



**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – INDIVIDUAL CONSULTANT)**

Country: Ethiopia

Name of Project: The Building Institutions and Systems to Harness and Realize Agenda (BIASHARA) 2063 Project

Grant No: P180117

Assignment Title: Individual consultant to enhance SAP Finance and Supply Chain Legacy System

Reference No. ET-AUC-451978-CS-INDV

The African Union Commission has received financing from the World Bank toward the cost of *The Building Institutions and Systems to Harness and Realize Agenda (BIASHARA) 2063 Project* and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include Consulting Service to enhance SAP Finance and Supply Chain Legacy System. Specific tasks include:

- Establish High level requirements through stakeholders’ consultations and come up with a Business Requirement Documents.
- Review and Implement SAP Travel Management standard DSA calculation functionality based on the requirements.
- Automation of Fund availability process and ensuring commitment is done at the initial stage
- Make changes to the budget execution report as per business requirements.
- Develop a Financial statement template in SAP to allow users to download financial statements from the system.
- Development of urgent RICEFW (Reports, Interface, Conversion, Enhancements, Forms, and Workflow) in Finance and Supply Chain Management as per business requirements.
- Preparation of Test scripts for Unit and Integration Testing.
- Work with SAP FI Experts to assist Business users in Unit and Integration Testing.
- Provide User Guides and Test Scripts (Unit/Integration) for the RICEFWs developed.
- Provide Configuration and Technical documentation for the RICEFWs developed.
- Conduct Super Users and business users training.
- Conduct and Lead / Guide Cut-over activities before Go-live of Travel Management DSA calculation functionality.
- Conduct Training / Knowledge transfer / Hand Over to the in-house SAP Technical Team.



The detailed Terms of Reference (TOR) for the assignment are attached to this Request for Expression of Interest.

The African Union Commission now invites eligible individuals (“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. The shortlisting criteria are:

Education

Bachelor’s Degree in Information Technology, Information Systems, Computer Science /Engineering or related discipline

Experience

- An ABAP / Web Dynpro Consultant with 4-6 years’ experience in ABAP and Workflow development work in Finance, Supply Chain Management (SCM) and Travel modules would be ideal for this Task.
- SAP ABAP Certified Consultant with 4-6 years’ experience. Must have been involved in at least two SAP projects.
- Certified copies of certificates to be submitted
- 4-6 years’ Experience in the SAP ABAP Development
- Hands on development experience in FICO, SCM and Travel Modules. He/She must also be good in development of customized workflows.
- 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.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016, revised November 2020 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours *i.e.* 0900 to 1700 hours.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **18 October 2024**

African Union Commission,
Attn: Head of Supply Chain Management Division
Building C, 3rd Floor,
P.O Box 3243, Roosevelt Street
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TERMS OF REFERENCE

INDIVIDUAL CONSULTANT TO ENHANCE SAP FINANCE AND SUPPLY CHAIN LEGACY SYSTEM

Ref: ET-AUC-451978-CS-INDV

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1. INTRODUCTION

The African Union (AU) was established as a unique Pan African continental body, 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 African Union Commission (AUC) is the secretariat of the AU, which is the key organ playing a central role in the day-to-day management of the AU. Amongst other mandates, the AUC represents the Union and defends its interests; elaborates draft common positions of the Union; prepares strategic plans and studies for the consideration of the Executive Council; elaborates, promotes, coordinates and harmonizes the programmes and policies of the Union with those of the Regional Economic Commissions (RECs) and ensures the mainstreaming of gender in all programmes and activities of the Union.

