek better-equipped environments, creates prejudice, and ultimately leads to the significant wastage of public funds which are desperately needed for other critical national demands.

Recognizing the finite nature of our resources, it's imperative to equip the workforce only with the capabilities precisely commensurate with their job functions. Therefore, adopting a **Whole-of-Government Approach** to the planning, acquisition, and utilization of ICTs through standardization is not just beneficial, but in the best interest of the Government.

The technical specifications recommended in this document are designed to champion harmonization, interoperability, and technology convergence. Enforcing these standards, will decisively eliminate duplication and dismantle existing technological silos across the entire Government ICT ecosystem, directly aligning with and accelerating the realization of the overarching e-Government Enterprise Architecture Vision.

1.4. Scope

This document provides essential guidance for all public institutions regarding the procurement of ICT hardware and software for government use. This encompasses a broad range of entities, including Central Government, Parastatals, Grant-Aided Institutions, Local Authorities, and Commissions.

It is important to note that:

i. These specifications shall apply uniformly to all ICT devices, including those designated as conditions of service within employment contracts, ensuring consistency, compliance, and alignment with government standards.

ii. These specifications do not constitute an automatic entitlement for any particular grade. The acquisition of ICT devices will remain strictly dependent on specific job requirements and the respective Ministry, Department, or Agency (MDA) procurement plans.

2. HARDWARE SPECIFICATIONS

Applicable specifications have been carefully developed and are directly linked to the general professional categorizations outlined below. For detailed guidance, please refer to Part 8 (Job Classifications), which provides a listing of the various professions classified under each category.

(a) Technical Staff

These personnel are responsible for specialized activities such as computer programming, design, simulations, and complex computer modelling, all of which require high-end computing resources.

(b) Non-Technical Staff

Non-technical staff are personnel whose duties primarily involve basic computer operations and do not necessitate high-performance computing resources.

2.1. Laptop Specifications

Recommended specifications in respect of laptops for the following grades or equivalent are as follows:

2.1.1. Laptops for Ministers, Deputy Ministers or Equivalent Grades

Features	Minimum Specifications
Model and Brand	Specify (strictly no clones or refurbishments)
Part Number	Specify
Processor	Latest Generation Intel Core i7, AMD Ryzen, ARM, Apple M Series or equivalent
Memory	RAM: 16 GB
Size and Resolution	Minimum 13" or as defined based on user preferences Touch Screen (optional) High-resolution: QHD or better
Operating Systems	Latest Windows Professional Operating System/MacOS/Linux) (Genuine Software License)
Internal Storage	SSD: 512GB
Keyboard	Illuminated Backlit; Integrated Webcam
Security	Fingerprint reader
Average Battery Life	8+ hrs
NB: - Genuine software licences for Microsoft Office *- Minimum Warranty of 12 months*	
Select Supplementary items required	• Gigabit Ethernet; WLAN; Bluetooth; HDMI USB Type A; Type C • Genuine antivirus software license *(specify if internet security is required)* • Wireless Stereo Headphone/Microphone Combo • Multi-port hub/Adapter • Executive Laptop Case • Wireless Mouse

2.1.2. Laptops for Permanent Secretaries or Equivalent Grades

Features	Minimum Specifications
Model and Brand	Specify (strictly no clones or refurbishments)
Part Number	Specify
Processor	Latest Generation Intel Core i7, AMD Ryzen, ARM, Apple M Series, Apple M Series or equivalent
Memory	RAM: 16 GB
Size and Resolution	Minimum 13" or as defined based on user preferences Touch Screen (optional) High-resolution: QHD or better
Operating Systems	Latest Windows Professional Operating System/MacOS/Linux) (Genuine Software License)
Internal Storage	SSD: 512GB
Keyboard	Illuminated Backlit; Integrated Webcam
Security	Fingerprint reader
Average Battery Life	8+ hrs
NB: - Genuine software licences for Microsoft Office *- Minimum Warranty of 12 months*	
Select Supplementary items required	• Gigabit Ethernet; WLAN; Bluetooth; HDMI USB Type A; Type C • Genuine antivirus software license *(specify if internet security is required)* • Wireless Stereo Headphone/Microphone Combo • Multi-port hub/Adapter • Executive Laptop Case • Wireless Mouse

2.1.3. Laptops for Technical Chief Directors, Directors, Deputy Directors or Equivalent Grades

Features	Minimum Specifications
Model and brand	Specify (strictly no clones or refurbishments)
Part Number	Specify

Features	Minimum Specifications
Processor	Latest Generation Intel Core i7, AMD Ryzen, ARM, Apple M Series or equivalent
Memory	RAM: 32 GB
Graphics	Minimum 6GB Dedicated Video Graphics Card
Size and Resolution	Minimum 13" or as defined based on user preferences Touch Screen (optional) High-resolution: QHD or better
Operating Systems	Latest Windows Professional Operating System/MacOS/Linux) (Genuine Software License)
Internal Storage	SSD: 512GB
Keyboard	Illuminated Backlit; Integrated Webcam
Security	Fingerprint reader
Average Battery Life	8+ hrs
NB: - Genuine software licences for Microsoft Office *- Minimum Warranty of 12 months*	
Select Supplementary items required	• Gigabit Ethernet; WLAN; Bluetooth; HDMI USB Type A; Type C • Genuine antivirus software license *(specify if internet security is required)* • Wireless Stereo Headphone/Microphone Combo • Multi-port hub/Adapter • Executive Laptop Case • Wireless Mouse

NB: Due to the inevitable requirements for massive computing power needed in some professional domains, considerations shall be done for the latest high-end processors and graphics cards. However, it MUST be noted that such approvals shall ONLY be granted based on recommended system specifications as prescribed by the OEM (Original Equipment Manufacturer) of the software tools or devices that will be used.

2.1.4.Laptops for Non-Technical Chief Directors, Directors, Deputy Directors or equivalent

Features	Minimum Specifications
Model and brand	Specify (strictly no clones or refurbishments)
Part Number	Specify
Processor	Latest Generation Intel Core i7, AMD Ryzen, Apple M Series or equivalent
Memory	RAM: 16 GB
Size and Resolution	Minimum 13" or as defined based on user preferences Touch Screen (optional) High-resolution: Full HD or Better
Operating Systems	Latest Windows Professional Operating System/MacOS/Linux) (Genuine Software License)
Internal Storage	SSD: 512GB
Keyboard	Illuminated Backlit; Integrated Webcam
Security	Fingerprint reader
Average Battery Life	6+ hrs
NB: - Genuine software licences for Microsoft Office *- Minimum Warranty of 12 months*	
Select Supplementary items required	• Gigabit Ethernet; WLAN; Bluetooth; HDMI USB Type A; Type C • Genuine antivirus software license (specify if internet security is required) • Wireless Stereo Headphone/Microphone Combo • Multi-port hub/Adapter • Executive Laptop Case • Wireless Mouse

2.1.5. Laptops for Technical Staff

Features	Minimum Specifications
Model and Brand	Specify (strictly no clones or refurbishments)
Part Number	Specify
Processor	Latest Generation Intel Core i7, AMD Ryzen, ARM, Apple M Series or equivalent

Features	Minimum Specifications
Memory	RAM: 32 GB
Graphics	Minimum 6GB Dedicated Video Graphics Card
Size and Resolution	Minimum 14" or as defined based on user preferences Touch Screen (optional) High-resolution: QHD or better
Operating Systems	Latest Windows Professional Operating System/MacOS/Linux) (Genuine Software License)
Internal Storage	SSD: 512GB
Keyboard	Illuminated Backlit; Integrated Webcam
Security	Fingerprint reader
Average Battery Life	8+ hrs
NB: - Genuine software licences for Microsoft Office *- Minimum Warranty of 12 months*	
Select Supplementary items required	• Gigabit Ethernet; WLAN; Bluetooth; HDMI USB Type A; Type C • Genuine antivirus software license *(specify if internet security is required)* • Wireless Stereo Headphone/Microphone Combo • Multi-port hub/Adapter • Wireless Mouse • Cushioned Laptop Carry Case or Backpack

NB: Due to the inevitable requirements for massive computing power needed in some professional domains, considerations shall be done for the latest high-end processors and graphics cards. However, it MUST be noted that such approvals shall ONLY be granted based on recommended system specifications as prescribed by the OEM of the software tools or devices that will be used.

