



TERMS OF REFERENCE
SAP FICO / ABAP DEVELOPMENT CONSULTANT
REF - AUC/FIN/C/005

1. BACKGROUND

1.1 The AU policy requires an individual consultant to provide professional, objective and impartial advice, and at all times hold the clients interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments. The African Union has implemented SAP Human Capital Management, Finance & Controlling, Materials Management and Travel Management across its various offices and Organs, which is in line with the Executive Decision EX.CL/Dec 728(XXII) – demanding that AU organs and offices need to comply with International Public Sector Accounting System (IPSAS) and which further directed the implementation of SAP ERP to all organs, specialized institutions and offices.

1.2 The above implementation is a major undertaking for African Union to be fully operational, more effective, efficient, accountable and transparent. The implementation of SAP ensures that there is process alignment with the governing rules of the African Union, reduces the number of audit queries raised by auditors and improves credibility among its stakeholders.

Other Key benefits include the following: -

1. Enhanced Visibility, Accountability and Transparency.
2. New Efficient and leaner Processes
3. Reduced risk / Management of Risks.
4. New innovative ways of doing things
5. Quality and timely reporting
6. Efficient use of enterprise resources
7. Standardization and harmonized processes between AUC and its Organs.
8. Consolidation of financial reports between AUC and its Organs.

1.3 The AU is also in the process of implementing the new SAP Offerings as part of the wider Business Process Value realization and digital transformation. It envisages the digital transformation initiative in the organization will lead to the automation of new and leaner business processes across all Business Units. This is coupled with the increased transactions and need for improving of visibility of its financial business processes. The key objectives for the business process improvement are as follows:

1. Improve the Payment Process efficiency and effectiveness
2. Automated lean and efficient processes.
3. Improved user experience for all stakeholders
4. Harmonized Payment process framework across the AU.

2. OBJECTIVE OF THE CONSULTANCY

The main objective of the consultancy is to support the SAP Financial Management module towards the continued improvement of existing processes and innovation geared towards higher efficiency, transparency and financial accountability. It is also expected to support the on-going Digital transformation projects which cut across all departments. The automation will provide numerous business solutions that are leaner and which are based on industry best practices.

3. SCOPE OF THE SERVICE

The scope of the consultancy service includes, but not limited to the following;

- Provide development support to the SAP unit in ensuring the SAP Financial Management processes, reports, interfaces, customizations, enhancements and workflows meet the required expectations of the Business Users and other system users

- Ensure requirements are gathered, processes defined, data requirements, workflows and business forms are well documented in Business Blueprints.
- Translate architecture specifications to low-level component design and identify customizations for implementation
- Develop WRICEFs, Test and Deploy SAP Financial Management solutions
- Prepare Test Scripts and lead business in User Acceptance Testing Conduct End-User training and provide support for the deployed developments
- Prepare and provide User Guides and any Technical documentation.
- Identify and document any critical issues and risks related to the SAP FI module enhancements project activities
- Provide programs that can be used to upload Financial data into the SAP system
- Ensure Implementation, Completion and Support of the ongoing and new SAP FI related developments and enhancements Handover of any Financial Technical and Project documents to the SAP Team
- Conduct Knowledge Transfer to the respective members of SAP Team / Financial Management Division team

4. KEY DELIVERABLES AND SCHEDULE

- 4.1. Develop a Bank Transfer order form as prescribed by PBFA
- 4.2. Include carry forward budget, carry forward commitments to expenditure, Down Payments in Budget execution report and some modifications in other budget execution report.
- 4.3. Modifications and mail notifications in the Payment cycle report for Open text purpose.
- 4.4. Adding the input field for each Regional office to get open items list
- 4.5. Develop a program to delete parked documents in bulk.
- 4.6. Modifications of few reports in Finance like employee advances against vendor with names for each regional office.
- 4.7. Inclusion of Ticket cost in Trip details report and few more changes
- 4.8. If the document was changed by the user before releasing, then document will go as change document in the form of notification through workflow instead as work item. Current practice is to remove from workflow and change the document to trigger workflow again.
- 4.9. Some more controls while processing education allowance: If required, we need to establish controls in Payroll against education allowance.
- 4.10. Automation of Fund availability process and ensuring commitment is done at the initial stage.
 - a. Review and enhance the current fund availability procurement process
 - b. Review and automate the DSA and Impress issuing process
- 4.11. Review and enhance Travel Request / Expense Workflow to have the entire process automated.
- 4.12. Develop urgent PBFA reports as per business requirements
- 4.13. Development of test scripts for checking on the new system functionality.
- 4.14. Fine tuning of Contract Management System namely:
 - a) Workflow process flow related issues
 - b) Enhance some FI module screens to display additional information
 - c) Minor screen modifications including making some fields as mandatory

5. REPORTING AND COMMUNICATION:

The consultant will report to the Head of ERP Unit.

