

REQUEST FOR EXPRESSION OF INTEREST

**CONSULTANCY SERVICES FOR IMPLEMENTING SAP
TRAVEL MANAGEMENT DSA CALCULATION
FUNCTIONALITY**

PROCUREMENT NUMBER: AUC/PBFA/C/005

August 2020

SECTION I: LETTER OF INVITATION

14th August 2020

Dear Applicants,

Consultancy Services for Implementing SAP Travel Management DSA Calculation Functionality. AUC/PBFA/C/005

1. The African Union Commission is seeking services of a Consultant, to configure the Travel Management Module to calculate Daily Subsistence Allowance (DSA) / Per diem in SAP based on UN rates which will be uploaded in SAP at the beginning of every month. The UN DSA rates are based on Countries and named cities and /or areas within the country
2. The Commission now invites eligible **Individual Consultants** from African Union Member States to submit proposals for the assignment as per attached Terms of Reference (TOR).
3. The Consultancy Service is expected to be carried out at the Headquarters of the African Union Commission Addis, Ababa, Ethiopia. AUC will be responsible for tickets for the consultant. The Consultant shall therefore quote for professional fees and other related costs for carrying out the services.
4. Expressions of Interest must be received at the address below on or before the 28th of August 2020 at 1500hrs.
5. Offers shall be valid for a period of 90 days.
6. The address for deposit of CVs and financial offers is:
The Head, Procurement, Travel and Stores Division
African Union Commission,
Building C, 3rd floor, Roosevelt Street., P. O. Box 3243,
Addis Ababa, Ethiopia, Telephone number (+251) 11 5517700, Ext 4341
Email submissions: tender@africa-union.org and CC to DominicN@africa-union.org
7. The Address for clarifications is tender@africa-union.org

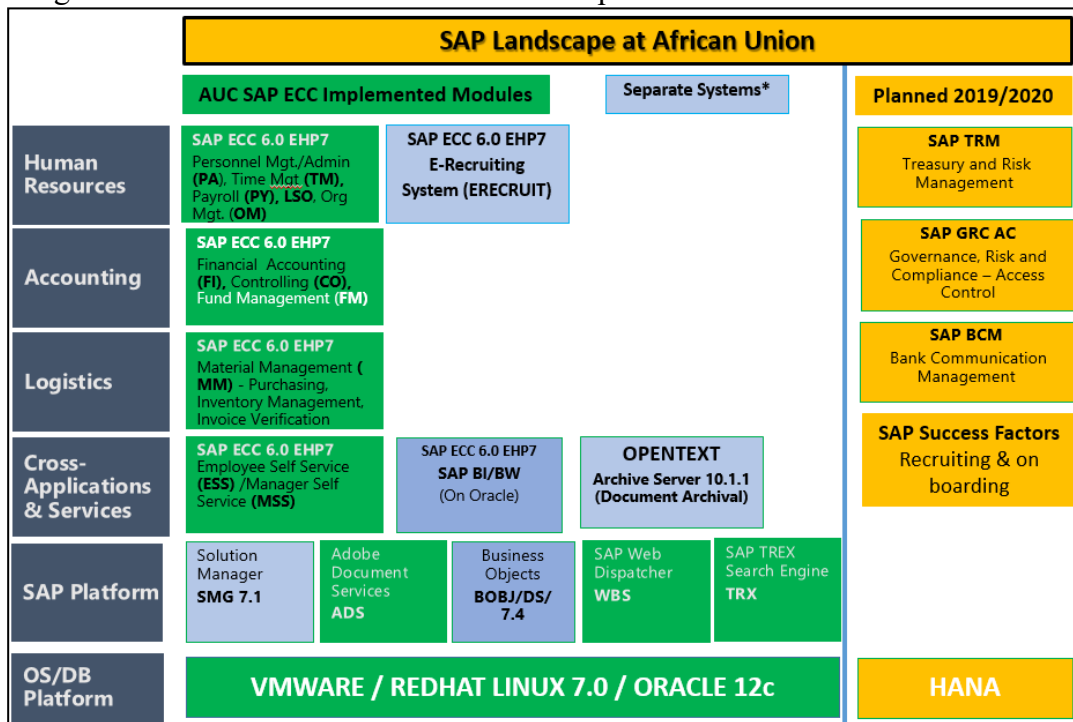
TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR IMPLEMENTING SAP TRAVEL MANAGEMENT DSA CALCULATION FUNCTIONALITY.

