



ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO

TERMS OF REFERENCE

INTERNAL SERVICES DEPARTMENT

ECOLink Project

Request for Proposal (RFP)

For

Implementation of SAP GRC ON HANA



1. BACKGROUND INFORMATION	3
2. OBJECTIVES & EXPECTATIONS	4
2.1. Contact Information.....	4
2.2. Timeline.....	5
3. EXPECTED PROPOSAL CONTENT AND FORMAT	5
3.1. Proposal Summary.....	5
3.2. Profile of the Proposing Firm	5
3.3. Qualifications of the Firm.....	5
3.4. Work Plan and Implementation Methodology.....	6
3.5. Project Staffing	6
3.6. Proposal Costs and Rates.....	6
3.7. Evidence of Financial Capability & Stability	6
4. SCOPE OF THE WORK.....	7
4.1. General.....	7
4.2. Proposal management.....	8
5. LOGISTICS AND TIMING.....	10
5.1. Location	10
5.2. Start date & period of implementation of tasks	10
6. REQUIREMENTS	10
6.1. Staff	10
6.2. Facilities to be provided by the contractor.....	11
7. MONITORING AND EVALUATION.....	11
7.1. Definition of indicators.....	11



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)



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ECOWAS has a resident rep 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:

- Finance and Control (FI/CO)
- Funds Management (FM)
- Grants Management (GM)
- Materials Management (MM)
- Human Capital Management (HCM) incl. Employee Self Service and [ESS]Manager Self Service [MSS]
- Travel Management

ECOWAS is still implementing other SAP modules and solutions.

The Department of Internal Services of ECOWAS Commission is seeking proposal from qualified firms to provide Professional Implementation Services for its SAP GRC on HANA. The required services and performance conditions are described in the Scope of Work (or Services).

2. OBJECTIVES & EXPECTATIONS

The objective of this implementation services includes the Upgrade of the SAP GRC version 10.0 to the latest version, Assessment of the current state of the ECOWAS SAP GRC (Access Control and Process Control). The design, implementation, and support of the SAP Governance Risk and Compliance on HANA (SAP GRC on HANA) solutions. The completion of implementation of SAP GRC (Access Control, Process Control) at ECOWAS and the Provision of Post Go-live On-site support including knowledge transfer.

2.1. Contact Information

Procurement Contact:

Oumar Mbacke

Contract

Administrator

ombacke@ecowas.int



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2.2. Timeline

RFP Published Date:	July 21, 2025
Question Submission Deadline:	August 1, 2025 1:00pm
Proposal Submission Deadline:	August 15, 2025, 4:00pm

3. EXPECTED PROPOSAL CONTENT AND FORMAT

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Bidder's understanding of the ECOWAS' requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. Items not specifically and explicitly related to the RFP and proposal, e.g. brochures, marketing material, etc. will not be considered in the evaluation.

All proposals shall address the following items in the order listed below and shall be numbered in the proposal document.

3.1. Proposal Summary

This Section of the Proposal shall discuss the highlights, key features and distinguishing points of the Proposal. A separate sheet shall include a list of individuals and contacts for this Proposal and how to communicate with them. Limit this Section to a total of two (2) pages including the separate sheet.

3.2. Profile of the Proposing Firm

This Section of the Proposal shall include a brief description of the Bidder's company size as well as the proposed local organization structure. Include a discussion of the Bidder firm's financial stability, capacity and resources.

Additionally, this Section shall include a listing of any lawsuit or litigation and the result of that action resulting from;

- (a) any public project undertaken by the Bidder or by its subcontractors where litigation is still pending or has occurred within the last five years or
- (b) any type of project where claims or settlements were paid by the Bidder or its insurers within the last five years.

3.3. Qualifications of the Firm

This Section of the Proposal shall include a brief description of the Bidder's and any sub-Bidder's qualifications and previous experience on similar or related projects. Separately complete and include the



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required attachment provided as "Qualifications of Firm Relative to ECOWAS' Needs", provide descriptions of important similar project experience with other public institutions and private sector entities, including a summary of the work performed, the total project cost, the percentage of work the firm was responsible for, the period over which the work was completed, and the name, title, and phone number of clients to be contacted for references.

This Section of the Proposal shall include information regarding any relationships with firms and/or individuals that may submit proposals in response to the RFPs being developed.

