



NEPAD PLANNING AND COORDINATING AGENCY

REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

CONSULTING SERVICES – FIRMS SELECTION

CONSULTANCY SERVICES TO CONDUCT A POST IMPLEMENTATION ASSESSMENT AND QUALITY ASSURANCE OF SAP ERP SYSTEM FOR NEPAD PLANNING AND COORDINATING AGENCY

PROCUREMENT NUMBER: 90/NPCA/CS/ICT/CQS/2018

1. INTRODUCTION

The African Union (AU), established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

The New Partnership for Africa's Development (NEPAD) is a program of the African Union adopted in 2001 in Lusaka, Zambia, aimed primarily at poverty alleviation and promotion of economic growth and sustainable development in Africa. As a consequence of the integration of NEPAD into the structures and processes of the African Union, the NEPAD Planning and Coordinating Agency (NPCA) has been established by the Decision of the 14th AU Assembly of February 2010 as the technical body of the African Union, in replacement of the NEPAD Secretariat.

In an effort to strengthen the operational capacity of NPCA, the organization is in view of reviewing its Enterprise Resource Planning (ERP) system and enhance users capacity on the current operation of the rolled out SAP modules FICO, MM and HCM for its smooth integration and operation according to the rules and regulations of the organization and international best practice.

Accordingly, the organization requires to engage a firm to obtain the services of a skilful resources that will work with NEPAD internal SAP team.

The request for proposal requires post implementation assessment of the SAP modules, specifically FICO, HCM and MM to get an enhancement blueprint plan, as detailed in this document below.

2. PROJECT BACKGROUND

Post Implementation assessment of SAP ERP System:

NEPAD Agency (NPCA) has implemented SAP ECC 6 EHP 7.0 /SAP S/4 currently that consists of the following key modules:

- a) Financial and Controlling (FI/CO) excluding Fund Management.
- b) Human Resource (Payroll, Personnel Administration, Organization Management, Personnel Development & SAP E-Recruiting)
- c) Material Management (Purchasing and Inventory Management)
- d) Travel Management

- e) Employee and Manager Self Service
- f) Project systems

In the past, NPCA has continuously carried out improvements in the SAP ERP system different modules by customizing the existing functionalities to suit its needs. Such exercises are still on-going. The SAP system is hosted in a cloud environment and supported by a third party company. The system has only one company code and runs to serve only the NPCA organization.

In view of the above, the organization is seeking the services of a SAP Partner firm to assist NPCA in evaluating the current operation and issues and challenges observed against the international best practice and governance module of the organization in order to have a clear way forward to for a cohesive improvement and smooth integration and operation of all modules based on the internal workflow.

3. OBJECTIVE OF THE SERVICE

The main objective of this assignment is to make a comprehensive post implementation assessment of SAP modules in NPCA and develop a complete enhancement blueprint that will guide the organization to in phases or in full to enhance the productivity of the ERP system. The firm to be selected will work with the internal SAP Team and key stakeholders to make an assessment of the current operation and configuration and analyse and develop a clear and functional blueprint with justification to meet the current needs of the organization.

4. STATEMENT AND SCOPE OF WORK

The scope for the SAP Consulting firm will cover the following areas:-

- Provide specialist level subject matter expert knowledge in areas specified above [one (1) Key Expert for Each SAP Module] to assess and design SAP enhancement solutions on SAP ECC 6 EHP 7.0 /SAP S/4 HANA platform.
- Conduct and participate in user requirement gathering, document reviewing, current configuration reviewing & consult with stakeholders governing the operation.
- Determine the best interrelationships between separate functional modules of SAP and provide expertise service to propose resolution issues in the area of knowledge.
- Perform detailed analysis of complex business process requirements and provide appropriate system solutions; identify, interpret, validate and document customer requirements.
- Identify gaps, issues and work around solutions for quick win and enhancement plan.
- Ensure the integrity of the modules indicated above on SAP system yield the best and smooth workflow and generated the expected report in the required format.
- Conduct in-house workshop to the right stakeholders to brief the findings and the proposed plan, including the pros and cons and associated risks, financial implications, human capital and capacity requirements.
- Work independently and act as subject matter mentor to business users.
- Develop ToR(s) for further implementation of the proposed blueprint plan, either in phases or in one inclusive depending on the internal agreement.

5. DELIVERABLES OF THE ASSIGNMENT

The following minimum deliverables are expected from the activities in the assignment to be undertaken by the consulting firm:-

- a. Assessment result;
- b. Proposed enhancement solution (blueprint)
- c. Resource requirement document to enhance the system (Financial, Human Capital Management and Materials Management) (both on human and financial resources).
- d. Estimated time schedule to execute phases of activities identified in the blue print;

- e. ToR(s) document for the proposed activities;
- f. User Guides, Business Process Procedures (BPPs), SOPs.
- g. Sign off document for each activity. Activity details can be developed together.
- h. Mutually agreed Acceptance Sign off document
- i. Scheduled workshop for briefing the findings, recommendations and resource requirements for key stakeholders or exit meeting.