6. QUALIFICATION AND EXPERIENCE.

6.1 Education

Bachelor's Degree in Computer Engineering or related discipline

6.2 Experience

An ABAP / Web Dynpro Consultant with 4-6 years' experience in ABAP and Workflow development work in Finance, HCM and Travel modules would be ideal for this Task. The Technical Resource required should have the specific experience and competences mentioned below

- a. SAP ABAP Certified Consultant with 4-6 years' experience. Must have been involved in at least two SAP projects.
- b. 4-6 years' Experience in the SAP ABAP Development
- c. Hands on development experience in FICO, HCM and Travel Modules. He must also be good in Development of customized workflows.
- d. Detailed CV outlining all key activities done related to SAP ABAP programming, ABAP programming, Web Dynpro, Workflow configuration and programming, screen programming and SMARTFORMS development.

7. CLIENT'S INPUT AND REPORTING

The Consultants shall report to Head of ERP Unit and should closely collaborate with the designated responsible staff as determined by the Head of ERP Unit

8. DURATION OF THE ASSIGNMENT AND REMUNERATION SCHEDULE

The duration of the assignment is approximated to be one (1) year. The payment schedule will be in accordance with the below schedule:

#	Description of Deliverable	Breakdown of Payment
<u>1</u>	<p>Monthly Progress Report</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Business Requirements Documents Sign off • Test scripts / Sign off Documents • Signed off Monthly Report • Signed off Support Documents as listed in section 4 above • Transport Requests List • Knowledge Transfer, Training and Hand Over to Super Users / Technical Users • Technical / Configuration / Handover Documents 	USD 8,000.00

9. EVALUATION CRITERIA

<u>S/N</u>	<u>CRITERIA</u>	<u>Max. Score</u>	<u>Score</u>	<u>Remarks</u>
1	Education/Professional Qualification and Relevant Certification Bachelor's Degree in Computer Engineering or related discipline (10 marks) <i>Certification in ABAP, Workflow, and Web Dynpro programming (10 marks)</i>	20		
2	Experience related to the Assignment	60		
2.1	<i>Overall experience of 5+ years out of which minimum 4 years on developing WRICEFs, Testing and Deploying SAP Financial Management solutions, clearly demonstrating key activities done related to SAP ABAP programming, Web Dynpro, Workflow configuration and programming, screen programming and FORMS (SAPScript, Smartforms and Adobe) development</i>	20		
2.2	<i>Demonstrate working experience in developing SAP solutions for Bank Transfer orders, Budget execution (including down payments), use of Open text and generation of mail notifications, Travel management, DSA and Imprest processes, Funds management, Contract management</i>	20		
2.3	<i>Should have at least 5 years' post SAP certification experience having working in a minimum of 3 full project implementations and having participated in Preparation of Test Scripts, User Acceptance Testing, Conducting End-User training, preparation of User Guides and Technical documentation, and providing support for the deployed SAP Financial solutions</i>	10		
2.4	<i>Experience in development, Configuration and Supporting SAP BCM Module, including working knowledge of PI development and configuration.</i>	10		
3	Methodology and Work Plan	20		
	<u>TOTAL</u>	100		

The deadline for submission of proposals is 15:00 hour's local time (Addis Ababa Time) on **8th October 2022**. Late submissions shall not be accepted and shall be rejected.

Proposal must be delivered in a written form to the address below not later than 15:00 hours on 8th October 2022

Tender@africa-union.org and Cc: AssanoY@africa-union.org

**Supply Chain Management Division
The African Union Commission;
P. O. Box 3243;
Roosevelt Street
3rd Floor, Building C
Addis Ababa, Ethiopia**

NB: The Title of the Bid and Procurement reference number should be clearly indicated.