

AFRICAN DEVELOPMENT BANK

REQUEST FOR EXPRESSIONS OF INTEREST

Experienced IT and Procurement Process Reengineering Individual Consultant (SNDI)

Headquarters-Abidjan (Côte d'Ivoire)
Office of the Senior Vice-President (SNVP)
SNDI/Office of the Senior Vice President Department
Avenue Joseph Anoma
01 BP. 1387, Abidjan 01
Cote d'Ivoire

1. The African Development Bank hereby invites qualified Individual Consultants to indicate their interest in the following Assignment: **Experienced IT and Procurement Process Reengineering – SNDI.**
2. **Objective of the assignment:** To achieve the overarching objective of enhancing the existing procurement system to improve responsiveness and client orientation, there is need to develop an integrated solution that addresses the issues with the current system; that requires a more efficient, effective and predictable system. In this regard, the Bank is seeking the services of a high-level senior IT and Procurement Process Re-engineering solution architect.
3. **Outputs and deliverables:** Under the direct supervision and guidance of the Manager of the Corporate Consultant Section, the Senior Consultant will liaise with the IT Department and lead the *development of the user requirement /specifications needed for a robust end-to-end integrated e-Procurement system.* In this regard, an appropriate system development is required to enable the uploading of key information documents, traceability, Key Performance Indicators (KPIs) of approval authority, and justifications for exceptions including, but not limited to:
 - a. a strong data control and validation to ensure that complete and accurate data are captured;
 - b. the ability to flag contracts where waivers have been granted;
 - c. the ability to flag signed new contracts where an amendment was required
 - d. mandatory capture of all costs including travel fares and per diems per contract;
 - e. enforcing mandatory completion of consultants performance evaluations by units;
 - f. mandatory responses to questions on 'relationships with any Bank staff';
 - g. alerts for contracts that are at risk of exceeding contract duration limit and fee scale;
 - h. user units scanning and attaching into SAP, justifications for exception, evaluation reports and signed service contracts; and
 - i. Training both at the Vendor side and in House.

The Key recommended features for e-procurement solution will include but not limited to:

- (a) Individual Consultants/Firm Registration
- (b) E-Tendering or Bidding

- (c) E-Contracting
- (d) On-Boarding
- (e) E-Contract Management or Execution
- (f) Payment and Integration
- (g) Off-boarding
- (h) Performance Evaluation of Firms and individual Consultants
- (i) Reporting
- (j) E-Learning
- (k) Grievance Redressal/Complaints

4. Essential Specialized Skills/Competences

The consultant to be recruited will be a professional of the member countries of the Bank, who has the requisite qualifications in IFI's procurement process re-engineering.

The consultant must have at least Master's degree in a relevant discipline (e.g. IT systems, engineering, science, business administration, Finance procurement or equivalent). He/she shall have ***at least Fifteen (15) years of relevant experience*** in the field of public procurement systems development. This should include:

- a. Good knowledge of concepts, principles and practices which govern international public procurement and also development of public procurement policies, especially procurement of services;
- b. very good understanding of critical linkages and relationships between (i) business operations and objectives and (ii) Procurement policy and processes;
- c. For the purpose of ensuring this capacity, he/she should have an in-depth understanding of Multilateral Development Banks' particularly recruitment and use of corporate consultants;
- d. ability and experience in working under pressure to deliver timely quality services
- e. Technology and systems knowledge – Demonstrate good knowledge and experience working with Microsoft office applications (Excel, PowerPoint, Word, Access, SAP, process Mapping, Solution Design);
- f. Excellent interpersonal relationships and promote process improvement;
- g. Excellent organizational, analytical, coordination and communication/ business writing skills.
- h. Ability to work accurately, methodically and to meet deadlines;
- i. Fluent in English or French - Able to write clearly, edit and proofread draft documents and communications; and
- j. Good knowledge of MDBs environment and operational policies.

5. **Administration and Reporting:** The consultant is expected to achieve the deliverables as contained in the activities listed above and report to the Director of the department in charge of the recruitment of institutional consultants. Mainly, he/she will prepare ***Comprehensive Specifications and costs estimate*** of the e- consultant system for the management of corporate consultants.

6. The SNDI Department /Office of the Senior Vice President Complex invites qualified experienced Individual Consultants to indicate their interest in providing the above-described services. Interested eligible individual consultants shall provide information on their qualifications and experience demonstrating their ability to undertake this assignment (CV, documentation, references for similar services, experience in comparable assignments, etc.).

7. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank's Policy and Procedure for the Use of Institutional Consultants. Please, note that interest expressed by a Consultant does not imply any obligation on the part of the Bank to include him/her in the shortlist.

8. The estimated duration of services expected to start end of October 2018 is **Three (3) months renewable** depending on the performance of the consultant, availability of budget and prevailing staffing issues.

9. Interested Individual Consultants may obtain further information at the address below during the Bank's working hours: *8:00 to 17:00*.

10. **Remuneration:** The remuneration will be an all-inclusive monthly fee to be negotiated, and in compliance with the Bank's established remuneration scale considering requisite qualifications and experience.

11. Expressions of interest must be received at the **email addresses** below no later than 22 *October, 2018 at 16:00* local time in HQ, Abidjan, Côte d'Ivoire and specifically mentioning "**Experienced IT and Procurement Process Reengineering Individual Consultant - SNDI**". E-mails: NDOUNGA, AYMAR CEDRIC A.NDOUNGA@AFDB.ORG and FOFANA, ANZOUMANA A.Z.FOFANA@AFDB.ORG.

12. **Establishment of the Short List:** A shortlist of three to six individual consultants will be established at the end the request of expressions of interest. The following criteria will be used for the evaluation of their updated and comprehensive resume.

Level of education in general	20
<i>(Minimum Master degree in IT Systems, Business Administration, Engineering, Science, Finance, Procurement or equivalent)</i>	
Educational level compared to the field of mission	60
<i>(Technology and systems knowledge: At least Fifteen (15) years of relevant experience in the field of public procurement systems development, – Demonstrate good knowledge and experience working with Microsoft office applications (Excel, PowerPoint, Word, Access, SAP, process Mapping, Solution Design).</i>	
Experience of other MDB's and IFI procurement management systems	20