2.1.6. Laptops for Non-Technical Staff

Features	Minimum Specifications
Model and Brand	Specify (strictly no clones or refurbishments)
Part Number	Specify
Processor	Latest Generation Intel Core i5, AMD Ryzen, ARM or equivalent
Memory	RAM: 16 GB

Features	Minimum Specifications
Size and Resolution	Minimum 14” or as defined based on user preferences High-resolution: Full HD or Better
Operating Systems	Latest Windows Professional Operating System/Linux) (Genuine Software License)
Internal Storage	SSD: 512GB
Keyboard	Illuminated Backlit; Integrated Webcam
Security	Fingerprint reader
Average Battery Life	6+ hrs
NB: - Genuine software licences for Microsoft Office *- Minimum Warranty of 12 months*	
Select Supplementary items required	• Gigabit Ethernet; WLAN; Bluetooth; HDMI USB Type A; Type C • Genuine antivirus software license (specify if internet security is required) • Wireless Stereo Headphone/Microphone Combo • Multi-port hub/Adapter • Wireless Mouse • Cushioned Laptop Carry Case

2.1.7. LAPTOPS FOR SCHOOLS

Laptops for School Teacher

Features	Minimum Specifications
Model and Brand	Specify (strictly no clones or refurbishments)
Part Number	Specify
Processor	Latest Generation Intel Core i7, AMD Ryzen, ARM or equivalent
Memory	RAM: 16 GB
Size and Resolution	Minimum 14" or as defined based on user preferences Touch Screen (optional) High-resolution: QHD or better
Operating Systems	Latest Windows Professional Operating System/Linux) (Genuine Software License)
Internal Storage	SSD: 512GB
Keyboard	Illuminated Backlit; Integrated Webcam
Security	Fingerprint reader
Average Battery Life	6+ hrs
NB: - Genuine software licences for Microsoft Office *- Minimum Warranty of 12 months*	
Select Supplementary items required	• Gigabit Ethernet; WLAN; Bluetooth; HDMI USB Type A; Type C • Genuine antivirus software license (specify if internet security is required) • Wireless Stereo Headphone/Microphone Combo • Multi-port hub/Adapter • Wireless Mouse • Cushioned Laptop Carry Case or Backpack

Laptops for Primary School Learners

Features	Infants Specifications (ECDA – Grade 2)	Junior Specifications (Grade 3 – Grade 7)
Model and brand	Ruggedised with Drop Protection (strictly no clones or refurbs)	Specify (strictly no clones or refurbs)
Part Number	Required	Required
Processor	Latest Gen Intel(R) Core i3, ARM or equivalent	Intel(R) i5, AMD Ryzen, ARM or equivalent
Memory	RAM: 8GB	RAM: 8GB
Operating Systems	Latest Windows Professional Operating System or Windows Education) (Genuine Software License)	Latest Windows Professional Operating System or Windows Education) (Genuine Software License)
Internal Storage	SSD: 128GB-256GB	SSD: 256GB
Display	10 inches – 13 inches; Full HD	Minimum 14 inches
Input Device:	Sealed Keyboard Water Resistant Webcam Mouse	Keyboard: waterproof, Illuminated Backlit Webcam Mouse
Average Battery life	6 hours	6 hours
NB: - Genuine software licences for Microsoft Office *Minimum Warranty of 12 months*		
Select Supplementary items required	• Gigabit Ethernet; WLAN; Bluetooth; HDMI USB Type A; Type C • Genuine antivirus software license (specify if internet security is required) • Stereo Headphone/Microphone Combo • Laptop Carry Case	

Laptops for Secondary Schools Learners

Features	Infants Specifications (ECDA – Grade 2)
Model and brand	Specify (strictly no clones or refurbs)
Part Number	Required

Features	Infants Specifications (ECDA – Grade 2)
Processor	Latest Gen Intel(R) i5; AMD Ryzen, ARM or equivalent
Memory	RAM: 16GB
Operating Systems	Latest Windows Professional Operating System or Windows Education) (Genuine Software License)
Internal Storage	SSD: 256GB
Display	Minimum 14 inches
Input Device:	Keyboard: Illuminated Backlit Webcam
Average Battery life	6 hours
NB: - Genuine software licences for Microsoft Office *Minimum Warranty of 12 months*	
Select Supplementary items required	• Gigabit Ethernet; WLAN; Bluetooth; HDMI USB Type A; Type C • Genuine antivirus software license (specify if internet security is required) • Stereo Headphone/Microphone Combo • Laptop Carry Case

2.2. DESKTOP SPECIFICATIONS

2.2.1. Desktops for Ministers, Permanent Secretaries and Equivalent Grades

Features	Minimum Specifications
Model and Brand	Specify (strictly no clones or refurbishments)
Part Number	Specify
Processor	Latest Generation Intel Core i7, AMD Ryzen, ARM, Apple M Series
Memory	RAM: 16 GB
Size and Resolution	Minimum 21" or as defined based on user preferences High-resolution: Full HD or Better
Operating Systems	Latest Windows Professional Operating System/MacOS/Linux) (Genuine Software License)
Internal Storage	SSD: 512GB
Keyboard & Mouse	Wireless or USB standard
Average Battery Life	6+ hours
NB: - Genuine software licences for Microsoft Office *- Minimum Warranty of 12 months*	
Select Supplementary items required	• Gigabit Ethernet; WLAN; Bluetooth; HDMI USB Type A; Type C • Genuine antivirus software license (specify if internet security is required) • Wireless Stereo Headphone/Microphone Combo • Wireless Mouse • Cushioned Laptop Carry Case

2.2.2. Desktops for Technical Staff

(Chief Directors, Directors, Deputy Directors, Managers and Officers)

Features	Standard Specification
Model and brand	Specify (strictly no clones or refurbs)
Part Number	Required
Processor	Latest Gen Intel(R) Core i7, AMD Ryzen, ARM or equivalent; 3.0 GHz Base Frequency

Features	Standard Specification
Memory	RAM: 16GB upgradable
Graphics	Min 4GB Dedicated Graphics Card (NVIDIA/AMD Radeon/VRAM)
Operating Systems	Latest Windows Professional Operating System/MacOS/Linux) (Genuine Software License)
Hard Drive	SSD: 1TB
Display	Size: 24" Monitor or above (Optional touch enabled) Resolution: Min QHD
Keyboard & Mouse	Wireless or USB standard
Connectivity	• Integrated Gigabit Ethernet • Wi-Fi 6 minimum • Bluetooth • HDMI; Display Port • USB 3.2 Gen 2x2; Thunderbolt 4
Sound	Built in Speakers
Select Supplementary items required	• Genuine antivirus software license *(specify if internet security is required)* • Stereo Headphone/Microphone Combo
NB: - Genuine software licences for Microsoft Office *- Minimum Warranty of 12 months*	

2.2.3. Desktops for Non-Technical Staff

(Chief Directors, Directors, Deputy Directors, Managers and officers)

Features	Standard Specification
Model and brand	Specify (strictly no clones or refurbs)
Part Number	Required
Processor	Latest Gen Intel(R) Core i5, AMD Ryzen, ARM or equivalent
Memory	RAM: 16GB upgradable

Features	Standard Specification
Operating Systems	Latest Windows Professional Operating System /Linux) (Genuine Software License)
Hard Drive	SSD: 512GB
Display	Size: 24" Monitor or above (Optional touch enabled) Resolution: Min QHD
Keyboard & Mouse	Keyboard: Wireless or USB standard
Connectivity	• Integrated Gigabit Ethernet • Wi-Fi 6 minimum • Bluetooth • HDMI; Display Port • USB 3.2 Gen 2x2; Thunderbolt 4
Sound	Built in Speakers
Select Supplementary items required	• Genuine antivirus software license (specify if internet security is required) • Wireless Stereo Headphone/Microphone Combo
NB: - Genuine software licences for Microsoft Office *- Minimum Warranty of 12 months*	

2.2.4. Desktops for Primary Schools

Features	Instructor Specifications	Learner Specification
Model and brand	Specify (strictly no clones or refurbs)	Specify (strictly no clones or refurbs)
Part Number	Required	Required
Processor	Latest Gen Intel(R) Core i7, AMD Ryzen, ARM or equivalent	Latest Gen Intel(R) Core i3, AMD Ryzen, ARM or equivalent
Graphics	Min 4GB Dedicated Graphics Card (NVIDIA/AMD Radeon/VRAM)	Integrated Graphics Card
Memory	RAM: 16GB upgradable	RAM: 8GB

Features	Instructor Specifications	Learner Specification
Operating Systems	Latest Windows Professional Operating System /Linux) (Genuine Software License)	Latest Windows Professional Operating System / Widows Education) (Genuine Software License)
Hard Drive	SSD: 1TB	SSD: 512GB
Display	Size: 24" Monitor or above (Optional touch enabled) Resolution: Min QHD	Size: 24" Monitor or above Resolution: Full HD
Keyboard & Mouse	Keyboard: Wireless or USB standard	Keyboard: Wireless or USB standard
Connectivity	• Integrated Gigabit Ethernet • Wi-Fi 6 minimum • Bluetooth • HDMI; Display Port • USB 3.2 Gen 2x2; Thunderbolt 4	• Integrated Gigabit Ethernet • Wi-Fi 6 minimum • Bluetooth • HDMI; Display Port • USB 3.2 Gen 2x2; Thunderbolt 4
Sound	Built in Speakers	Built in Speakers
Select Supplementary items required • Genuine antivirus software license *(specify if internet security is required)* • Wireless Stereo Headphone/Microphone Combo		• Genuine antivirus software license (specify if internet security is required) • Wireless Stereo Headphone/Microphone Combo
NB: - Genuine software licences for Microsoft Office - Minimum Warranty of 12 months		

