

ECOLink Management at ECOWAS COMMISSION

Recruitment of SAP BASIS CONSULTANT – Abuja, Nigeria

TERMS OF REFERENCE

1. Background Information

The Economic Community of West African States (ECOWAS) is a regional group of twelve countries, founded in 1975. Its mission is to promote economic integration in all fields of economic activity, particularly industry, transport, telecommunications, energy, agriculture, natural resources, commerce, monetary and financial questions, social and cultural matters.

The treaty signed by ECOWAS Heads of State and Government created the key organs to provide general policy guidelines and direction as well as the following Institutions, Agencies and Offices to work in synergy with Member States, sister institutions, the African Union, civil society organizations, the private sector, and development partners to ensure a cost effective, accelerated and optimal attainment of the set objectives.

Following institutions and agencies form ECOWAS:

- ECOWAS Commission
- Community Parliament
- Community Court of Justice
- Inter-Governmental Action Group against Money Laundering and Terrorism Financing in West Africa (GIABA)
- West African Health Organization (WAHO)
- Office of the Auditor General (OAG)

Agencies and Offices set-up under the Institutions include:

- ECOWAS Gender Development Centre (EGDC)
- ECOWAS Youth & Sports Development Centre (EYSDC)
- Water Resources Coordination Centre (EWRC)
- Project Preparation and Development Unit (PPDU)
- Regional Agency for Agriculture and Food (RAAF)
- Ecowas Centre for Renewable Energy and Energy Efficiency (ECREEE)
- ECOWAS Regional Electricity Regulatory Authority (ERERA)
- Regional Animal Health Center (RAHC)
- ECOWAS Regional Competition Authority (ERCA)
- Regional Centre for Surveillance and Disease Control (RCSDC)

ECOWAS has a resident rep office in each of the following countries: Togo, Capoverde, Ghana, Cote d'Ivoire, The Gambia, Liberia, Guinea Bissau, Guinea, United-States, Belgium, Senegal, Ethiopia, Benin, Sierra-Leone

ECOWAS has implemented the following SAP modules of SAP ERP 6.0, to provide integrated enterprise resource planning and management:

- Finance and Control (FI/CO)
- Funds Management (FM)

- Grants Management (GM)
- Materials Management (MM)
- Human Capital Management (HCM) incl. Employee Self Service [ESS] and Manager Self Service [MSS]
- Travel Management

ECOWAS is still implementing other SAP modules and solutions.

2. OBJECTIVE

The consultant shall be expected to have an understanding of the management of SAP system environment in an On-Premise or Private Cloud Platform like Microsoft Azure, and help with SAP system monitoring, maintenance, upgrades, installation, patch management, database administration and backup/restore procedures.

3. SCOPE OF THE SERVICES

The consultant will undertake the following duties in collaboration with our Directorate for Information Technology Services:

- Carry out the installation, migration and administration of SAP Enterprise Portal on Cloud Platform and on premise.
- Carry out the installation and migration of SAP ECC on Cloud Platform and on premise.
- Responsible for SAP ECC BASIS administration on Cloud Platform and on premise for our SAP Application Servers.
- Carry out the management and the administration of SAP HANA Database & SYBASE Database including storage, memory, availability and patch applications on Development, Quality and Production Servers.
- Set up a database monitoring and administration tool for SYBASE Database.
- Implement and maintain security measures to protect the SAP system and data from unauthorized access.
- Planning and executing system upgrades and applying patches to ensure the SAP system is up-to-date with the latest features and security fixes.
- Refresh of Quality Assurance Servers for the SAP ECC, SAP BW etc.
- Troubleshoot the Transport Management System of SAP ECC.
- Implement SAP Notes and Patches to fix application related issues.
- Responsible for Background Jobs Scheduling and Monitoring.
- Carry out general system maintenance, troubleshooting and performance tuning.
- Carry out the activation and installation of SAP Fiori for specific SAP modules.
- Carry out the configuration and administration of SAP Fiori for improved User Interface.
- Set up SAP Fiori Launchpad, SAP Fiori Search, User Assistance Settings, and Notifications

4. DELIVERABLES

The following is the list of expected deliverables during and at the end of the

assignment:

- SAP System installation upgrades and patches that ensures a functional Portal QAS & DEV and ECC QAS.
- SAP System performance tuning and optimization for the entire SAP landscape at ECOWAS.
- SAP System administration, User administration and troubleshooting for the entire SAP landscape at ECOWAS.
- SAP System backup and recovery for the entire SAP landscape at ECOWAS.
- Transport management and system monitoring for the entire SAP landscape at ECOWAS.
- SAP SYBASE & HANA Database administration and tuning.
- Collaborate with the stakeholders and team to ensure seamless integration of SAP modules.
- SAP System security audits and implement necessary measures.
- SAP System documentations and user manuals.
- Training and mentorship to ECOWAS staff on SAP BASIS Administration.

5. PROFILE OF THE CONSULTANT

- Shall justify a minimum of Bachelor (Bac + 3) in Information Technology or Business Management or Sciences or a related field.
- Minimum 5 years of SAP BASIS consulting experience including SAP system administration, SAP system copy, SAP enterprise portal installation and administration, SAP HANA Database administration, SYBASE Database administration, SAP Systems Upgrade, Support Packages implementation.
- Minimum 2 years working experience in Linux Operating System environment with at least 2 full cycle end-to-end implementation in SAP BASIS Administration.
- SAP BASIS experience administering SAP in a Private Cloud as well as on premise installation is mandatory.
- Great problem solving, troubleshooting, and analytical skills.
- Excellent in documenting specification and technical solutions.
- Excellent written and verbal communication skills in French or English is a must.
- Excellent presentation skills.
- Experience in designing/architecting complex solutions.
- SAP BASIS certification is a plus.

6. DURATION

The assignment period is expected for six (6) months.

7. LOCATION

The consultant will be based at ECOWAS Commission headquarters in Abuja, Nigeria but covering the entire ECOWAS Institutions under the supervision of the ECOLink Director.

8. Language

Consultants must have excellent written and verbal communication skills in one of the official languages of the Community (French, English or Portuguese). The knowledge of a second official language will be an advantage.

9. REPORTING

The consultant will report to ECOLink Director and be expected to follow his guideline in terms of work assignments and priorities

Commissioner for Internal Services