



**African Union Development Agency (AUDA-NEPAD)**

**REQUEST FOR EXPRESSION OF INTEREST (REOI)**

**CONSULTANCY SERVICES – FIRMS SELECTION**

**CONSULTANCY SERVICES FOR THE SELECTION AND IMPLEMENTATION OF AN ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM AT ECCAS, AMU AND EAC SECRETARIATS**

**PROCUREMENT NUMBER: 85/NPCA/OCEO/QCBS/2019**

**INTRODUCTION**

The African Union Development Agency-NEPAD (AUDA-NEPAD) is seeking the services of a consultancy firm to undertake the selection and implementation of an Enterprise Resource Planning (ERP) System in the following three (3) Regional Economic Communities (RECs):

- a) Economic Community of Central African States (ECCAS) Secretariat;
- b) Arab Maghreb Union (AMU) Secretariat; and
- c) East African Community (EAC) Secretariat.

In 2015, the AUDA-NEPAD, conducted a capacity development mapping exercise in all RECs based on the AU 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 institutional capacity to implement priority development projects.

In this regard and within the framework of the AU Institutional Reform Process, the African Union Development Agency-NEPAD (AUDA-NEPAD) is working with the ECCAS, AMU and EAC Secretariats in the first phase of this initiative based on the prioritized areas. To this effect, the RECs, have prioritized the implementation of Enterprise Resource Planning Systems to automate all internal processes and thereby improve quality control, transparency, compliance, monitoring, reporting and overall project management within the institutions.

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 and 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.

AMU consists of Algeria, Libya, Mauritania, Morocco and Tunisia. The economic union of the Maghreb began with the independence of Tunisia and Morocco in 1956. It was not until thirty

years later that the current five Maghreb states met for the first Maghreb Summit in 1988. The Union was then established on 17 February 1989 with the signing of the treaty by the member states in Marrakech, Morocco. According to the Constitutive Act, the treaty aims is to guarantee cooperation "with similar regional institutions, take part in the enrichment of the international dialogue, reinforce the independence of the member states and safeguard their assets". The strategic relevance of the region is based on the fact that it collectively boasts large phosphate, oil, and gas reserves, as well as, being a transit center to Southern Europe for persons and goods. Therefore, the success of the Union is of extreme economic importance.

The East African Community is an Inter-governmental organization composed of Burundi, Kenya, Rwanda, Tanzania, Uganda and South Sudan with its headquarters in Arusha, Tanzania. The EAC mission is to widen and deepen economic, political, social and cultural integration to improve the quality of life of the people of East Africa through increased competitiveness, value added production, trade and investments. The 24th Meeting of the EAC Sectoral Council responsible for EAC Affairs and Planning directed the EAC Secretariat to develop an integrated information management system for the Community by June 2018. The necessity to integrate different information management systems that have been developed over time by the East African Community, its organs and institutions is now more pronounced in the pursuit of accelerated regional integration within the framework of the AfCFTA.

## **OBJECTIVES**

The objectives of the assignment is to develop a master plan for the selection, implementation and deployment of the ERP systems, with good value for money. This will cover all essential processes and the development of modules for integrated ECCAS, AMU and EAC ERP systems. ECCAS has an estimate of 80 officials, AMU 50 and EAC with 250 at its headquarters. Each respective ERP must be recommended, designed and implemented based on the specific requirements of the particular REC.

## **SCOPE OF THE ASSIGNMENT**

More specifically, the Consultant is expected to:

- a) Carry out a comprehensive audit and assessment of the existing systems in the ECCAS, AMU and EAC headquarters;
- b) Develop and complete a thorough log book, taking into account the needs of ECCAS, AMU and EAC;
- c) Chose an ERP with good value for money, at international standards;
- d) Implement the configuration and deployment of the ERP at the Secretariats;
- e) Train end-users on the different modules of the identified ERP system;
- f) Migrate and carry out ERP tests based on actual data imported from existing systems; and
- g) Commence and finalize the implementation of security measures to ensure that the organisation's data is secure against internal and external threats.

## **EXPECTED OUTPUTS:**

The Consulting Firm is expected to deliver the following outputs:

- a. Comprehensive blueprints that take into account the ECCAS, AMU and EAC requirements with clear definition, documentation and organisation of all processes, as well as, an explicitly documented validation path within the organisations.
- b. Choice of good value-for-money ERP systems of international standards to meet all of ECCAS, AMU and EAC's current needs and with flexibility to meet the organisation's future needs in the context of a global environment.
- c. Configuration and deployment of the selected ERP within 6 months of signing the contract.
- d. 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.
- e. Implementation of delineation of tasks for all the key processes of the organisation.
- f. Implementation of security measures to ensure the safety of the organisation's data despite internal and external threats.
- g. Traceability of all users' operations in the system (logs).
- h. Systems Documentation:
  - i. End-user documentation;
  - j. Configuration documentation for all implemented modules;
  - k. Documentation of execution plans;
  - l. Security matrix for all users and process diagrams with validation path for each;
  - m. Test plans and results documentation;
  - n. Support to be provided during the six months following the launch with production of monthly reports on progress of activities; and
  - o. Transfer of skills to staff members.

The African Union Development Agency (AUDA-NEPAD) now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

Interested firms must provide information indicating that they are qualified and experienced 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 and Tax Registration Certificates of the firms attaching Registrations and Tax certificates documents;
3. Experience of the Firm in handling consultancy services of a similar nature;
4. Availability of Professional Key Staff with Suitable Qualifications and experience in the field of assignment; and

**Reporting and Time Schedules:** The duration of assignment is expected to be six (6) months. The Consultant will report directly to the Head of IT.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. Firms from African Union Members States and/or joint ventures will have an added advantage.

A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the AU Procurement Guidelines.

This is an Expression of Interest (EOI) only; submission of Financial Proposals is not applicable at this stage.

NEPAD Agency reserves the right to verify any information provided by prospective entities/individuals and false information will lead to disqualification. The NEPAD Agency reserves the right to cancel or reject any or all EOIs without stating any reason. Further, the Client reserves the right to award the Contract for all the three RECs in whole or in parts.

Expressions of interest must be delivered to the address below by the **26<sup>th</sup> July 2019 by 14:30 hours (South African Time)** and should be clearly marked as “**CONSULTANCY SERVICES FOR THE SELECTION AND IMPLEMENTATION OF AN ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM AT ECCAS, AMU AND EAC SECRETARIATS.** REF: **85/NPCA/OCEO/QCBS/2019**”.

EOIs can also be sent by email, addressed to the address below. Interested Consultants may also obtain further information at the address below during office hours (08:00 - 17:00 South Africa time):

**The Chairperson, Internal Procurement Committee (IPC)**

African Union Development Agency (AUDA-NEPAD)

230, 15th Road, P. O. Box 218 Midrand,

1685 Johannesburg, South Africa

Email: [bathom@nepad.org](mailto:bathom@nepad.org), [nhamos@nepad.org](mailto:nhamos@nepad.org) and [procurement@nepad.org](mailto:procurement@nepad.org)

Attention of: Procurement Division