2.2.5.Desktops for Secondary Schools

Features	Instructor Specifications	Learner Specification
Model and brand	Specify (strictly no clones or refurbs)	Specify (strictly no clones or refurbs)
Part Number	Required	Required
Processor	Latest Gen Intel(R) Core i7, AMD Ryzen, ARM or equivalent	Latest Gen Intel(R) Core i5, AMD Ryzen, ARM or equivalent

Features	Instructor Specifications	Learner Specification
Graphics	Min 4GB Dedicated Graphics Card (NVIDIA/AMD Radeon/VRAM)	Integrated Graphics Card
Memory	RAM: 16GB upgradable	RAM: 8-16GB
Operating Systems	Latest Windows Professional Operating System /Linux) (Genuine Software License)	Latest Windows Professional Operating System / Widows Education) (Genuine Software License)
Hard Drive	SSD: 1TB	SSD: 512GB
Display	Size: 24" Monitor or above (Optional touch enabled) Resolution: Min QHD	Size: 24" Monitor or above Resolution: Full HD
Keyboard & Mouse	Keyboard: Wireless or USB standard	Keyboard: Wireless or USB standard
Connectivity	• Integrated Gigabit Ethernet • Wi-Fi 6 minimum • Bluetooth • HDMI; Display Port • USB 3.2 Gen 2x2; Thunderbolt 4	• Integrated Gigabit Ethernet • Wi-Fi 6 minimum • Bluetooth • HDMI; Display Port • USB 3.2 Gen 2x2; Thunderbolt 4
Sound	Built in Speakers	Built in Speakers
Select Supplementary items required	• Genuine antivirus software license (specify if internet security is required) • Wireless Stereo Headphone/ Microphone Combo	• Genuine antivirus software license (specify if internet security is required) • Wireless Stereo Headphone/ Microphone Combo
NB: - Genuine software licences for Microsoft Office *- Minimum Warranty of 12 months*		

2.3. MOBILE DEVICE SPECIFICATIONS

2.3.1.Mobile Phones for Senior Executives or equivalent

(Ministers, Permanent Secretaries)

Features	Standard Specification
Model and brand	Latest iPhone Pro Max/Samsung Fold/Flip/Ultra or equivalent
Network Technology	GSM/CDMA/HAPA/EVDO/LTE/5G
Platform OS	Latest Android/iOS etc.
RAM	Minimum 8GB RAM
Internal Storage	1TB
SIM	Nano + eSIM support
NB: Minimum Warranty of 12 months.	

2.3.2. Mobile Phones for Chief Directors or equivalent

Features	Standard Specification
Model and brand	Latest iPhone Pro Max/Samsung Fold/Flip/Ultra or equivalent
Network Technology	GSM/CDMA/HAPA/EVDO/LTE/5G
Platform OS	Latest Android/iOS etc.
RAM	Minimum 8GB
Internal Storage	512 GB
SIM	Nano + eSIM support
NB: Minimum Warranty of 12 months.	

2.3.3. Mobile Phones for Directors or equivalent

Features	Standard Specification
Model and brand	Latest iPhone Pro Max/Samsung Fold/Flip/Ultra or equivalent
Network Technology	GSM/CDMA/HAPA/EVDO/LTE/5G
Platform OS	Latest Android/iOS etc.
RAM	Minimum 8GB
Internal Storage	256 GB
SIM	Nano + eSIM support
NB: Minimum Warranty of 12 months.	

2.3.4.Mobile Phones for Deputy Directors, Managers or equivalent

Features	Standard Specification
Model and brand	Latest iPhone/Samsung Galaxy S or equivalent
Network Technology	GSM/CDMA/HAPA/EVDO/LTE/5G
Platform OS	Latest Android/iOS etc.
RAM	8GB
Storage	256GB
SIM	Nano + eSIM support
NB: Minimum Warranty of 12 months.	

2.3.5. Mobile Phones for Officers or Equivalent Grades

Features	Standard Specification
Model and brand	Samsung A56 5G or any equivalent preferred device
Network Technology	GSM/CDMA/HAPA/EVDO/LTE/5G
Platform OS	Latest Android
RAM	6GB
Internal Storage	128GB
Battery	5000mAh
SIM Nano + eSIM support	
NB: Minimum Warranty of 12 months.	

2.3.6. Mobile Phones for Grades Below Officer Grade

Features	Standard Specification
Model and brand	Samsung A36 5G or any equivalent preferred device
Network Technology	GSM/CDMA/HAPA/EVDO/LTE/5G
Platform OS	Latest
RAM	6GB
Storage	128GB
SIM	Nano + eSIM support
NB: Minimum Warranty of 12 months.	

2.4. TABLETS

2.4.1. Tablets for Senior Executives and Equivalent Grades

(*Ministers, Permanent Secretaries*)

Features	Standard Specification
Model and brand	Latest Samsung Galaxy Tab Ultra Series/Ipad Pro or any equivalent
Network Technology	GSM/CDMA/HAPA/EVDO/LTE/5G
Platform OS	Latest
RAM	16GB
Internal Storage	1TB
SIM	Nano + eSIM support
NB: Minimum Warranty of 12 months.	

2.4.2. Tablets for Chief Directors, Directors and Equivalent Grades

Features	Standard Specification
Model and brand	Latest Samsung Galaxy Tab Ultra Series or equivalent
Network Technology	GSM/CDMA/HAPA/EVDO/LTE/5G
Platform OS	Latest
RAM	12GB
Internal Storage	512GB
SIM	Nano + eSIM support
NB: Minimum Warranty of 12 months.	

2.4.3. Tablets for Deputy Directors and Equivalent Grades

Features	Standard Specification
Model and brand	Latest Samsung Galaxy Tab S10 or equivalent
Network Technology	GSM/CDMA/HAPA/EVDO/LTE/5G
Platform OS	Latest
RAM	8GB

Features	Standard Specification
Model and brand	Latest Samsung Galaxy Tab S10 or equivalent
Network Technology	GSM/CDMA/HAPA/EVDO/LTE/5G
Internal Storage	128GB
SIM	Nano + eSIM support
NB: Minimum Warranty of 12 months.	

2.4.4. Tablets for Officer Grade or equivalent

In the event that the devices are required for a specialised application or function, the specifications shall be determined by the requirements of the software tools to be installed. However, for general purpose office use, the specifications given below shall be used.

Features	Standard Specification
Model and brand	Latest Samsung Galaxy Tab A or equivalent
Network Technology	GSM/CDMA/HAPA/EVDO/LTE/5G
Platform OS	Latest
RAM	8GB
Internal Storage	128GB
Sim tech	Nano + eSIM support
NB: Minimum Warranty of 12 months.	

2.5. AUDIO VISUAL EQUIPMENT

2.5.1. Televisions for Small Offices/Reception Area/Breakrooms

Features	Standard Specification
Model and brand	Specify
Part Number	Specify
Display Type	LED or better
Screen Size	43-55 inches
Screen Resolution	4K Ultra HD (3840 x 2160) or better
Refresh Rate	60Hz
Audio Out 3.5mm Jack	
Connectivity	HDMI Ports: Minimum 2 USB Ports: Minimum 2 Built-in WiFi
Screen Mirroring	Miracast, Chromecast built-in, or Apple AirPlay
Warranty Period	1 Year
Supplementary Items	Mounting: VESA Compliant Mount (Wall/Stand) Mounting Kit: Screws, spacers, bolts, anchors etc

2.5.2. Televisions for Large Offices/Small Boardrooms

Features	Standard Specification
Model and brand	Specify
Part Number	Specify
Display Type	LED or better
Screen Size	65-75 inches
Screen Resolution	4K Ultra HD (3840 x 2160) or better
Refresh Rate	60Hz
Audio Out	3.5mm Jack
Connectivity	HDMI Ports: Minimum 2 USB Ports: Minimum 2 Built-in WiFi
Screen Mirroring	Miracast, Chromecast built-in, or Apple AirPlay

Warranty Period	1 Year
Supplementary Items	Mounting: VESA Compliant Mount (Wall/Stand) Mounting Kit: Screws, spacers, bolts, anchors etc

2.5.3. Televisions for Large Boardrooms/Conference Rooms/Open-Plan Areas

Features	Standard Specification
Brand	Specify
Model	Specify
Part Number	Specify
Display Type	LED or better
Screen Size	85+ inches
Screen Resolution	4K Ultra HD (3840 x 2160) or better
Refresh Rate	60Hz
Audio Out	3.5mm Jack
Connectivity	HDMI Ports: Minimum 2 USB Ports: Minimum 2 Built-in WiFi
Screen Mirroring	Miracast, Chromecast built-in, or Apple AirPlay
Warranty Period	1 Year
Supplementary Items	Mounting: VESA Compliant Mount (Wall/Stand) Mounting Kit: Screws, spacers, bolts, anchors etc

2.5.4 LED Video Walls

The specifications for LED Video Walls vary depending on the various use cases as they may be used for outdoor or indoor use and sometimes reconfigurable to different sizes. As such this guideline provides generic specifications highlighting the key technical and functional specifications to consider when procuring or planning an LED video wall. Using this generic framework procuring entities must provide specifications based on the intended application, viewing distance, and environmental conditions.