I. BACKGROUND

Presently AUC runs SAP ERP ECC 6.0, Enhancement Package Level 7 (EHP7) system that consists of the following key modules.

- a) Financial and Controlling (FI/CO) including Fund Management.
- b) Human Resource (Payroll, Time management, Personnel Administration, Organization Management, SAP E-Recruiting, Learning Solution, Personnel Development & Employee and Manager Self Service)
- c) Material Management (Purchasing and Inventory Management)
- d) Travel Management
- e) Cash and Liquidity module
- f) Electronic Document Workflows in above Modules
- g) SAP Business Warehouse ECC 6.0 EHP7 / SAP Business Objects 4.1
- h) Integrated with OpenText 10.1.1 Archive Server for Document Archival / The Services Starter Package Document Access with DocuLink.

The SAP system is connected via ArchiveLink to the Archive Server.
The diagram below shows the AUC SAP Landscape.



AUC has continuously carried out improvements in the ERP system by addition of new modules as well as customizations of existing functionality to suit its needs. So far, the SAP ERP has been deployed to AUC Headquarters, five (5) Organs and over Forty (40) Regional, Liaison and Pan African University offices.

To enhance the functionality of the existing system, the Commission is seeking services of a consultant or a firm which will provide a consultant who will configure the Travel Management Module to calculate Daily Subsistence Allowance (DSA) / Per diem in SAP based on UN rates which will be uploaded in SAP at the beginning of every month. The UN DSA rates are based on Countries and named cities and /or areas within the country.

1. AU CURRENT SAP ERP GAPS

- i. The AU has deployed the SAP Travel Management Module without the DSA calculation component resulting in DSA being manually calculated by excel by the respective payment processing Division of the Directorate of Finance. The same also affects the imprest retirement process.
- ii. SAP Users are not able to upload the DSA rates in SAP every month.

2. MERITS OF IMPLEMENTING SAP TRAVEL MANAGEMENT DSA CALCULATION FUNCTIONALITY

- i. Upload of monthly DSA rates into the SAP system;
- ii. Efficient DSA calculation process thereby reducing the risks resulting from human errors
- iii. Timely retirements of imprests

3. OBJECTIVE OF THE SERVICE

The objective of the assignment is to implement SAP Travel Management DSA functionality. To achieve the stated objective, AUC wishes to engage the services of a consultant to work with the Commission to implement and operationalize the full usage of the SAP Travel Management functionality.

4. MANDATORY REQUIREMENTS

FUNCTIONAL REQUIREMENTS

The AU needs to implement SAP Travel Management DSA calculation functionality to enable automatic calculation of DSA when processing travel advance or during travel settlement. AUC will also be expected to upload UN DSA rate at the beginning of every month.

Review of current configuration

The existing SAP Travel Management configuration must be reviewed, and gaps identified must be corrected.

Upload monthly DSA rates

The system should allow the uploading of DSA rates every month. Finance users get UN rates every month in pdf or excel format and this must be uploaded into SAP.

Automatic calculation of DSA – Travel advance processing

The system should be configured to calculate travel advance automatically based on the destination country/city/hotel, DSA rates uploaded in the system and the start and end date of the trip. In addition, the system should be configured to accept different DSA Types as per below: -

No Accommodation and no meals	100%
Accommodation only	50%
Accommodation + Lunch	40%
Accommodation + All meals	25%

When any of cost elements below are provided, the percentage deductible from DSA shall be as follows:-

Accommodation	100%
Lunch	40%
Dinner	25%

Automatic calculation of DSA – Travel settlement

The system should calculate travel advance automatically based on the destination country/city, DSA rates uploaded in the system and the actual start and end date of the trip.

SCOPE OF SERVICES AND TASKS

The expected scope of services and tasks will be as follows:

1. Establish High level requirements through stakeholders' consultations and come up with a project charter / Inception Report which should include the Project plan.
2. Conduct Blueprint Sessions to collect and understand Business requirements.
3. Implement SAP Travel Management standard DSA calculation functionality based on the requirements as per signed off Blueprint.
4. Ensure seamless integration to existing modules such as SAP FICO, SAP Fund Management and SAP HCM (Payroll).
5. Preparation of Test scripts for Unit and Integration Testing.
6. Lead Business users in Unit and Integration Testing.
7. Preparation of User Guides, Test Scripts (Unit/Integration), Configuration and Technical documentation.
8. Conduct and coordinate Super Users and business users training.
9. Conduct and Lead / Guide Cut-over activities before Go-live of Travel Management DSA calculation functionality.
10. Conduct Training / Knowledge transfer / Hand Over to the in-house SAP Technical Team.

