TERMS OF REFERENCE

REQUEST FOR PROPOSAL (RFP) FOR IT CONSULTANCY SERVICES FOR INFRASTRUCTURE ANALYSIS AND SAP S/4HANA SYSTEM CONVERSION PREPARATION - EASTERN AND SOUTHERN AFRICAN TRADE AND DEVELOPMENT BANK, (TDB)

Introduction

Eastern and Southern African Trade and Development Bank hereinafter referred to as " TDB," is seeking proposals from qualified IT consultancy firms, hereinafter referred to as the "Consultant," to provide expert services for the infrastructure analysis and preparation phase of the SAP S/4HANA system conversion. The objective of this RFP is to select a consultant to assist TDB in making informed recommendations regarding infrastructure options (On-Premise, Private Cloud, Public Cloud, or Hybrid) and to prepare for a successful conversion.

Scope of Work

The selected Consultant is expected to provide a comprehensive range of services during the preparation phase, which includes, but is not limited to:-

1. Infrastructure Analysis and Recommendation
   I. In-depth analysis of the existing infrastructure.
   II. Assessment of the technical and financial feasibility of On-Premise, Private Cloud, Public Cloud, and Hybrid deployment options.
   III. Recommendations on the most suitable infrastructure option based on the analysis, taking into consideration factors like cost-effectiveness, scalability, security, and compliance.
   IV. Sizing and capacity planning based on system specifications and expected growth.

2. Data Management and Cleanup - Master Data and More
   I. Data cleansing and archiving strategies for master data, including vendors and TDBs customers.
   II. Recommendations for efficient data management and archiving practices.
3. Logistics and Finance preparation activities
   I. Activate business functions that are required for SAP S/4HANA.
   II. Implement check reports to identify and resolve any CVI issues.
   III. Run the CVI Cockpit to collect all important activities per phase.
   IV. Perform consistency checks.
   V. Perform reconciliation and period-end and document closing activities.
   VI. Perform simplification item check for Fi-CO and Logistics.
   VII. Perform Preparation activities for MATNR extension, MRP and Business Partner concept.

4. Landscape Readiness and Project Planning
   I. Assessment of the readiness for the conversion, including a review of existing systems and infrastructure.
   II. Validate version interoperability between SAP S/4HANA and SAP NetWeaver Systems.
   III. Preparing a comprehensive project plan with a detailed timeline for the conversion.
   IV. Analysis of the current landscape and identification of areas that require specific attention.
   V. Evaluation of the technical, organizational, and financial aspects of the conversion.

5. Custom Code Assessment
   I. Evaluation of custom code for compatibility with SAP S/4HANA.
   II. Make the necessary adjustments to the custom code where necessary.

6. Technical Sizing
   I. Assessment of the technical infrastructure requirements for SAP S/4HANA.

Proposal Submission

Qualified IT consultancy firms are invited to send their bids to procurement@tdbgroup.org with subject ‘S/4 HANA PREPARATION’ to be received not later than 20th November 2023, and be submitted in two separate parts, one containing the technical proposal and the other the proposed fee structure.

Evaluation Criteria

Proposals will be evaluated based on the following criteria.

I. Expertise and experience in SAP system preparation and conversion.
II. Previous successful project references in SAP S/4HANA preparation phases.
III. Demonstrated knowledge of SAP S/4HANA.
IV. Proposed project plan and timeline for the preparation phase.
V. Cost-effectiveness of the proposed solution.
VI. Capacity to meet the project's technical requirements.

Confidentiality
All information provided in the proposals and any subsequent discussions shall be considered confidential and used solely for the purpose of evaluating the proposals.

Questions and Clarifications

All questions and requests for clarifications should be submitted to Ken Lukongodo at Ken.Lukongodo@tdbgroup.org no later than 10th November 2023.

Disclaimer

This RFP is for informational purposes only and does not constitute a commitment, implied or otherwise, that TDB will take any action in this regard. TDB reserves the right to reject any or all proposals received in response to this RFP.