Indoor LED Video Walls

Features	Standard Specification
Brand	Specify
Model	Specify
Part Number	Specify

Features	Standard Specification
Pixel Pitch	P1.2 – P10 depending on viewing distance
Module and Cabinet Design	Modular
Physical Characteristics	Fan-less design/lightweight slim profile
Luminance	600-1200 nits
Refresh Rate	≥ 1920 Hz
Ingress Protection (IP) Rating	IP30/IP40
Viewing Angle	140°(horizontal and vertical)
Control System	• Real-time monitoring of cabinet status, temperature, and power supply • HDMI/DVI/SDI
Lifespan	100 000 hrs
Packaging	Flight Case
Warranty Period	2 years
Supplementary Items	Specify

Outdoor LED Video Walls

Features	Standard Specification
Brand	Specify
Model	Specify
Part Number	Specify
Pixel Pitch	P1.2 – P10 depending on viewing distance
Module and Cabinet Design	Modular
Luminance	≥ 5000 nits
Refresh Rate	≥ 1920 Hz
Ingress Protection (IP) Rating	IP65
Anti-UV and Anti-Glare	UV-resistant front mask with anti-glare
Operating Temperature Range	−10°C to +50°C
Heat Dissipation	Advanced cooling
Viewing Angle	140°(horizontal and vertical)

Features	Standard Specification
Control System	• Real-time monitoring of cabinet status, temperature, and power supply • HDMI/DVI/SDI
Stand/Mounting	• Wall • Truss • Ground stack With wind and severe weather resistance
Lifespan	100 000 hrs
Packaging	Flight Case
Warranty Period	2 yrs
Supplementary Items	The procuring entity must specify: • Sound requirements • Integration ports with auxiliary equipment

2.6. SERVER SPECIFICATIONS

This handbook outlines the key features and technologies that are essential for a modern and futuristic server environment, focusing on performance, sustainability, and security. It also covers the core hardware and emerging technologies that will define the next generation of data center infrastructure. Server operating systems, virtualization software and other subsystems like networking, power and cooling, and management must always be included in the specifications. Requests for server procurement will be assessed and recommended by the Technical Committee after considering the already existing capacity versus required capabilities. MDAs are therefore encouraged to submit any planned server procurements for assessment when MDA annual procurement plans are prepared.

Features	Standard Specification
Model and brand	Specify
Model	Specify
Form Factor	Modular, Rack mountable
Processor (CPU)	Server-grade Multi-Core CPU with Integrated RAS Features Minimum 16 cores per socket for parallel processing High Clock speed and multi-threading capabilities Support for Error Correction
Accelerators (GPU/TPU)	Dedicated Accelerators for AI/HPC GPU or TPU with automatic error correction High-bandwidth memory (HBM) and NVMe (capability to support AI/ML workloads)
Memory (RAM)	ECC (Error-Correcting Code) Registered Memory
Storage	High-Speed, Scalable NVMe Storage
RAID Options	RAID 0/1/5/6/10/50/60, Hardware RAID Controllers
Network	High-Speed, Multi-Gigabit Ethernet Minimum 100Gbps network interface card (NIC)
Security & Resiliency	Secured-Core Architecture and Redundancy Trusted Platform Module and Secure Boot
Cooling	Advanced Liquid Cooling Technology
Sustainability	Energy-Efficient Design with Green Certifications
Management and Modularity	AI-Driven Management and Composable Infrastructure
Software	The procuring entity must specify Server OS, Virtualisation Software and other utility software required.

2.7. NETWORK DEVICE SPECIFICATIONS

2.7.1 Edge Router

Since routers and firewalls are deployed in different environments, the procuring entity must indicate the detailed specifications in addition to the functionality identified in this standard handbook.

Features	Standard Specification
Redundancy Components	Power Supplies; Fans; Routing Engines (RE)
Routing Protocols	BGP; GRE ; MPLS; OSPF & OSPFv3
Features/Functionalities	Firewall protection DHCP support; NAT support; VPN support IPv6 support; High Availability Quality of Service (QoS); MPLS VPN Virtual Chassis technology; IPv4 support Virtual Routing and Forwarding (VRF)
Security	Firewall filters/ACLs; DDoS—control plane DDoS—Flow Spec; Stateless filters; Stateful services;
System Virtualization	Enhanced SLA and queuing Logical systems Virtual router/ switch Path Computation Element Protocol (PCEP) OpenConfig YANG data modeling
Other features	Ethernet Port speeds 1G-10Gbps SFP Ports minimum 1Gbps Throughput minimum 100Mbps

2.7.2 On-Premise Firewall

Features	Standard Specification
Physical interfaces	Specify
Layer 2 features	Supports for VLAN configurations. Zone segmentation

Features	Standard Specification
Layer 3 features	Static Routing and Dynamic Routing (OSPF, BGP,etc.) Network Address translation (NAT), DHCP, IP Address and Gateways configurations Traffic Load balancing
Security	Access Rules and NAT rules, Threat protection capability IPS capability (Optional) IDS capabilities (Optional) Web filtering Packet filtering Stateful inspection Content filtering User authentication (Optional) End User monitoring (Optional)
Performance	High Firewall throughput Concurrent Connections – At least 1,000,000 New Connections Per second – At least 20,000 IPsec VPN throughput – At least 1,000Mbps SSL Concurrent Connections – At least 5,000
Warrant and Support	3 years warrant and support for hardware and a minimum of 1 year supporting license software

2.7.3 Virtual firewall

Features	Standard Specification
Physical interfaces	Specify
Layer 2 features	Supports for VLAN configurations. Zone segmentation
Layer 3 features	Static Routing and Dynamic Routing (OSPF, BGP, etc.) Network Address translation (NAT), DHCP, IP Address and Gateways configurations. Traffic Load balancing.

Features	Standard Specification
Security	Access Rules and NAT rules, Threat protection capability IPS capability (Optional) IDS capabilities (Optional) Web filtering Packet filtering Stateful inspection Content filtering User authentication (Optional) End User monitoring (Optional)
Performance	High Firewall throughput Concurrent Connections – At least 1,000,000 New Connections Per second – At least 20,000 IPsec VPN throughput – At least 1,000Mbps SSL Concurrent Connections – At least 5,000
Warrant and Support	3 years warrant and support for hardware and a minimum of 1 year supporting license software

2.7.4 Layer 2 Switch

Description	Standard Specification
Model	Specify
Part number	Specify
Flash Memory	4 Gb
Switching Capacity	128 Gbps
Forwarding rate	190.4 Mbps
Stacking bandwidth	80 Gbps
Uplink Configuration	4 x 10G fixed uplinks
Fans	Fixed redundancy
Downlinks total 10/100/1000 or PoE+ copper ports	Specify
Ports	1x Thunderbolt 3 (40Gbps) w/ SuperSpeed USB Type-C (10Gbps) 2x SuperSpeed USB Type-A (5Gbps), 1x Micro SD card reader, 1 x HDMI 2.0 Ethernet minimum 1G At least 2 SFP ports, minimum 1G
Warranty	One year

2.7.5 Layer 3 Switch

Features	Standard Specification
Model	Specify
Part Number	Specify
Modular Uplinks and Speeds	Modular 10G
Stacking Bandwidth Support	Stack wise
HW-Based IPSEC	Required
Total 10/100/1000, Multigigabit copper or SFP Fiber	Specify
Routing	Supports static routing and dynamic routing protocols (e.g., OSPF, RIP, BGP).
VLAN Support	Supports 802.1Q VLAN tagging, VLAN trunking, and inter-VLAN routing.
Secure Tunnel connectivity	Allow to configure site-to-site connectivity using IPSEC tunnels
Power Supply and Fan	Redundant power supply and fan Stackable
Ports	At least 2 SFP ports with a minimum port speed of 1Gbps Ethernet Ports with minimum port speed of 1Gbps
Warranty and support	1 Year