CLIENT INPUT AND RESPONSIBILITIES

The individual Consultant should report to the Head, Accounting Division and should closely collaborate with the designated responsible staff as determined by the Head of Accounting Division. On the other hand, the African Union will be responsible and make an endeavor to support the project by participating to fulfil the following:

1. Involvement in all aspects of the services.
2. Providing accurate and complete information, as needed.
3. Making timely and effective completion of the responsibilities, as identified below.
4. Provisioning the required prerequisite resources on time.
5. Facilitate logistical issues to import and stage equipment.
6. Providing timely decisions and approvals
7. Completion of site readiness activities and facility setup
8. All documents/objectives are accepted at time of delivery within a reasonable time frame.
9. Provide personnel who are knowledgeable about the current African Union's systems
10. Provide business user representatives as required by the project plan
11. Provide access to all necessary African Union work sites, systems logon and passwords
12. Provide access to other materials and resources as needed
13. Provide suitable work spaces with desks, chairs, telephones, etc.

14. Provide LAN connections giving the onsite team access to the Internet and e-mail.

DELIVERABLES FOR THE ASSIGNMENT

The deliverables for this engagement will include:

1. Signed off Project Charter
2. Signed off Business Blueprint (BB)
3. Fully configured and working SAP Travel Management DSA calculation Functionality as per Business Requirements.
4. Preparation and Provision of User Guides / Business Process Procedures.
5. Signed off Test Scripts for Unit/Integration Testing.
6. Signed off Training Attendance for Super Users and Business Users Training.
7. Technical / Configuration documentation for the steps followed to setup DSA Functionality, Process Integration and workflows.
8. List of transport requests for all changes done should be included in configuration document.
9. Signed off for Knowledge Transfer/Hand Over to in-house SAP Technical Team.
10. Implementation support / Go-live Support where necessary.

QUALIFICATION AND EXPERIENCE OF THE CONSULTANT

The individual Consultant/Expert or Consultant/Expert to be provided by a firm shall be selected based on the following minimum educational and experience criteria:

Expert's Education & Experience

- a. SAP Certified FICO Consultant
- b. Must have completed at least 2 (Two) full cycle SAP ERP FICO implementations in Public Sector.
- c. At least 7 years' Experience in configuration of core FICO Implementations.
- d. At least 5 years' Experience in implementation of SAP Travel Management DSA Functionality.
- e. Must have completed at least 3 SAP Travel Management implementations.
- f. Integration knowledge with SAP Modules (SAP Travel Management, SAP HCM, SAP FICO)

ASSESSMENT AND QUALIFICATION CRITERIA

For assessment of the expressions of interest the following criteria will be applied:

- a. Professional Qualification and Relevant Certification (20 Points)
- b. Practical experience related to the Assignment (65 Points)
- c. Work Plan (15 Points)

Where a Firm submits a Consultant's CV, the assessment will be done on the basis of the Individual Expert's qualification and experience only and not the experience of the Firm.

The pass mark for the technical evaluation is 70%

The technical evaluation will account for 70% of the score and the financial will account for 30% of the score.

Submission of CVs and Financial Offers

Interested candidates are requested to submit the following documents for AUC's consideration as an attachment to their CVs:

a) Technical Proposal including the following:

- a) Resume or CV with detailed explanation qualifications and previous experience. The AU has the right, if deemed necessary, to interview the best ranked Consultants to verify their submissions, in line with the Procurement Rules.
- b) Work plan.

Financial Offer: The Consultant will submit a financial offer in a separate folder indicating the professional daily rate/fees. Consultants have the right to lock their financial offers with a password and furnish this on request.

Duration of the assignment and Schedule of Deliverable

The duration of the assignment is approximated to be 30 Man-Days.

Item	Description of Deliverables	Duration
1	Requirements Gathering Project Charter Signed off Business Blueprint Sign off	One Week
2	Realization and Training Deliverables: System Configuration Baseline Technical Documents Test Scripts User Guides Conduct Training for the trainers	Three Weeks
3	Deployment / Go-live Support Deliverables: Go-live Support / Sign Off Knowledge Transfer to the SAP Team / Sign off Final System Configuration / Technical Documents System Handover / Sign off	2 weeks