



CALL FOR EXPRESSION OF INTEREST
(SELECTION OF AN INDIVIDUAL CONSULTANT)

“Selection of a Senior SAP Material Management (MM) Consultant”

Reference No. ECW/DAGS/PROC/DI/STC/18-09-2023/DG_1

1. The ECOWAS Commission plans to allocate a portion of its budget to fund the contract of a Senior SAP MM Consultant.
2. This consultancy assignment aims at providing integrated enterprise resource planning and management.
3. The overall objective of the consultancy is to offer second level support to ECOWAS in areas such as SAP MM (Procurement and Inventory Management), as well as provide knowledge transfer and assist with SAP MM implementation or roll-out for ECOWAS entities that are not fully utilizing SAP MM or using it partially.
4. Duration: The expected duration of the assignment is **for up to six (06) months**.
5. Duties and responsibilities of the Consultant: The Consultant’s tasks shall include the following:
 - Gather the ECOWAS’s requirements.
 - Design and develop the solution based on users’ specifications.
 - Configuration
 - Transport the developed solution from the Development platform to the Quality Assurance platform in the SAP landscape.
 - Follow up with the users and other key users in carrying out the quality assurance tests, and effect requested amendments and corrections. Provide the required documentation.
 - Ensure seamless integration to existing enhancements and standard SAP modules already in within ECOWAS.
 - Provide the required documentation.
 - Ensure proper transfer of knowledge to ECOWAS Staff.
 - Provide support.
6. The ECOWAS Commission invites eligible individual consultants (“Consultants”) to express their interest in providing the services. **Interested consultants shall provide information showing that they have the qualifications and experience to provide the requested services.** *The applicants are to meet the criteria set out below:*

Qualification

- Shall justify a minimum of master’s degree (Bac + 5) in Information Technology or Business Management or Sciences or a related field.

Experience

- Shall justify a minimum of 10 years of SAP MM (Procurement and Inventory Management) consulting experience including requirement gathering, blueprint documentation, configuration, training, tests management, support, transport.
- Shall justify having successfully executed two (2) similar assignments in this field for International Organizations OR Donors funded project.
- Some experience in the public sector is a plus.
- Experience in designing/architecting complex solutions.

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.

NB: The ECOWAS Commission would like to draw the attention of interested consultants to **Article 117 of the revised ECOWAS Procurement Code on “Fraud and Corruption”**, which provides information on fraudulent or corrupt practices in competition or contract execution. Furthermore, candidates are invited to take cognisance of the specific information on conflict of interest related to this consultancy service, under **Article 118 of the revised ECOWAS Procurement Code**.

7. The selection of the consultant will be made following the criteria for the *Selection of Individual Consultants* set out in the Guidelines for Consultants. The candidate with the highest score will be invited to submit a technical and financial proposal.

Interested consultants may obtain more information by contacting the Procurement Division using the emails below during working hours, i.e., **Monday to Friday, from 9:00 am to 5:00 pm (GMT +1)**.

Email: ikkamara@ecowas.int, with copy to: gdikko@ecowas.int; abalde@ecowas.int

8. Expressions of interest (**1 original and 3 copies**) must be submitted in sealed envelopes marked “**Selection of of an Individual Senior SAP MM Consultant**”, no later than **Friday, 6th October 2023 at 11: 00 a.m. (GMT+1, Nigerian time)** to the address below:

**Administration & General Services,
Procurement Division,
First (1st) Floor of the ECOWAS Commission Headquarters,
Plot 101, Yakubu Gowon Crescent, Asokoro District,
P. M. B. 401
Abuja, NIGERIA**

Please note that electronic submissions are also ACCEPTED and should be sent to the email addresses mentioned above in paragraph 7.

Commissioner for Internal Services