2.7.6 Media Converter

Features	Standard Specification
Duplex mode	Auto-Negotiation of duplex (HDX/FDX) on RJ45 port
Distance	Specify
Power Status	LED's for TX, FX LINK/ACT, POWER,100M
Standards compliance	IEEE 802.3 (10BASE-T) and IEEE 802.3u (100BASE-TX/FX) standards
Speed measure	Support Auto-Negotiation for 10Mbps or 100Mbps, full duplex or half duplex data

2.7.7 Indoor WiFi Routers

Features	Standard Specification
Brand	Specify
Model Specify	Specify
Part Number	Specify
Wireless Technology	WiFi 6 or better Triple-Band Operation (2.4 GHz, 5 GHz or better) Dedicated 72 GHz Band 4x4 MU-MIMO or better
Security	Quantum-Resistant Encryption Zero-Trust Architecture AI-Powered Threat Detection Physical Tamper Protection
Resilience and Management	Self-Healing Mesh Networking AI Traffic Optimization Redundant Power (PoE++ and RPSU) Redundant Fan
Environmental	Wide Operating Temperature TEMPEST-rated
Throughput rate	2.4 GHz:573Mbps 5 GHz 1200Mbps

2.7.8 Network cables

Features	Standard Specification
Ethernet	Cat6 Cat7 Cat8 or better

2.7.9 Fibre Splicing Kit

Features	Standard Specification
Alignment Method	Cladding diameter (80-150um/100-300um) alignment, manual Alignment
Applicable Fibre	Any common optical fibre, rubber–insulated fibres, and jumpers that meet requirements
Carry Case	Heavy Duty Carrying Case

Features	Standard Specification
Battery	Quick-Change Rechargeable Lithium Battery
Precision Optical Fiber Cleaver	Required
Splice-on Connector Adapter	Required
Cleaning Alcohol Dispenser	Required
Heat Shrink Cooling Tray	Required
Sheathing Stripper	Required
3-Hole Fiber Stripper	Required
Cleaning Bulb	Required

2.7.10 Optic Time Domain Reflector (OTDR)

Features	Standard Specification
Display Size	Minimum 4.3-inch colour LCD;
User Interface	Touch Screen and button dual
Power and Usage	Rechargeable and supports power bank
Wavelength	1490 nm/1577nm
OTDR	16-in-1

2.8 IP PHONE SYSTEM

Individual requests for VoIP will be assessed by the Technical Committee to determine how the solution will integrate with the planned Government VoIP solution in line with the standardisation requirements for ICTs in Government. Approval by the Steering Committee will only be done where there is justified need.

2.8.1 IP PBX Server

Features	Standard Specification
Model and brand	Specify
Model	Specify
Form Factor	Rack-mountable unit
Processor	Minimum Quad-Core processor
Memory (RAM)	Minimum of 8 GB DDR4
Storage	Solid-State Drives
Network Interfaces	Dual Gigabit Ethernet ports (10/100/1000 Mbps)
Call Capacity	Please specify
Protocols	**VoIP signalling**: SIP (Session Initiation Protocol); H.323; MGCP **PSTN Signalling**: ISDN; SS7/C7; CAS; GR303; MFC/R2 **Voice Compression**: Support for essential audio codecs
Network Integration	Support standard networking protocols like IPv4 and IPv6, DHCP, DNS, and VLAN
Endpoints	Support third-party SIP-compliant IP phones and be able to integrate with existing analog phone systems using gateways
Security and Management	Support Encryption, Firewall, authentication, Intrusion Detection
Call Management	Call forwarding, transfer, hold, waiting, and parking. Interactive Voice Response (IVR): Unified Communications (UC): Call Recording Automated Attendant Call Detail Records (CDR) Music on Hold
Management Interface	Web Console GUI, Command Line Interface accessible through SSH and HTTPS

2.8.2 IP Phone Switchboard

Features	Standard Specification
Model and brand	Specify
Model	Specify
Display	Minimum 5-inch diagonal, high-resolution color LCD touch screen
Keypad & Buttons	Full-size physical dialing keypad. Minimum of 16 programmable, dual-color LED line/BLF keys. Dedicated hard keys for essential call functions (e.g., Transfer, Hold, Message)
Headset Port	Dedicated RJ9 or USB port for a headset. Bluetooth support for wireless headsets
Power	Power over Ethernet (PoE) support (optional AC adapter)
Ports	Dual Gigabit Ethernet ports (10/100/1000 Mbps).
Switchboard Functionality	
Busy Lamp Field (BLF)	Real-time status monitoring of other extensions (e.g., busy, ringing, idle) via illuminated buttons
Call Handling	One-touch functions for call transfer, park, and pick-up
Directory	Integrated, searchable corporate directory
Call Queues	Visual monitoring of inbound calls in queue with the ability to manage and retrieve them.
Audio and Codecs	
Audio Quality	HD voice and full-duplex speakerphone
Codec Support	Support for essential audio codecs e.g G.711 (a-law, mu-law), G.722, G.729, and Opus.
Management and Security	
Interoperability	Open-standard SIP (Session Initiation Protocol) compliance.
Security	Support for SRTP, TLS, and HTTPS for encrypted communication.
General	
Mounting	Stand with adjustable angle for desktop use or wall-mountable
Expansion Module	Must support one or more expansion modules for additional programmable keys and extensions

2.9 UNINTERRUPTIBLE POWER SUPPLY (UPS)

Procuring entities must comply with recommendations from the supplier of the equipment or advice from technical experts.

2.10 PRINTER SPECIFICATIONS

The guidelines seek to establish online or networked printing stations to provide centralised printing and duplication services and do away with costly printers and photocopiers in individual offices. Printing stations will therefore be centrally located at designated points in Departments or Units to provide convenient access to all staff members.

2.10.1 Enterprise Workgroup Monochrome Printer

Features	Standard Specification
Model and brand	Specify
Part Number	Specify
Print Technology	Laser
Functions	Print, Copy, Scan
Colour Output	Black and White
Print speed	35-40 ppm
Copy Speed	Normal 25cpm; Duplex 18cpm
Automatic Duplex Printing	Yes
Connectivity	Gigabit Ethernet 10/100/1000base-T Network Wi-Fi 802.11ax or higher/later Easy-access USB printing
Internal Storage	100 GB
Paper Handling Input	100 Sheet Tray 1; 250 Sheet Input Tray 2; 50 Sheet Automatic Document Feeder (ADF), Third 500 Sheet Tray
Media Sizes Supported	Minimum A4
Scanner Type	Flatbed, ADF
Scan File Format	PDF, JPG, TIFF
Scan Resolution, Optical	1200 x 1200 dpi
Digital Send	Send to E-mail; Save to USB; Save to Network Folder
OS Compatibility	Windows Server 2012/2016/Windows 10 or higher; MacOS, Linux
Printer Cable	Required
Power cables	Specify depending on the electrical standard

Features	Standard Specification
NB: (Minimum Warranty of 12months).	

2.10.2 Departmental/Unit/Small Workgroup Monochrome Printer

Features	Standard Specification
Model	Specify
Part Number	Specify
Print Technology	Laser
Functions	Print, Copy, Scan
Colour Output	Black and White
Print speed	20-30 ppm
Copy Speed	Normal 25cpm; Duplex 18cpm
Automatic Duplex Printing	Yes
Connectivity	Gigabit Ethernet 10/100/1000base-T Network Wi-Fi 802.11ax or higher/later Easy-access USB printing
Memory	256MB
Paper Handling Input	100 Sheet Tray 1; 250 Sheet Input Tray 2; 50 Sheet Automatic Document Feeder (ADF)
Media Sizes Supported	Minimum A4
Scanner Type	Flatbed, ADF
Scan File Format	PDF, JPG, TIFF
Scan Resolution, Optical	1200 x 1200 dpi
Digital Send	Send to E-mail; Save to USB; Save to Network Folder
OS Compatibility	Windows Server 2012/2016/Windows 10 or higher; MacOS/ Linux
Copy Resolution	600dpi
Printer Cable	Required
Power cables Specify depending on the electrical standard	
NB: (Minimum Warranty of 12 months).	

2.10.3 Small Office Home Office Monochrome Laser Printer

Features	Standard Specification
Model and brand	Specify
Part Number	Specify
Print Technology	Laser
Functions	Print, Copy, Scan
Colour Output	Black and White
Print speed	20-30 ppm
Automatic Duplex Printing	Yes
Connectivity	Gigabit Ethernet 10/100/1000base-T Network Wi-Fi 802.11ac or higher/later Easy-access USB printing
Memory	256MB minimum
Paper Handling Input	100 Sheet Tray 1; 250 Sheet Input Tray 2; 50 Sheet Automatic Document Feeder (ADF)
Media Sizes Supported	Minimum A4
Scanner Type	Flatbed, ADF
Scan File Format	PDF, JPG, TIFF
Scan Resolution, Optical	1200 x 1200 dpi
Digital Send	Send to E-mail; Save to USB; Save to Network Folder
OS Compatibility	Windows Server 2012/2016/Windows 10 or higher; MacOS/ Linux
Copy Resolution	1200 x 1200dpi
Printer Cable	Required
Power cables	Specify depending on the electrical standard
NB: (Minimum Warranty of 12 months).	

