

ECOLink Management at ECOWAS COMMISSION

Implementation of SAP ECC GRC ON HANA

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, 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 ECC GRC ON HANA. The required services and performance conditions are described in the Scope of Work.

2. OBJECTIVE

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) on HANA at ECOWAS and the Provision of Post Go-live On-site support including knowledge transfer.

3. SCOPE OF THE SERVICES

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 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 post

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:

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.	
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. DELIVERABLES

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

- Configuration and full implementation of SAP GRC on HANA (Access Control and Process Control modules)
- Business Blueprint documents: detailed documentation of business requirements and how SAP GRC will meet them
- Configuration documents
- Technical and Functional specifications document
- Training of the users sign off
- User Acceptance Testing sign off
- Cutover and Go-Live Plan

5. PROFILE OF THE CONSULTANT

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

- **Qualification and experience of the consulting firm (with evidence by copies of contracts, certificates of satisfactory performance, etc.)**
 - The firm must have at least five years of experience in the field of SAP Implementation especially for GRC on HANA.

- ~~The firm must have financial capability to execute the contract.~~ The firm should not be listed in any lawsuit or litigation within the last five years.
- It must provide proof of the completion or award of at least two (2) similar projects in the last seven (7) years in the field of SAP GRC Implementation.
- Good knowledge of the public sector in the context of West Africa would be an asset.

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

- **Two confirmed SAP GRC-AC consultants:**

- Must provide SAP Authorization experience
- Have at least a minimum of Bachelor (Bac + 3) in Information Technology, Computer Science, or Sciences or a related field
- Have at least 5 years of implementation and support experience in SAP GRC-AC
- Have carried out at least 1 project in updating GRC module on HANA experience
- Experience with Public Sector business processes to resolve challenges involving SAP GRC Configuration and customizing i.e. experience of working for similar large and complex organization
- Certification in SAP GRC

- **Two confirmed SAP GRC-PC consultants:**

- Must provide SAP Authorization experience
- Have at least a minimum of Bachelor (Bac + 3) in Information Technology, Computer Science, or Sciences or a related field
- Have at least 5 years of implementation and support experience in SAP GRC-PC
- Have carried out at least 1 project in updating GRC module on HANA experience
- Experience with Public Sector business processes to resolve challenges involving SAP GRC Configuration and customizing i.e. experience of working for similar large and complex organization
- Certification in SAP GRC

- **One confirmed SAP BASIS consultant**

- Have at least 5 years of implementation experience as SAP Basis consultant
- Have at least a minimum of Bachelor (Bac + 3) in Information Technology, Computer Science, or Sciences or a related field
- Must have been involved in at least two (2) SAP GRC implementations or upgrade projects
- Experience with SAP HANA and upgrade of GRC to latest versions
- Experience with Public Sector business processes to resolve challenges involving SAP GRC Configuration and customizing i.e. experience of working for similar large and complex organization
- Certification in SAP BASIS

- **One confirmed SAP ABAP Consultant**

- Have at least 5 years of experience as SAP ABAP consultant
- Have at least a minimum of Bachelor (Bac + 3) in Information Technology, Computer Science, or Sciences or a related field
- Must have been involved in at least 2 SAP GRC implementations or upgrade projects
- Experience with Public Sector business processes to resolve challenges involving SAP GRC Configuration and customizing i.e. experience of working for similar large and complex organization
- Certification in SAP ABAP
- **One confirmed SAP Project Manager**
 - Have at least 5 years of experience as SAP Project Manager
 - Have at least a minimum of Bachelor (Bac + 3) in Information Technology, Computer Science, or Sciences or a related field
 - Must have been involved in at least two (2) SAP implementations or upgrade projects
 - Experience with Public Sector business processes to resolve challenges involving SAP GRC Configuration and customizing i.e. experience of working for similar large and complex organization
 - Certification in Project Management i.e. (PMP, SCRUM, PRINCE 2 etc.)
- Each team member must demonstrate proficiency in at least one of the official languages of ECOWAS (English, French and Portuguese). Proficiency in two other languages will be an advantage.
- The existence of ECOWAS nationals within the team will also be an added advantage.
- The duly signed CVs of the experts (with references), educational certificates, SAP GRC certificates of training and work completion certificates of all experts should be included in the consultant's proposal.

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. 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