3.4. Work Plan and Implementation Methodology

This Section of the Proposal shall present a well-conceived service plan and implementation methodology. Include a full description of major tasks and subtasks. This section of the proposal shall establish that the Bidder understands ECOWAS' objectives and work requirements and Bidder's ability to satisfy those objectives and requirements. Succinctly describe the proposed approach for addressing the required services and the firm's ability to meet ECOWAS' schedule, outlining the approach that would be undertaken in providing the requested services.

3.5. Project Staffing

This Section of the Proposal shall discuss how the Bidder would propose to staff this project. Key project team members shall be identified by name, title and specific responsibilities on the project and relevant certification(s) related to the SAP GRC on HANA. An organizational chart for the project team and resumes for key Bidder personnel shall be included. Key personnel will be an important factor that would be considered by the review committee. Changes in key personnel may be cause for rejection of the proposal.

3.6. Proposal Costs and Rates

The fee information is relevant to a determination of whether the fee is fair and reasonable in light of the services to be provided. Provision of this information assists ECOWAS in determining the firm's understanding of the project, and provides staff with tools to evaluate (and, if applicable, negotiate) the cost.

This Section of the Proposal shall include the proposed costs to provide the services desired. The proposal shall also detail any other relevant cost and price information (such as any change to the fees based on any options a Bidder is able to offer).

PLEASE NOTE: ECOWAS does not pay for services before it receives them. Therefore, do not propose contract terms that call for upfront payments or deposits.

3.7. Evidence of Financial Capability & Stability

Bidders are required to establish to ECOWAS satisfaction that they are financially capable and stable and can complete the obligations of a contract resulting from this solicitation. To meet this requirement, Bidders shall submit one of the following items that must be prepared by an independent third party:



- The most recent audited financial statement in the last three years
- Reviewed financial statements for the last three years
- A letter of good standing from a credible financial institution that contains sufficient information for proposal evaluators to reasonably conduct an objective assessment of the Bidder's financial viability and/or the Bidder's risk of default.

NOTE: ECOWAS recognizes the confidential nature of certain financial disclosures and will treat the information as such in accordance with applicable law, referenced in the Section of this RFP entitled "Public Nature of Materials".

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description of the assignment

ECOWAS is seeking proposals from qualified firms to provide SAP GRC on HANA Implementation Services. Our goal in conducting this RFP is to select a qualified vendor through this competitive process to provide SAP GRC on HANA Implementation Services in Abuja. The contract term for this implementation service to be procured under this RFP.

The following scope items form the requirements to be implemented among other things:

- Upgrade of SAP GRC from version 10 to latest GRC version including the upgrade of dependent software components.
- Assess and complete the implementation of the SAP GRC (AC, PC) till go-live and after go-live support

System Requirements

As part of the proposed GRC Solution, ECOWAS along-with the selected bidder will work together to design and implement an Institution-wide GRC Solution with the key IT principles of **Secure, High Availability/Resiliency, High-Performance and Scalability**. In line with this, ECOWAS hereby requests for a concise technical proposal that includes the following:

General Requirements

S/N	Requirement Description	Vendor Response
1.0	General Requirements	
1.0.2	The bidder should be able to provide support in Abuja depending on the Service Level Agreement ("SLA").	
1.0.3	The system should be scalable and flexible to accommodate future growth and changes in processes and support the clustering of different Departments and Directorates in ECOWAS Group.	
1.0.4	The system should support a user-based model where specific users can access specific modules. A user access matrix can be extracted for user access reviews.	
1.0.5	The system should support an escalation and delegation matrix.	



S/N	Requirement Description	Vendor Response
1.2	Training	
1.2.1	The bidder should be able to provide in-person training for the identified users.	
1.2.2	The bidder should be able to provide a training manual that ECOWAS will be able to keep and use to train new employees in future. The manual instructions should be linked/cross-referenced to the different activities for ease of reference.	
1.2.3	The vendor should be able to provide training videos that ECOWAS will be able to keep and use to train new employees in future.	
1.2.4	The vendor must facilitate knowledge transfer to ECOWAS ITS for L1 and L2.	

4.2. Proposal management

4.2.1. Responsible body

The project will be managed under the supervision of the ECOLink Project Director.

4.2.2. Examination of Proposal Documents

The submission of a proposal shall be deemed a representation and certification by the Bidder that it:

- Has carefully read and fully understand the information that was provided by ECOWAS to serve as the basis for submission of this proposal.
- Has the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- Represents that all information contained in the proposal is true and correct.
- Did not, in any way, collude, conspire to agree, directly or indirectly, with any person, firm, corporation or other Bidder in regard to the amount, terms or conditions of this proposal.
- Acknowledge that ECOWAS has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Bidder, and Bidder hereby grants ECOWAS permission to make these inquiries, and to provide any and all related documentation in a timely manner.