2.10.4 Senior Executives Colour Printer

Features	Standard Specification
Model and brand	Specify
Part Number	Specify
Print Technology	Laser
Functions	Print, Copy, Scan (optional fax)
Print Quality	1200 x 1200dpi

Features	Standard Specification
Print speed	25-40 ppm
Automatic Duplex Printing	Yes
Processor	1.2 GHz
Memory	256MB
Control Panel	7-inch or larger Colour Graphic Touchscreen
Security Features	Secure Print (PIN/password for confidential documents) Job Overwrite/Data Erasure
Connectivity	Gigabit Ethernet 10/100/1000base-T Network; 802.11b/g/n/2.4/5 GHz Wi-Fi, Easy-access; 1 Hi-Speed USB 2.0, 1 Host USB
Mobile Printing	Wi-Fi Direct Printing; Apple AirPrint; Mopria
Paper Handling Input	250 sheets; ADF 50 sheets; Multi-Purpose: Tray 50 sheets
Media Sizes Supported	A4
Scanner Resolution	300 dpi (colour ADF); 1200 dpi (Flatbed)
Scan File Format	JPG, RAW (BMP), PNG, TIFF, PDF
Scan Resolution, Optical	1200 x 1200 dpi
Digital Send	Send to E-mail/Save to USB/Save to Network Folder
OS Compatibility Windows Server 2012/2016, Windows 10 or higher; MacOS, Linux	
Copy Resolution	1200 x 1200dpi
Printer Cable	Required
Power cables	Specify depending on the electrical standard
NB: (Minimum Warranty of 12 months).	

2.11. SCANNER AND PLOTTER SPECIFICATIONS

2.11.1 Office Scanner

Features	Standard Specification
Model and brand	Specify
Media Type	Paper; Photo
Connectivity	USB
Resolution	1200dpi
Sheet size	A4
Other Functions	• Automatic page turn detection • Automatic finger removal • Automatic tilt correction • Automatic page splitting

2.11.2 Heavy Duty Scanner

Features	Standard Specification
Model and brand	Specify
Model	Specify
Scanner Type	High-volume, ADF (Automatic Document Feeder) Duplex Sheet-fed Scanner
Scanning Speed	Simplex: 120 ppm or higher (at 200/300 dpi, B&W and Color) Duplex: 240 ipm or higher (at 200/300 dpi, B&W and Color)
Daily Duty Cycle	Minimum of 70,000 sheets per day
ADF Capacity	500 sheets or more
Paper Handling	Robust, durable feeding system capable of handling a variety of documents in a single batch, including mixed sizes, weights, and thicknesses Intelligent Multi-feed Detection and Paper Protection
Document Size	A3 (11”x17”) and smaller, with support for long documents
Optical Resolution	600 dpi or higher
Image Processing	Real-time hardware image processing Auto-cropping, deskewing, blank page detection, and noise reduction
Interface	USB 3.0 or higher (LAN support optional)

Features	Standard Specification
Drivers and Compatibility	Support for latest major operating systems

2.11.3 Industrial Plotter

Features	Standard Specification
Brand	Specify
Model	Specify
Technology	Thermal Inkjet
Application	GIS/Mapping/Engineering/CAD
Resolution	2400 x 1200 optimized dpi or higher
Roll Paper Width	The procuring entity must choose from the following sizes • 24 inches • 36 inches • 42 inches • 44 inches
Print Speed	Minimum 22 seconds per A1/D-size page or faster
Ink System	Minimum of 4-colour system (CMYK) with pigment-based inks
Media Handling	Single sheet and roll feed, with an automatic cutter
Connectivity	Gigabit Ethernet (1000Base-T); Hi-Speed USB 3.0. Wi-Fi optional or standard
Driver Compatibility	HP-GL/2, HP-RTL, TIFF, JPEG, CALS G4

2.12 PAPER SHREDDER

2.12.1 Personal/Light Office Shredder

Features	Standard Specification
Model and brand	Specify
Part Number	Specify
Sheet Capacity	Minimum 10 Sheets
Cut Type	Cross Cut
Materials Shredded	Papers, CDs, Paper Clips, etc.
Waste Bin Capacity	5 ltrs
Security Level	P-4 or higher
Warranty Period	1 Year

2.12.2 Departmental/Heavy Duty Shredder

Features	Standard Specification
Model and brand	Specify
Part Number	Specify
Sheets Capacity	45 sheets
Cut Type	Cross Cut
Materials Shredded	Papers, CDs, Paper Clips, etc.
Waste Bin Capacity	100 litres
Security Level	P-4 or higher
Warranty Period	1 Year

2.13 UAV (UNMANNED AERIAL VEHICLE)/DRONES

This guideline is designed to provide a structured framework for MDAs to procure Unmanned Aerial Vehicles (UAVs) and associated services. It emphasizes a use-case-driven approach to ensure that the procured technology is fit for purpose, compliant with regulations, and provides the best value for money. Therefore, a thorough needs analysis and justification which articulates the specific use-case for the UAV e.g. surveillance, mapping, infrastructure inspection, agriculture, etc. As such, requests should consider the following key operational parameters:

- Payload *(Specify the weight and dimensions of the payload)*
- Flight time and endurance *(time required to stay airborne)*
- Range *(e.g. Visual Line of Sight (VLOS) or Beyond Visual Line of Sight (BVLOS))*
- Operating Environment *(e.g., urban, rural, high-altitude, hot/dusty conditions, etc.)*
- Data collection requirements *(e.g.,4K video, thermal imagery, 3D point cloud data).*

2.14 GENERAL PURPOSE PHOTOGRAPHY AND VIDEOGRAPHY DIGITAL CAMERA

Feature	Recommended Specification
Model and brand	Specify
Sensor Type	Full-frame CMOS or BSI-CMOS
Sensor Resolution	Minimum 33 MP
ISO Performance	Native ISO up to 12,800 or higher; usable up to 25,600
Autofocus Sensitivity	Low-light autofocus down to -4 EV or lower
Image Stabilization	5-axis In-Body Image Stabilization (IBIS)
Video Resolution	Minimum 4K at 60p or higher with 10-bit color
Display	Fully articulating or tilting touchscreen LCD
Viewfinder	High-resolution electronic viewfinder (EVF)
Battery Life	CIPA rating of at least 400 shots, with USB-C charging capability
Storage	Dual card slots (e.g., SD UHS-II or CFexpress)
Connectivity	Built-in Wi-Fi and Bluetooth for wireless file transfer and remote control

2.15 SURVEILLANCE SYSTEMS GENERAL SPECIFICATIONS

Features	Standard Specification
Resolution	1080p (1920 x 1080) or higher
Frame Rate	Minimum 30 frames per second (fps)
Night Vision	Infrared (IR) capability with a minimum range of 30 meters
Storage	At least 1TB HDD with cloud backup option
Connectivity	Ethernet and Wi-Fi support
Remote Access	Mobile app and web-based access for live streaming
Motion Detection	Smart motion detection with alerts
Weather Resistance	IP66 or higher rating for outdoor cameras
Audio Capability	Two-way audio support
Power Supply	Power over Ethernet (PoE) or battery backup
Integration	Compatible with existing security systems (e.g., alarms)
Warranty	Specify

2.16 SPEECH TELEPROMPTER

Features	Standard Specification
Model and brand	Specify
Part Number	Required
Beamsplitter	60/40
Monitor	Minimum 15” diagonal; Resolution: 1920x1080 or higher
Metal Poles	Extendable
Software	PC, Mac and newsroom software required
Accessories	Carry Case / Travel Kits
Supplementary	Foot control Pedal
NB: (Minimum Warranty of 12months).	