6. MANDATORY REQUIREMENTS OF THE FIRM

- i. Be a certified SAP Implementation Partner or SAP preferred vendor with at least 10 years' experience in similar works or projects.
- ii. Have completed at least 3 (Three) full cycle FICO/MM/HCM implementations on SAP ECC 6.0 EHP 7.0 /SAP S/4 HANA platform.
- iii. Provide consultants who have minimum qualifications and experience as specified in the next below.
- iv. Provide an assessment plan with a firm date of schedules and resources to be used. The plan should indicate the number of Man-Days required for the entire assignment.
- v. Provide the rates for each consultant to be engaged and any associated cost to fully complete the required assignment.

7. TEAM COMPOSITION AND QUALIFICATIONS REQUIREMENTS OF THE KEY EXPERTS

The desire of NPCA is to hire a competent firm with key professionals that have adequate experience in implementing the SAP functionality and services/tasks required. A detailed CV should be submitted for each expert included in the proposal. The following Key experts will be required:-

No	Position / Qualifications
Key Expert 1:	Senior SAP FICO Consultant
Qualification and Skills	<p>The Senior SAP FICO Consultant will be the lead resource for the assignment and must possess the following minimum credentials and experience:-</p> <ul style="list-style-type: none"> • SAP Certified FICO Consultant with at least 7 years' post certification FICO experience. • Have completed at least 3 (Three) full cycle SAP ERP implementations preferably in Public Sector • Proven 5 years' experience in configuration of core FICO Modules including integration with MM and HCM Modules. • At least a Bachelor's Degree in Accounting, Financial Management or Commerce. A professional qualification in Accounting such as CPA, CA, ACCA, CIMA or equivalent from a recognized Institution will be an added advantage. • Good communication / interpersonal skills
Key Expert 2:	SAP MM Consultant

	<p>The MM Consultant will assist and work with the Lead Senior SAP FICO consultant to configure the MM related aspects of the assignment. The resource should possess the following minimum credentials and experience:-</p> <ul style="list-style-type: none"> • SAP MM Consultant with at least 7 years' post certification MM experience. • Have completed at least 3 (Three) full cycle SAP ERP implementations preferably in Public Sector • Proven experience in MM configuration of core MM sub-modules. • A university degree in Business Administration, Procurement and Supply Chain management or related social sciences coupled with solid technology and Business Management experience. • Previous experience as a consultant or a solution architect is preferable • Good communication / interpersonal skills
Key Expert 3:	SAP HCM Consultant
	<p>The HCM Consultant will assist and work with the Lead Senior SAP FICO consultant to configure the HCM related aspects of the assignment. The resource should possess the following minimum credentials and experience:-</p> <ul style="list-style-type: none"> • SAP HCM Consultant with at least 7 years' post certification HCM experience. • Have completed at least 3 (Three) full cycle SAP ERP implementations preferably in Public Sector • Proven experience in HCM configuration of core HCM sub-modules. • A university degree coupled with solid technology and Business Management experience. Previous experience as a consultant or a solution architect is preferable. • Good communication / interpersonal skills

8. CLIENT'S INPUT AND REPORTING.

Under the overall project supervision by NPCA ICT Head, the consulting firm shall directly report to the NPCA SAP Administrator and shall closely collaborate with the designated responsible staff as determined by the NPCA SAP Administrator.

9. SUBMISSION REQUIREMENT OF TECHNICAL

The following documents must accompany the application:

- Cover letter expressing Interest
- Record of similar assignments previously undertaken.
- General Company profile
- Curriculum Vitae of Key Experts indicating the relevant information.

Reporting and Time Schedules: The duration of assignment is expected to last for 60 Working days or less with emphasis to finalise earlier. The Consultant will report directly to the Head of Finance and the SAP Manager.

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 **Consultants Qualifications Selection (CQS)** method set out in the AU Procurement Manual. This is an Expression of Interest only and submission of Financial Proposals is not applicable at this stage.

Interested Consultants may obtain further information at the address below during office hours (08:00 - 17:00 South Africa time). Expressions of interest must be delivered to the address below by the **20th July, 2018 by 14:30 hours (South African Time)** and should be clearly marked as **“CONSULTANCY SERVICES TO CONDUCT A POST IMPLEMENTATION ASSESSMENT OF SAP ERP SYSTEM AND TRAINING OF NEPAD FINANCE STAFF ON THE SAP FICO MODULE. REF: 90/NPCA/BS/FIN/IC/2018”**. EOIs can also be sent by email, addressed to the address below:

The Chairperson Internal Procurement Committee (IPC)

NEPAD Planning and Coordination Agency

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

1685 Johannesburg, South Africa

Email: procurement@nepad.org; or AseyeA@nepad.org; and vincentm@nepad.org

Attention of: Head of Procurement

Interested consultancy firms may obtain further information from the African Union Website; <http://au.int/en/bids> and NEPAD website: <http://www.nepad.org/tenders> or from **Head of Procurement Division, NEPAD Planning and Coordination Agency on the above email.**