



NEPAD PLANNING AND COORDINATING AGENCY

REQUEST FOR EXPRESSIONS OF INTEREST (ReEOI)

CONSULTING SERVICES – FIRMS SELECTION

**A FIRM WILL BE SELECTED UNDER QUALITY AND COST BASED SELECTION (QCBS)
PROCEDURES**

**PROVISSION OF CONSULTANCY SERVICES FOR THE SELECTION AND
IMPLEMENTATION OF AN ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM AT
THE HEADQUARTERS OF THE ECCAS SECRETARIAT (LIBREVILLE-GABON)**

Closing date: 27th February, 2019

PROCUREMENT NUMBER: 21/NPCA/OCEO/CDD/QCBS/2019

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1. INTRODUCTION

The Economic Community of Central African States (ECCAS) comprises eleven countries (Angola, Burundi, Cameroon, Central Africa, Congo, Gabon, Equatorial Guinea, Democratic Republic of the Congo, Rwanda, Sao Tome, Chad). With a nearly 170 million regional market in Central Africa, ECCAS Secretariat is one of eight Regional Economic Communities (RECs) which the African Union (AU) is working with to achieve regional and continental integration.

In order to meet the challenges of integration and build on the immense existing potential, in 2007, ECCAS countries identified their sub-regional development priorities within the context of both the political and security situation in the region and the international economic environment. The ECCAS agenda is set out in the following three priority areas with the aim to enable the region to embark on the path to sustainable economic development:

- 1) The search for peace and stability, which provides the fundamental conditions for economic development. This critical requirement places emphasis on the establishment of, or and strengthening of existing mechanisms in the field of conflict prevention and management, in order to ensure political stability within the community;
- 2) The need to construct a prosperous and open economic, political and integrated social space that can increase competitiveness and attract local and foreign investment.
- 3) The gradual, harmonious and successful inclusion of the sub-regional economies into the global system.

The first two priorities were included in the ECCAS vision of 2015, which expanded the region's agenda from an initial focus on peace and security. This date was the deadline for accelerating growth and reducing poverty within the MDGs framework, to which ECCAS member countries had adhered to.

In order to address these issues, the Member States pledged to make ECCAS a region of peace, prosperity, solidarity by 2025. These conditions will provide the region with a unified economic and political space for balanced and self-sustaining development and where every citizen is entitled to free movement and benefit from economic opportunities.

In addition, ECCAS is financed through Member State contributions, the Community Contribution for Integration (CCI) and funding lines from various external partners. The CCI is financed by a 0.2% levy (current rate fixed by Decision No. 19/CCGE/ECCAS/X/03) based on the CIF value for import duty on consumption products originating from third countries.

The ECCAS Council of Ministers, held in Ndjamena, Chad, on 28 and 29 March 2010, directed the ECCAS Secretariat to commit to a reform process of its budgetary management framework and to establish a results-based budgetary programming system. These measures were aimed at addressing the challenges of resource mobilization for the implementation of regional integration projects.

Thus, in accordance with the Minimum Integration Programme (MIP) established between the AU and the Regional Economic Communities (RECs), in 2015, the NEPAD Agency, conducted a capacity development mapping exercise in all RECs. The assessment was based on the Capacity Development Strategic Framework (CDSF) which sets key capacity priorities for the Continent. This framework provided the basis for institutional capacity assessments aimed at strengthening the capacity of RECs towards achieving their mandates.

The results of the aforementioned assessment led to the development of the 2015-2025 CD RECs Implementation Plan to guide the strengthening of RECs capacity to implement priority development projects. In this regard, the African Union Development Agency-NEPAD (AUDA) is working with the ECCAS Secretariat as the first beneficiary of this initiative.



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Two (2) missions were organized at ECCAS headquarters to assess and ascertain the institution's short-term capacity development needs. Based on the outcomes of these missions, the AU Development Agency-NEPAD (AUDA) in consultation with ECCAS prioritized the implementation of an integrated management system in line with the Enterprise Resource Planning (ERP) in order to automate all internal processes and improve quality control, transparency, monitoring, reporting of activities within the institution.

To this end, the AU Development Agency-NEPAD is looking for a highly qualified consultancy firm for the selection, implementation and deployment of an ERP system at ECCAS Headquarters in Libreville, Gabon which will be conducted in a strictly French environment.

2. OBJECTIVE OF THE ASSIGNMENT

The main objective of this assignment is to select a qualified consulting firm that will develop a master plan for the selection, implementation and deployment of an ERP system, with good value for money. This will cover all essential processes and the development of modules for an integrated ECCAS ERP system.