2.17 SHORT THROW PROJECTOR

Feature	Recommended Specification
Model and brand	Specify
Throw Ratio	0.4:1 to 1.0:1
Throw Distance	Capable of projecting a 100-inch image from a distance of 3 to 8 feet
Resolution	Full HD (1920 x 1080) WXGA (1280 x 800) for education
Brightness	2,800 to 4,000 lumens
Connectivity	HDMI: 1 or more USB Type A: 1 Wi-Fi 5 (802.11ac) or later **Connectivity Type:** Built-in or optional via USB adapter
Mounting	Front, wall or ceiling-mounted
Legacy Inputs	RCA x 1 S-Video Mini DIN x 1 D-Sub 15 pin Composite
Input Type Digital	

2.18 LASER TV/ULTRA SHORT-THROW (UST) SPECIFICATIONS

Feature	Recommended Specification
Model and brand	Specify
Resolution	4K UHD (3840 x 2160)
Laser Light Source	Tri-Laser (RGB)
Brightness	2,800 ANSI lumens or higher
Contrast	Dynamic Contrast Ratio of 2,000,000:1 or higher
HDR Support	HDR10, HLG, and Dolby Vision support
Throw Ratio	Ultra-Short Throw (UST) with a ratio of 0.25:1 or lower
Image Size	100 inches to 120 inches (adjustable)
Light Source Lifespan	20,000 to 25,000 hours
Operating System	Integrated Smart TV platform (e.g. Google TV, Android TV)

Feature	Recommended Specification
Connectivity	HDMI 2.1 with eARC support for high-quality audio Wi-Fi 5 (802.11ac) or later Bluetooth
Audio	Powerful built-in speakers with Dolby Atmos support
Screen	Paired with an Ambient Light Rejecting (ALR) screen

3 SOFTWARE SPECIFICATIONS

All software procurement or development should meet the minimum criteria listed below:

i. Interoperable by design

ii. Secure by design

iii. Scalability

iv. Based on open standards

3.1 Office Productivity Software

To avoid litigations and inherent security risks associated with counterfeit software, MDAs are required to procure genuine licensed software at all times. The use of open-source tools is recommended as an alternative where necessary. However, users should ensure that only stable versions of the open-source software are used.

3.2 Business Specific Applications

To ensure all application system procurement and development aligns with the e-Government Enterprise Architecture vision which demands interoperability and data sharing between Government systems, only one entity will be identified as a core data registry. Approval of any
new procurement or development of systems by the Steering Committee shall depend on informed recommendations from the technical committee to avoid duplication and wastage of resources. Furthermore, such approvals will only be granted where current system capabilities do not meet the new requirements.

3.3 Specialised Software Applications

It is expected that professionals requesting specialised software tools will be equipped with requisite devices which allow optimal usage of the software without

glitches. Specifications for such devices must be guided by recommended software requirements as specified by the OEM or provider of the software. Listed below are some of the specialised software applications and their recommended hardware requirements as given by the various vendors:

Application	Feature	Recommended Specification
SURPAC Software	Operating System	Microsoft® Windows® 10/11 (64-bit)
	Processor	Intel Core i7 / Xeon 2.66 GHz+ quad-core or equivalent
	Memory (RAM)	16 GB or more (32 GB+ for large datasets)
	Storage	SSD for Windows and applications; 7200 RPM SATA III HDD for data
	Graphics Card	NVIDIA GeForce GTX series or Nvidia Quadro series; 4GB+ VRAM; DirectX 11 or OpenGL 2.0 compatible
ArcGIS Pro	Operating System	Windows 10/11 (64-bit) or Windows Server 2016 or later
	Processor	6 cores, 12 threads (Intel Core i7/i9 or AMD Ryzen 7/9)
	Memory (RAM)	32 GB for typical use; 64 GB+ for large datasets
	Storage	SSD with at least 32 GB of free space
	Graphics Card	Dedicated GPU with 4 GB VRAM or more, DirectX 12 compliant
AutoCAD	Operating System	Windows 11/10 (64-bit) or macOS Ventura or newer
	Processor	3+ GHz processor (4+ GHz turbo)
	Memory (RAM)	32 GB or more for 3D modeling and large datasets
	Storage	10 GB of free disk space (SSD recommended)
	Graphics Card	8 GB GPU with 106 GB/s bandwidth or more, DirectX 12 compliant

Application	Feature	Recommended Specification
Lumion	Operating System	Windows 10/11 (64-bit)
	Processor	Intel/AMD processor with a single-thread CPUMark of 2,600+
	Memory (RAM)	32 GB for complex projects
	Storage	300 MB for installation; SSD for projects and rendering
	Graphics Card	Dedicated GPU with a PassMark score of 14,000+; 16 GB+ VRAM; supports hardware-accelerated ray tracing
SPSS Statistics	Operating System	Windows 10/11 (64-bit) or Windows Server 2019/2022
	Processor	1.6 GHz or faster
	Memory (RAM)	8 GB or more
	Storage	4 GB of available hard disk space
Microsoft Visio	Operating System	Windows 10 or later
	Processor	1.6 GHz, 2-core processor or faster
	Memory (RAM)	4 GB (64-bit)
	Storage	4 GB available disk space
	Display	1280 x 768 or higher resolution
	Graphics Card	4GB Dedicated Windows Graphics Card
Microsoft Project	Processor	1.6 GHz or faster, 2-core
	Memory (RAM)	4 GB (64-bit)
	Storage	4 GB of available disk space
	Operating System	Windows 10 or higher
	Display	1280 x 768 or higher resolution
	Graphics	DirectX 10 graphics card for hardware acceleration

Application	Feature	Recommended Specification
Android Studio	Processor	Intel Core i5, i7, or i9 series or AMD Ryzen 5, 7, or 9 series with virtualization support (Intel VT-x or AMD-V) enabled in BIOS
	Memory (RAM)	32 GB for optimal performance when running the IDE and Android Emulator simultaneously
	Storage	Solid-state drive (SSD) with 32 GB or more of free space
	Operating System	Latest 64-bit version of Windows, macOS, or Linux
	Display	1920 x 1080 resolution or higher
	Graphics	8GB VRAM
Microsoft Visual Studio	Processor	Quad-core or better
	Memory (RAM)	16 GB for typical professional solutions
	Storage	20-50 GB of available space (SSD recommended)
	Operating System	Windows 11 or Windows 10 (64-bit)
	Display	1920x1080 or higher resolution

3.4 Database Management Systems

To guard against siloism, fragmentation and duplication, requests for Database management systems will be assessed by the Technical Committee against already existing database systems. Approval by the Steering Committee will only be done where existing capacity does not meet the new requirements.

4 ASSISTIVE TECHNOLOGIES

The procuring entity must ensure that all required assistive technologies are fully compliant with the needs and accessibility standards for individuals with special needs. Depending on the nature of the impairment, the following assistive devices, although not exhaustive, shall be considered on a case-by-case basis.

4.1 Visual Aids

(a) Screen readers (e.g. JAWS, NVDA for laptops)

(b) Braille displays (e.g. BrailleSense, Perkins Brailler)

(c) Smart canes with obstacle detection

(d) Smart watches (e.g. talking watch)

(e) Wearable devices with visual assistance (e.g. OrCam)

(f) Talking digital recorders

4.2 Hearing Aids

(a) Hearing aids

(b) Cochlear implants

(c) Assistive listening devices (e.g., FM systems)

(d) Captioning devices e.g. translators

(e) Smartphone apps for sound amplification

4.3 Speech Impairments

(a) Speech-generating devices

(b) Text-to-speech software

(c) Voice output communication aids

5 ACCESSORIES

The procurement of the under-listed accessories will be approved at agency level taking into account the possession of complementary devices by the requesting official and the nature of their duties. The acquisition of these items should be supported by written justification.

- External Hard Drive
- Mi-Fi Adapter
- Memory cards
- Flash Disks
- USB Hub
- Docking Station
- Laptop Power Adapter

6 SERVICE COMMITMENTS

Government entities must submit specifications for all planned procurements for ICTs before the end of each year. This will enable the Technical Committee to exercise due diligence and make necessary recommendations in time to avoid delays in the procurement process.

The Technical Committee will convene weekly meetings to make recommendations on procurement requests. Recommendations to the Steering Committee will be made within 72hrs. However, an adhoc meeting may be convened as and when necessary to attend to urgent issues.

7 IMPLEMENTATION, REVIEW AND ENFORCEMENT

Given the rapidly evolving nature of ICTs, this guide should be viewed as a living document. Upon signing by the Chief Secretary to the President and Cabinet, this document becomes binding to all MDAs and shall be:

- Subjected to review at least once every six (6) months or whenever necessary changes are needed.
- Consistently complied with, any exceptions to its application must be made in writing and approved by the technical committee responsible for validation and compliance.

8 JOB CLASSIFICATIONS

The broader classifications, although not exhaustive, are given in the tables below as a general guide to procuring entities.

8.1 Technical Categories

1. Infrastructure Development and Maintenance
2. Software Development and Support
3. Information Security
4. ICT Trainer
5. Database Systems
6. Internet of Things
7. Cloud Infrastructure and systems
8. Engineering
9. Surveying
10. Architecture, Draughting and Design

11. Meteorology
12. Research Scientists

8.2 Non-Technical Categories

1. Finance
2. Administration
3. Human Resources
4. Legal Services
5. Internal Audit
6. Procurement
7. Policy Coordination and Strategic Planning
8. Monitoring and Evaluation
9. Gender Mainstreaming, Inclusivity and Wellness
10. Communications and Advocacy
11. Records

9. LIFECYCLE MANAGEMENT, REPLACEMENT, AND RE-ALLOCATION

9.1 Tools of Trade

In alignment with international ICT best practices and the necessity of maintaining high cybersecurity standards and processing efficiency, the recommended replacement cycle for laptop computers issued as "tools of trade" is four (4) years. This cycle is based on hardware depreciation and the diminishing return on performance relative to evolving software requirements. Replacement is essential to ensure that officers are equipped with devices capable of supporting current "Whole-of-Government" digital standards.