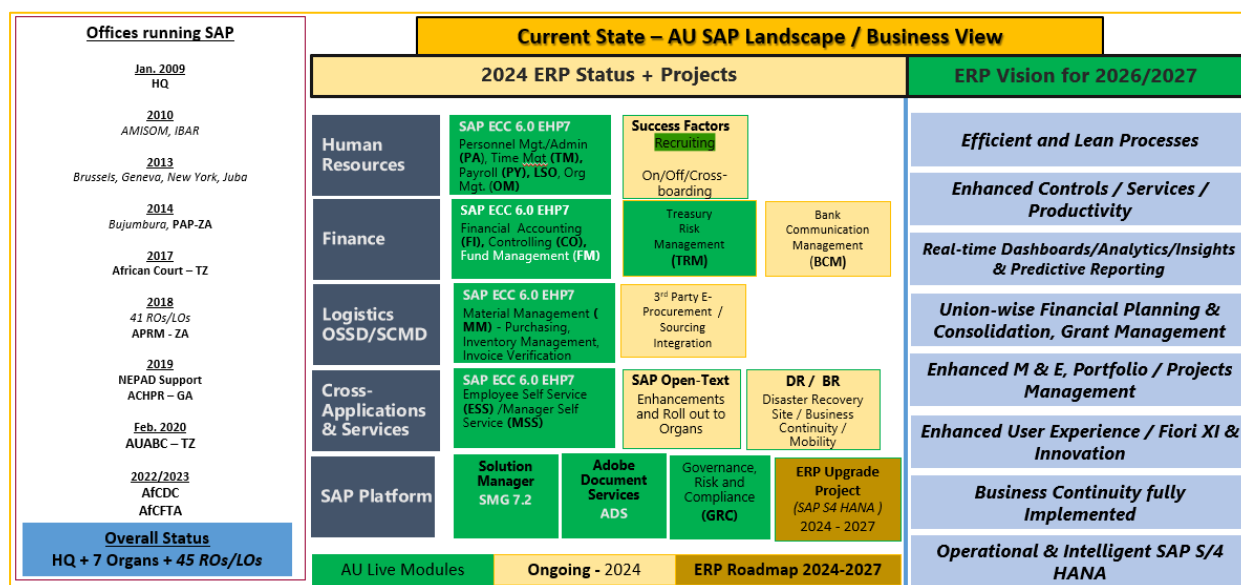
2. PROJECT BACKGROUND

In 2008, AUC embarked on automation project and selected the SAP software to bring efficiency, transparency and accountability in business processes and information management. The project went live at the AUC in 2009, and with addition of several modules over the years, the system has since been rolled out to over 45 ROs/LOs and 8 Organs.

Currently, AUC runs SAP ERP ECC 6, Enhancement Package Level 7 (EHP7) system having implemented the following key modules;

- Financial and Controlling (FI/CO) including Fund Management, Treasury Management, Bank Communication Management.
- Human Resource (Payroll, Time Management, Personnel Administration, Organization Management, & Personnel Development)
- Material Management (Purchasing and Inventory Management)
- Travel Management
- Employee and Manager Self Service
- Electronic Document Workflow (SAP Document Access solution)
- Integration with OpenText 10 for Document Archival
- Integration to SAP SuccessFactors Recruiting system
- Integration with SAP Governance, Risk & Compliance system (GRC) for user management
- Interface with other in-house applications e.g. Medical System, AMERT,

The diagram below depicts the current SAP landscape alongside AUC’s vision by 2026/2027.



Despite the numerous strides made with the implementation of the modules above, the current system has some gaps and challenges in terms of system utility, process integration, data issues, reporting and inflexibility to some needs of the organization. In cognizance of these gaps and in seeking to fully leverage the use of SAP within the Commission, there is therefore need to enhance/upgrade the ERP to a more robust system that will better meet the current and future needs.

To date, the approach to automation at the AUC has focused on the implementation of point solutions that do not adequately address the present needs of AU Business Units, ROs and Policy Organs as a whole. The solutions provided have essentially automated the existing manual processes rather than follow best practices. Lack of funds to adopt new SAP technologies has led to heavy customization of processes such as travel, financial management and reporting thus restricting the value that SAP can provide. Further, inadequate capacity building has rendered the ERP unit as a fire-fighter on day-to-day business support rather than the unit focusing on innovation to provide new solutions. There is great potential to maximize utility of SAP through varied and targeted training of both business users and the ERP team members.

To overcome the current business challenges outlined above, AU plans to upgrade the current legacy system to the next generation business suite that is envisaged to have built-in intelligent technologies, Innovation, enhanced system security, Lean & Efficient processes and advanced analytics that meets AU Business requirements.

As part of the preparatory activities for this upgrade, there is need for streamlining some key processes, workflows and redefinition of obsolete configurations that will improve on the data quality in readiness for migration to the upgraded solution.