4.2.3. Addenda / Clarifications

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be submitted to our contact person in Directorate of Admin and General Services.



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Correspondence shall be communicated through email and responses from ECOWAS will be provided through email for this project and available to all. Inquiries received after the deadline for questions stated in the timeline will not be accepted.

ECOWAS shall not be responsible for nor be bound by any oral instructions, interpretations or explanations issued by ECOWAS or its representatives.

4.2.4. Submission of Proposals

All proposals shall be submitted electronically through email to ombacke@ecowas.int

Proposals shall be submitted no later than 4:00 pm on Friday, August 15, 2025.

The Contract Administrator will not accept any proposals after the specified close time.

4.2.5. Rights of the ECOWAS Commission

This RFP does not commit ECOWAS Commission to enter into a contract, nor does it obligate ECOWAS to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. ECOWAS reserves the right to:

- Make the selection based on its sole discretion
- Reject any and all proposals
- Issue subsequent Requests for Proposals
- Postpone opening for its own convenience
- Remedy technical errors in the Request for Proposals process
- Approve or disapprove the use of particular company or resources on the team
- Negotiate with any, all or none of the Bidders
- Accept other than the lowest offer
- Waive informalities and irregularities in the Proposals and/or
- Enter into an agreement with another Bidder in the event the originally selected Bidder defaults or fails to execute an agreement with the ECOWAS Commission.

An agreement shall not be binding on ECOWAS unless and until it is executed by authorized representatives of the ECOWAS Commission and of the Bidder.



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5. LOGISTICS AND TIMING

5.1. Location

The project location shall be at ECOWAS Commission Headquarters in Abuja, its institutions and agencies.

5.2. Start date & period of implementation of tasks

RFP Published Date:	July 21, 2025
Question Submission Deadline:	August 1, 2025 1:00pm
Proposal Submission Deadline:	August 15, 2025, 4:00pm
Implementation Period:	6 months after kickoff of project

6. REQUIREMENTS

6.1. Staff

6.1.1. Key experts

Key experts are defined and they must submit CVs and signed statements of exclusivity and availability.

All experts who have a crucial role in implementing the contract are referred to as key experts. The profiles of the key experts for this contract are as follows:

For project arising from this RFP, the Bidder shall assign personnel who have the relevant, demonstrated skills and expertise for the assigned project, including without limitation the following qualifications, at a minimum:

The firm should have at least the following profiles as part of its team:

- One confirmed SAP GRC-AC consultant (at least 5 years of implementation and support experience in SAP GRC-AC)
- One confirmed SAP GRC-PC consultant (at least 5 years of implementation and support experience in SAP GRC-PC)
- One confirmed SAP Basis consultant (at least 5 years of experience as SAP Basis consultant, including the involvement in at least 2 SAP GRC implementations or upgrade projects)



- One confirmed SAP ABAP Consultant (at least 5 years of experience as SAP ABAP consultant, including the involvement in at least 2 SAP GRC implementations or upgrade projects)
- One confirmed SAP Project Manager (at least 5 years of experience as SAP Project Manager, including the involvement in at least 2 SAP GRC implementations or upgrade projects)

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

6.2. Facilities to be provided by the contractor

The contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion

7. MONITORING AND EVALUATION

7.1. Definition of indicators

ECOWAS staff will evaluate the responsive submittals provided based on the following criteria, at a minimum. **Please Note: The Scoring Method and Points assigned to each criterion are not published on the RFP. The Scoring Methods and Points are applicable to the RFP.**

No.	Evaluation Criteria	Scoring Point
1.	Quality of the Proposal (Required) Quality and completeness of proposal	10%
2.	Experience (Required) Bidder's experience, including the experience of staff to be assigned to the project, with engagements of similar scope and complexity especially for SAP GRC on HANA	40%
3.	Cost (Required) Proposed cost to ECOWAS	15%
4.	Financial Condition and Stability (Required) Bidder's financial condition and stability	15%
5.	Timely Performance (Required) Bidder's ability to perform the contract within the time specified	5%
6.	Prior Record of Performance for Government Agencies (Optional) Bidder's prior record of performance of similar services with a government institution	10%
7.	Compliance (Required) Bidder's compliance with applicable laws, regulations, policies, guidelines and orders governing prior or existing contracts performed by the Bidder	5%