9.2 Conditions of Service

Notwithstanding the technical recommendations in Clause 9.1, where computing devices are issued to eligible officials as a specific "condition of service," the replacement cycle and disposal terms shall be governed strictly by the provisions stipulated in the individual's employment contract and the prevailing Conditions of Service handbook. In such instances, contractual terms supersede general ICT technical lifecycle recommendations to ensure administrative consistency.

9.3 Operational Assessment and Re-allocation (Circular Economy)

To promote fiscal responsibility and environmental sustainability, all devices replaced under Clauses 9.1 or 9.2 shall not be automatically decommissioned. Instead, such

devices shall be subject to a technical assessment overseen by the Inter-Agency Technical Working Committee to determine their operational fit for re-allocation to less demanding roles.

9.4 Disposal and Cascading

Where disposal becomes unavoidable, such disposal shall be guided by the e-waste disposal policy once approved, subsisting asset disposal laws and regulations, and applicable Zimbabwe Government Standing Security Instructions. Devices deemed functional for basic administrative tasks, data entry, or educational support shall be "cascaded" to relevant departments or sub-national institutions in accordance with subsisting device disposal and asset management policies. This ensures that the Government extracts maximum value from its ICT investments before final disposal, with efforts to recover any usable materials, and mitigate e-waste environmental impact.

Appendix

ZIMBABWE

Compliance and Validation Mechanisms

for

ICT Procurement in the Public Sector

1. Introduction

Effective ICT planning within the Public Sector requires the establishment of robust governance arrangements to ensure that the formulation, execution, and review of ICT initiatives are aligned with the Government's digitalisation agenda. Unregulated ICT acquisitions have historically led to avoidable financial losses, given the substantial investments involved in technology procurement.

To address this, the Government has instituted a compliance and validation mechanism designed to enforce adherence to standardised procurement protocols. These protocols are outlined in the Government ICT Procurement Specifications Guidelines – Version 2, which supersedes Version 1 (2023) and reflects updated requirements, best practices, and strategic priorities. This mechanism aims to safeguard public resources, promote transparency, and ensure that ICT investments contribute meaningfully to national development objectives.

2. ICT Compliance Steering Committee

There shall be a Steering Committee to oversee all ICT procurement matters in the public sector. It is a permanent committee with recommending powers.

2.1. Composition of the Steering Committee

The ICT Steering Committee shall consist of permanent members selected from relevant entities chaired by the Deputy Chief Secretary Finance and Administration in the Office of the President and Cabinet. Permanent members of the Steering Committee will include:

(a) Permanent Secretary, E-Government Technology Unit;

(b) Permanent Secretary, Public Service Commission (PSC)

(c) Permanent Secretary, Ministry of Finance, Economic Development and Investment Promotion

(d) Permanent Secretary, Ministry of ICT, Postal and Courier Services

(e) Permanent Secretary, Ministry of Higher and Tertiary Education, Innovation, Science and Technology Development

(f) Executive Secretary, Auditor General's Department

(g) CEO, Procurement Regulatory Authority of Zimbabwe (PRAZ) or their delegated representatives.

Other members shall be co-opted to attend the ICT Steering Committee meetings at the discretion of the Steering Committee depending on the subject matter or nature of projects under discussion in consultation with the Chairperson. These domain experts, technical advisors, or representatives from affected entities shall not have

voting rights. The E-Government Technology Unit shall serve as the Secretariat for the Steering Committee.

To effectively execute its oversight and coordination mandate, the Steering Committee shall systematically collect and analyse ICT-related information from Ministries, Departments, and Agencies. This includes procurement plans, implementation progress, risk assessments, and performance metrics necessary to inform strategic decisions and ensure alignment with national digital transformation objectives.

2.2. Responsibilities

The ICT Steering Committee shall:

(a) Provide strategic and policy direction on ICT procurement to accelerate the Government's digital transformation, ensuring alignment with Vision 2030, emerging technologies, and international best practices;

(b) Develop and oversee a sustainable ICT investment framework that supports interoperability, scalability, and resilience across Government platforms, while promoting innovation and cost-efficiency;

(c) Ensure timely, cost-effective, and accountable delivery of ICT projects, with mechanisms for tracking milestones, managing risks, and resolving implementation bottlenecks;

(d) Evaluate and approve ICT procurement and implementation plans against approved project proposals, with emphasis on strategic impact, technical quality, risk mitigation, benefits realization, and adaptive change management;

(e) Assess the relevance, value, and feasibility of new ICT project proposals, promoting a Whole-of-Government approach that avoids duplication, enhances shared services, and supports cross-agency integration;

(f) Review, coordinate, and arbitrate major ICT initiatives across MDAs, including those involving cloud migration, cybersecurity, digital identity, and enterprise architecture;

(g) Establish specialized sub-committees or working groups to address emerging areas such as cybersecurity, cloud migration, enterprise architecture, and digital service design;

(h) Publish an Annual ICT Governance Report, detailing progress on all ICT initiatives, procurement outcomes, compliance status, and strategic recommendations for the upcoming fiscal year; and

(i) Convene bi-annual strategic coordination meetings, ensuring inclusive participation, documented deliberations, and actionable resolutions that strengthen ICT governance and institutional accountability.

3. Inter-Agency Technical Working Committee

To support the strategic oversight of ICT procurement and implementation across the public sector, an Inter-Agency Technical Working Committee shall be established. This Committee shall operate under the authority of the ICT Steering Committee and report directly to it. Its primary role is to provide expert technical guidance, ensure compliance with standards, and facilitate coordinated execution of ICT initiatives across Ministries, Departments, and Agencies (MDAs).

3.1. Composition of the Inter-Agency Technical Working Committee

The Committee shall be co-chaired by the E-Government Technology Unit (Office of the President and Cabinet) and the Ministry of ICT, Postal and Courier Services, and shall comprise members seconded from key institutions with mandates relevant to ICT governance, procurement, and public sector reform. These include:

(a) E-Government Technology Unit

(b) Ministry of ICT, Postal and Courier Services

(c) Ministry of Higher and Tertiary Education, Innovation, Science and Technology Development

(d) Public Service Commission

(e) Ministry of Finance, Economic Development and Investment Promotion

(f) Procurement Regulatory Authority of Zimbabwe (PRAZ)

(g) Office of the Auditor General

Additional members may be co-opted on a needs basis, depending on the nature of the projects under review. These may include representatives from:

(a) Ministry of Higher and Tertiary Education, Innovation, Science and Technology Development

(b) Zimbabwe National Statistics Agency (ZIMSTAT)

(c) Cybersecurity Centre or Data Protection Authority

(d) Academia, private sector, or development partners with relevant expertise

This flexible composition ensures that the Committee remains responsive to evolving technologies such as cloud computing, artificial intelligence, cybersecurity, and data governance.

3.2. Responsibilities

The ICT Steering Committee shall:

(a) Provide technical recommendations to the Steering Committee on the design, procurement, and implementation of strategic ICT projects across public institutions.

(b) Advise on e-Government architecture and standards, including interoperability, digital identity, and secure data exchange.

(c) Submit regular progress reports to the Steering Committee, highlighting implementation status, risks, and opportunities for improvement.

(d) Review and validate ICT procurement plans and requests submitted by MDAs, ensuring alignment with the latest Government ICT Procurement Specifications Standard.

(e) Convene technical coordination meetings as required, and submit documented outcomes to the Steering Committee for review and action.

(f) Periodically review and update the Government ICT Specifications Standards, incorporating lessons learned, market trends, and international best practices.

(g) Request and assess Technical Evaluation and Acceptance Testing reports from procuring entities to ensure quality assurance and value for money.

(h) Prepare and submit quarterly activity reports, including recommendations for policy refinement, capacity building, and institutional strengthening.

4. Coordination Protocol

To ensure seamless execution of Committee mandates and avoid disruption to MDA work plans, all MDAs shall submit their annual ICT procurement plans for consolidation, validation, and prioritisation before the end of each calendar year. Submissions must comply with the specifications outlined in the latest Government ICT Procurement Specifications Standards.

Only compliant requests will be approved, and a Certificate of Compliance will be issued to each respective MDA for all validated ICT procurements within the financial year. This process promotes agility, transparency, fiscal discipline, and strategic alignment across Government for ICT investments.

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