

**REQUEST FOR EXPRESSION OF INTEREST**  
**(Consulting services – individual consultant selection)**

**Selection of an Individual Consultant for the SAP Supervising Support for Capacity building**

**Reference No. ECW/IC/ADM-FIN/15-07-20/dg**

In the framework of the execution of the 2020 Budget, The Economic Community of West African States (ECOWAS) intends to apply a portion of its budgeted counterpart funds for the **Selection of an Individual Consultant for the SAP Supervising Support for Capacity building**.

2. The objective of the consultancy is to support ECOWAS in enhancing SAP Support services, internal capacity building and new SAP implementations across all modules deployed.
3. The consulting services (“the Services”) include the followings as shown below and the duration of the contract shall be for a maximum period of six (6) months with a possibility of extension. Duties and responsibilities of the consultants:

**Role and Responsibilities**

- Evaluation of the current SAP/ECOLink support organization and delivery at the ECOWAS Commission, considering: in-house support team staffing, on-site and remote support consultants, support communication channels, support, documentation, support reporting, support improvement process, response time(SLA), support costs, etc.
  - Review the current integration points across all modules deployed in order to identify any integration issues (if any) and implement best practice integration to ensure smooth end to end operational process the expression of need to the various reports. The integration points include: MM-FI, MM-FM, MM-CO, MM-GM, FI-FM, FI-CO, FI-GM, CO-GM, FM-GM, HCM-FI, HCM-CO, HCM-FM, HCM-GM.
  - Fix all existing issues relating to configuration, authorization matrix, integration, reporting, basis master and business data for all modules deployed mainly SAP MM (procurement and inventory management), FI (Financial accounting), SAP CO (Controlling);SAP TVM (Travel Module) ;SAP FM (Funds management), SAP GM (Grants management), SAP HCM-PY(Payroll) and SAP HCM-PA(Personnel Administration) This includes resolving all inconsistent configuration issues especially arising from inter-connection between profit centers (agencies) and Company Code(Institutions).
  - Make a proposal of a functional, sustainable and cost-effective support organization for ECOWAS Commission and the following ECOLink modules (FI, CO, FM, GM, MM, HCM, TVM, ABAP, BASIS)
  - Based on approval, proactively implement new features, modify existing business processes to improve efficiency and enforce internal controls.
  - Support SAP/ECOLink in-house support team through 2nd level support and knowledge transfer and where applicable, provide continuous training sessions for the identified knowledge gaps for all concerned within ECOWAS Community.
  - Support and coordinate the setup of a reliable, responsive, robust and sustainable SAP/ECOLink Support organization at ECOWAS Commission: communication channel, documentation, reporting, improvement process
  - Support the optimization of ECOLink Support costs at ECOWAS Commission
  - Supervision of the implementation of SAP modules and solutions which are still in the deployment phase through review of each deliverable.
4. The ECOWAS Commission now invites eligible Individual Consultants (“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 as follow:*

## Educational Qualification

- Shall Possess a master's degree or equivalent in Administration, Finance, Accounting or related area from recognized academic institution.
- Shall justify SAP certification
- Shall justify specialized training in SAP modules: FI, FM, CO, GM, TVM, FM, HCM, MM is required.

## Experience

- Shall justify at least ten (10) working years' experience as senior SAP Consultant in SAP project management and SAP Support organization setup for International Organizations, Public Sector or Donors funded Projects.
- Candidate shall justify of having executed at least two (2) similar assignments as trainer organized and successfully executed in ECOWAS Member States with International Organizations, Public Sector or Donors funded Projects;
- Candidate shall justify at least three (3) proven working years of experience in financial business process management, understanding of SAP best practices;
- Strong IT (Word, Excel, Power Point, MS Project etc) / Strong knowledge of all related SAP software or any other relevant Software.

## Language

The individual consultants shall be fluent (reading, writing, speaking) in one (1) of the ECOWAS Official Languages (English, French or Portuguese) and the practical knowledge (reading, writing, speaking) of an additional one would be an advantage.

**NB:** The attention of interested Individual consultants is particularly drawn to **Article 118 of the ECOWAS Revised Procurement Code (“Infringements by Candidates, Bidders and Awardees”)**, providing information on corrupt or fraudulent practices in competing for or executing a contract. In addition, please refer to the following specific information on conflict of interest related to this assignment as per **“Article 119 of the ECOWAS Revised Procurement Code.**

5. The Consultants will be selected in accordance with the *Selection of Individual Consultant* set out in the Consultant Guidelines. The shortlisted candidates will be interviewed for the position.

Interested consultants may obtain further information at the email addresses below during office hours: **Monday to Friday from 9.00 am GMT+1 to 5.00 pm GMT+1.**

**Email:** [procurement@ecowas.int](mailto:procurement@ecowas.int), with copy to: [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int); [abalde@ecowas.int](mailto:abalde@ecowas.int); [wajala@ecowas.int](mailto:wajala@ecowas.int)

6. Expressions of Interest shall be submitted in sealed envelopes (**1 original and 3 copies**) in English, French or Portuguese and clearly marked **“Selection of an Individual Consultant for the SAP Supervising Support for Capacity building.”, Do not open except in the presence of the Evaluation Committee”** to the address below latest by **Tuesday August 04<sup>th</sup>, 2020 at 11.00 am (GMT+1), Nigerian Time.**

The ECOWAS Tender Box is located at the **Directorate of General Administration, Procurement Division, 1<sup>st</sup> Floor ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, P. M. B. 401 Abuja Nigeria.**

**Please note that electronic submissions are also accepted and shall be addressed to:** [procurement@ecowas.int](mailto:procurement@ecowas.int), with copy to: [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int); [abalde@ecowas.int](mailto:abalde@ecowas.int); [wajala@ecowas.int](mailto:wajala@ecowas.int)

**This EOI is also published on the ECOWAS website <http://www.ecowas.int/doing-business-in-ecowas/ecowas-procurement>**