

ECOLink Management at ECOWAS COMMISSION

Recruitment of an Individual SAP MM Consultant – Abuja, Nigeria

TERMS OF REFERENCE

1. Background Information

The Economic Community of West African States (ECOWAS) is a regional group of fifteen 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 the 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.

The 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 representative office in each of the following countries: Togo, Capo-Verde, 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 capabilities including:

- Finance and Control (FI/CO)
- Fund 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 objective of the consultancy is to provide functional support to ECOWAS in SAP MM (Procurement and Inventory Management), SAP MM Knowledge Transfer, SAP MM implementation or roll-out to entities of ECOWAS not using the SAP MM or partly using SAP MM.

3. SCOPE OF THE SERVICES

The consultant will undertake the following duties within the SAP MM module:

- Engage with the business users to gather the ECOWAS' MM business requirements.
- Provide the required documentation based on the requirements collected from the End Users.
- Analyze and document ECOWAS MM requirements, and propose solutions to meet user needs.
- Design and develop the SAP MM solution based on functional specifications after due consultation with the End Users.
- Carry out the Assessment, Configuration, Testing and Support of selected processes including Contract Management Process, Physical Inventory, Material Requirement Planning Process, RFQ Process, Workflow and the flow of document in the Procurement Process.
- Configuration of the MM solution as required and maintain workflow approval for Procurement transactions.
- Analyze and solve SAP MM issues, and propose solutions to improve business processes including but not limited to Physical Inventory Management, Contract Management, Material Requirement Planning, RFQ, etc.
- Follow up with the end users and other key users in carrying out the User Acceptance Tests in the QA system and effect requested amendments and corrections.
- Ensure seamless integration to existing enhancements and standard SAP modules already implemented within the ECOWAS SAP Landscape.
- Collaborate effectively with the stakeholders including Information Technology Services Directorate, ECOLink SAP team and the ECOWAS End Users.
- Ensure proper knowledge transfer to ECOWAS Staff such as MRP, Inventory Management, Procurement RFP, Contract Management.
- Provide support to ECOWAS End Users and Conduct Training on SAP MM processes.

4. DELIVERABLES

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

- Prepare the Business Blueprints for new processes to be implemented including Contract Management, MRP, Supplier Management, Workflow, RFQ etc.
- Deliver within time and budget the SAP MM Contract Management Process, Physical Inventory, Material Requirement Planning Process, RFQ Process, Workflow and the flow of document in the Procurement Process
- System and program tested
- Deliver the configuration technical and functional documentation
- Project Status Reporting
- Support End User Testing during the User Acceptance Testing
- Training Manuals
- Training of End Users
- Configuration bugs fixing
- Support End Users

5. PROFILE OF THE CONSULTANT

- Shall have a minimum of Bachelor (Bac + 3) in Information Technology or Business Management or Sciences or a related field.
- Minimum 5 years of SAP MM (Procurement, MRP, Contract Management, Supplier Management and Inventory Management) consulting experience including requirement gathering, blueprint documentation, configuration, integration with other SAP modules, training, tests management, support etc. with at least 2 full cycle end-to-end implementation in SAP MM Module.
- Some experience in the Public Sector especially Fund Management is a plus.
- Excellent written and verbal communication skills in French or English is a must.
- Excellent presentation skills.
- Great problem solving, troubleshooting, and analytical skills.
- Excellent in documenting specification and technical solutions.
- SAP MM certification is a plus.

6. DURATION

The Duration of the framework agreement is expected to be Six (06) 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. REPORTING LINE

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