2.1. The ERP system must have complete modules and appropriate licenses to perform the required functionality on the system:

- ✓ HRM Modules: Organisation management, personnel management, payroll, leave management, performance management, e-recruitment Module, services for employees on the web with workflow approval mechanisms, insurance and social security management.
- ✓ Project and programs management system Module
- ✓ Budget management Module
- ✓ Financial management Module
- ✓ Accounting Module
- ✓ Accounting material Module (Heritage)
- ✓ Purchasing and Acquisitions Management Module
- ✓ Supply, travel, inventory management Module
- ✓ Monitoring and evaluation Module
- ✓ Analysis and decision reporting Module
- ✓ Resource monitoring Module (Contribution of moment states and partners)

The ERP system should also be accessible to all ECCAS staff, represented by more than 150 officials working in and outside the Headquarters in Libreville, Gabon.

3. EXPECTED OUTPUT AND DELIVERABLES

The expected deliverables for this Assignment shall be as follows:

- ☞ A comprehensive blueprint that takes into account the ECCAS requirements with clear definition, documentation and organisation of all processes, as well as, an explicitly documented validation path within the organisation ;



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- ☞ Choice of a good value-for-money ERP, of international standards, to meet all of ECCAS's current needs and with flexibility to meet the organisation's future needs in the context of a global environment ;
- ☞ Configuration and deployment of the selected ERP within 6 months of signing the contract ;
- ☞ Training end users on identified models in the system and additional training provided to management so that they are the entry point for internal assistance ;
- ☞ Implementation of delineation of tasks for all the key processes of the organisation ;
- ☞ Implementation of security measures to ensure the safety of the organisation's data despite internal and external threats ;
- ☞ Traceability of all users' operations in the system (logs) ;
- ☞ Systems Documentation:
 - End-user documentation;
 - Configuration documentation for all implemented modules;
 - Documentation of execution plans;
 - Security matrix for all users and process diagrams with validation path for each;
 - Test plans and results documentation.
- ☞ Support to be provided during the six months following the launch with production of monthly reports on progress off activities; and
- ☞ Transfer of skills to staff members.

4. RESOURCE REQUIREMENTS

The NEPAD Planning and Coordinating Agency (NPCA) now invites eligible consultants to indicate their interest in **providing the selection and Implementation of an Enterprise Resource Planning (ERP) System at the Headquarters of the ECCAS Secretariat (Libreville-Gabon) for a period of nine (9) months.**

Interested firms must provide information indicating that they are qualified to perform the services:

- 1. An Official signed Letter from an authorized official, expressing interest of the firm to participate in the Consultancy.**
- 2. General profile and background of the firm which should elaborate the following:**
 - a. Core Business of the firms**
 - b. Names of authorized representatives of the firms (Power of Attorney).**
 - c. In the cases of Consortiums/Partnerships/Associations shall be required to submit Joint venture Agreements/Joint Association letters stating the lead firm.**
 - d. Commercial Registration of the firms attaching Registrations certificates.**
 - e. Tax Clearance Certificate/ Value Added Tax Certificate.**
- 3. Experience of the Firms in handling consultancy services of similar assignments in the past five years.**



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4. Availability of Professional Key Staff with Suitable Qualifications in the field of assignment;
5. The references of firms having audited the company over the last three (3) years;
6. At least 3 (three) references from corresponding clients and sites to which the firm has provided services similar to these Terms of Reference

Interested consultants may obtain further information at the address below during office hours (08:00- 17:00). Expressions of interest must be delivered to the address below by the **27th February 2019** by at **14:30 hours (SA Time)** and mention **“SELECTION AND IMPLEMENTATION OF AN ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM AT THE HEADQUARTERS OF THE ECCAS SECRETARIAT (LIBREVILLE-GABON)”**.

NEPAD Offices

230 15th Road, Randjespark
1685, Midrand, Johannesburg, South Africa
Tel: +27 11 256 3600
E-mail: procurement@nepad.org

Attn: Vincent Moola, Head of Procurement

Appendix 1:

Customer Reference Card

Please provide the following information for each referral client submitted (please fill out the form as required).

Footnote 1:

Organization/company name:	
Client name and title:	
Phone:	
E-mail:	
Address:	
Contract Value:	
Size of company 1: Number of employees:	



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Size of company 2 : Number and location of offices in the world):	
Industry/market sector (private, public, non-profit):	
Detailed description of the services actually provided by your company (types, geographical coverage, etc.):	
Service duration (month): Start date (month/year): End date (month/year):	
Description of services provided on the referenced sites:	

NEPAD will have the right to contact each referral client provided by the providers. It is the claimant's responsibility to ensure that the contact information provided above is accurate and to ensure that your client will respond to the African Union Development Agency-NEPAD's questions.