3. AU CURRENT PAINS AND GAPS

- 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.
- SAP users are not able to generate financial statements from SAP system.
- SAP users want the budget execution report to be reviewed and enhanced.
- SAP users are creating manual reports in excel.
- Implement system changes as per audit recommendations
- Fund availability is being done manually by all Departments.

4. MERITS OF IMPLEMENTING REQUIRED FUNCTIONALITY

- Efficient DSA calculation process thereby reducing the risks resulting from human errors
- Timely retirements of imprests.
- Accurate reports and financial statements generated from SAP without any manual intervention by users.
- Efficient fund availability approval process.
- Lean and Efficient and automated processes and workflows
- Enhanced of Key RICEFWs (Reports, Interface, Conversion, Enhancements, Forms, and Workflow) generated within the system

5. OBJECTIVE OF THE SERVICE

The objective of the assignment is to enhance the current SAP system, streamline key processes and workflows, and improve data quality in readiness for migration to the upgraded solution.

6. SCOPE OF SERVICES AND TASKS

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

- Establish High level requirements through stakeholders' consultations and come up with a Business Requirement Documents.
- Review and Implement SAP Travel Management standard DSA calculation functionality based on the requirements.
- Automation of Fund availability process and ensuring commitment is done at the initial stage
- Make changes to the budget execution report as per business requirements.
- Develop a Financial statement template in SAP to allow users to download financial statements from the system.

- Development of urgent RICEFW (Reports, Interface, Conversion, Enhancements, Forms, and Workflow) in Finance and Supply Chain Management as per business requirements.
- Preparation of Test scripts for Unit and Integration Testing.
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- Conduct and Lead / Guide Cut-over activities before Go-live of Travel Management DSA calculation functionality.
- Conduct Training / Knowledge transfer / Hand Over to the in-house SAP Technical Team.

7. DELIVERABLES FOR THE ASSIGNMENT

The deliverables for this engagement will include:

	Deliverable	Duration from contract signing
1.	Business Requirements Documents Sign off	1 Month
2.	Test scripts / User Acceptance Testing Sign off Documents	2 Months
3.	Users Guides for Functionalities and RICEFWs developed	3 Months
4.	Technical Documentation for Functionalities and RICEFWs developed	4 Months
5.	Signed off Monthly Report Signed off Support Documents Transport Requests List	5 Months
6.	Knowledge Transfer, Training and Hand Over to Super Users / Technical Users	6 Months

8. QUALIFICATIONS AND EXPERIENCE

8.1 Education

Bachelor's Degree in Information Technology, Information Systems, Computer Science /Engineering or related discipline

8.2 Experience

- An ABAP / Web Dynpro Consultant with 4-6 years' experience in ABAP and Workflow development work in Finance, Supply Chain Management (SCM) and Travel modules would be ideal for this Task.

- SAP ABAP Certified Consultant with 4-6 years' experience. Must have been involved in at least two SAP projects.
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- 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.

9. DURATION

The duration of the assignment will be for **6 Months**.

10. PAYMENT

The consultant shall be paid on a monthly basis at a negotiated rate based on the deliverables

11. REPORTING

The individual Consultant should report to the Head, Enterprise Resource Planning (ERP) Unit and should closely collaborate with the designated responsible staff.

12. CLIENT INPUT AND REPORTING

The African Union will be responsible and make an endeavour to support the project by participating to fulfil the following:

- Involvement in all aspects of the services.
- Providing accurate and complete information, as needed.
- Making timely and effective completion of the responsibilities, as identified below.
- Provisioning the required prerequisite resources on time.
- Facilitate logistical issues to import and stage equipment.
- Providing timely decisions and approvals
- Completion of site readiness activities and facility setup
- All documents/objectives are accepted at time of delivery within a reasonable time frame.
- Provide personnel who are knowledgeable about the current African Union's systems
- Provide business user representatives as required by the project plan
- Provide access to all necessary African Union work sites, systems logon and passwords
- Provide access to other materials and resources as needed



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- Provide suitable work spaces with desks, chairs, telephones, etc.
 - Provide LAN connections giving the onsite team access to the Internet and e-mail.