



African Reinsurance
Corporation

11th October 2017

INVITATION TO TENDER — SELECTION OF CONSULTANT FOR IMPLEMENTATION OF SAP REINSURANCE MANAGEMENT SUITES

1.0 BACKGROUND

Established in 1976 by 36 member States of the African Union and the African Development Bank Group (AfDB), The African Reinsurance Corporation (AFRICA RE), the leading reinsurance company in Africa and the Middle East, is a pan-African financial institution whose shareholding is split between African (75%) and Non-African (25%) investors. African shareholding comprises 41 African states, the AfDB and more than 100 African insurance/reinsurance companies from the 41 member countries. Headquartered in Lagos (Nigeria), Africa Re has a continental network of regional and local offices in Lagos (Nigeria), Casablanca (Morocco), Nairobi (Kenya), Abidjan (Côte d'Ivoire), Ebène (Mauritius), Cairo (Egypt) and Addis Ababa (Ethiopia) as well as two subsidiaries: Africa Re (South Africa) Ltd in Johannesburg and Africa Retakaful Ltd in Cairo (Egypt).

The Corporation is currently implementing the SAP Reinsurance Management Suites, for its core business functions. The solution will be deployed in the Headquarters located in Lagos (Nigeria) using a centralized architecture and other locations will be connecting to it using a robust network architecture.

2.0 OBJECTIVES

Africa Re would like to hire a senior consultant or consulting firm that will assist the Corporation in the implementation of the SAP Reinsurance Management Suites. The consultant will use his/her technical skills, consulting experience, business knowledge, and packaged solutions expertise to effectively manage the project and ensuring a successful completion.

The following SAP Reinsurance Management Suites modules are to be installed, configured:

Core Products
SAP Reinsurance Management Foundation
SAP Reinsurance Risk Manager Non-Life
SAP Collections & Disbursement for Reinsurance
SAP ERP Foundation Starter
SAP Professional User
SAP Developer User
msg.LRM
msg.Reporting

Innovative Products
SAP WPB Enterprise (Education)
SAP WPB Producer (Education)
SAP WPB Navigator (Education)
SAP Business-Objects Enterprise, Premium Edition (User)
SAP Business-Objects Enterprise, Premium Edition (CS)
SAP HANA, Runtime Edition for Applications & BW (New/Subsequent)
SAP Mobile Platform
SAP Mobile Platform Developer
SAP Mobile Platform, Consumer Edition
SAP HANA, Runtime Edition for Applications & BW (New/Subsequent)

3.0 DUTIES OF THE CONSULTANT

The consultant will play a leading role in the Technical Project Management and will be involved in all phases from project initiation, through the blueprint phase, gap analysis and mapping performance, to the design and build phases and technical solutions configuration. This would be followed by the deployment phase, testing, user training, Production, Go-Live and the provision of post-production support services.

The Consultant will lead applications integration efforts and should be hands-on in working with business users in understanding the requirements and determining technical solutions and its ability to support business needs.

The following duties are the key aspects of the assignment:

- ◆ To be involved in all phases of project implementation,
- ◆ To perform the day-to-day project management,
- ◆ To manage and lead the project team,
- ◆ To manage co-ordination of the partners and working groups engaged in project work,
- ◆ To establish and maintain good client relationships, assist in stakeholder benefits identification and management,
- ◆ To provide specialist coaching and guidance with skills/knowledge transfer as relevant within the organization and its clients,
- ◆ To perform project planning and control including:
 - Developing and maintaining a detailed project plan,
 - Managing project deliverables in line with the project plan,
 - Recording and managing project issues and escalating where necessary,
 - Resolving cross-functional issues at project level,
 - Managing project scope and change control and escalating issues where necessary,
 - Monitoring project progress and performance,
 - Providing status reports to the project director and the steering committee,
 - Managing project trainings,
 - Liaising with, and updating progress to, project board/senior management, project director,
 - Scheduling and running project meetings,
 - Managing project evaluation and dissemination activities,
 - Managing consultancy input within the defined budget,
 - Finalizing and approving outstanding design specification,

- Working closely with users to ensure the project meets business needs,
- Reviewing and assigning bugs for resolution,
- Managing the quality assurance tests (functional, performance, integration, UAT).,
- Identifying user training needs and devising and managing user training activities,
- Providing regular status reports to the Project Steering Committee.

4.0 QUALIFICATIONS

DESIRED QUALIFICATIONS
A. EDUCATION
<ul style="list-style-type: none"> ▪ B.Sc in computer science or preferably a Master degree ▪ SAP Certified five (5) years before the date of application ▪ MBA will be an added advantage ▪ Certification in Project Management (PMP, PRINCE2) will be an added advantage
B. PRIOR WORK EXPERIENCE
<ul style="list-style-type: none"> ▪ A minimum of 10 years' experience managing implementation of SAP in a major reinsurance company at two projects in Africa, ▪ Knowledge and experience in IT project management, user requirements, business continuity management/business continuity planning, ITIL standards, reinsurance services application, document management system, system infrastructure-LAN, WAN etc., ▪ Experience in administration and office management, ▪ Experience supervising at least four (4) contractors implementing a major SAP Reinsurance project, system testing, data/cleansing/migration from a legacy system, ▪ Experience in running (meetings, workshop etc.) would be an added advantage.
C. LANGUAGE PROFICIENCY
<ul style="list-style-type: none"> ▪ Professional fluency (level IV) in written and oral English, ▪ Professional fluency (level II) in written and oral French.
D. KNOWLEDGE
<ol style="list-style-type: none"> 1. Sufficient knowledge to provide guidance and support to Africa Re's implementation of SAP Reinsurance Management Suites. 2. Good knowledge of Reinsurance business processes (Treaty, Facultative, Life, Retrocession, Technical accounting).
E. SKILLS AND ABILITIES
<ol style="list-style-type: none"> 1. Candidate should have at least 10 years' hands-on experience with SAP Reinsurance Management Suites configuration, 2. Candidate must possess a minimum of 10+ years in a similar role in a company(ies) within the financial services industry (Insurance/Reinsurance and/or Banking), 3. Candidate must have successfully implemented as a team leader at least 4 full project lifecycle implementation with the SAP Reinsurance Management Suites for the selected modules

<ol style="list-style-type: none"> 4. Strong project management skills with the ability to work with various stakeholders within Africa Re, 5. Knowledge of SAP HANA and its implementation process, 6. Proficiency in developing dashboard using business object, 7. Must have the ability to work independently, meet regular deadlines as well as conduct independent research, 8. Strong public speaking skills with the ability to deliver a workshop to diverse groups, 9. Strong interpersonal skills with the ability to work within the central departments and regional offices, 10. Proven organisational and administrative skills, 11. Excellent knowledge of the working of international organizations.
F. OUTPUTS
<ol style="list-style-type: none"> 1. Prepare and submit report(s) with summaries of meetings and discussions to submit after completion of technical assistance mission(s), 2. A work plan for future technical assistance missions with technical assistance objectives and a timeframe for delivery of the assistance, 3. Submission of copies of all work products developed for technical assistance mission.
G. PERSONAL ATTRIBUTES/GENERAL CHARACTERISTICS
<ol style="list-style-type: none"> 1. Ability to work independently and as part of a team, 2. Dedicated and reliable with a strong sense of self-confidence, 3. Ability to prioritise and work under pressure in a multicultural environment.
POSITION ELEMENTS
A. SUPERVISION RECEIVED
The Consultant specialist will work directly with Africa-Re, counterparts and report to the project director.
B. TIME REQUIRED TO PERFORM FULL RANGE OF DUTIES AFTER ENTRY INTO THE POSITION
This position shall be executed through a twelve (12) months contract with African Reinsurance Corporation.

5.0 EVALUATION PROCESS AND SELECTION CRITERIA

Responses to this RFP will be evaluated and scored based on the following criteria:

- Experience of the consultant
- Technical approach and methodology,
- Organization and staffing (applicable for firms)
- Cost,
- Financial information,
- Quality and clarity of proposal presentation.

6.0 PRESENTATION OF TENDER

In order to facilitate the analysis of responses to this RFP, firms are required to prepare their proposals in accordance with the instructions outlined in this section. Firms whose proposals deviate from these instructions would be considered non-responsive and may be disqualified at the discretion of the Corporation.

Proposals should be clear and comprehensive. It should provide a straightforward, concise description of the firm's capabilities to meet the requirements of the RFP. Emphasis should be laid on accuracy, completeness and clarity of content. All parts, pages, figures and tables should be numbered and clearly labeled. The proposal should be organized into the following major sections:

Section	Title
1.0	Executive summary
2.0	Experience of the consultant
3.0	Technical approach and methodology
4.0	Organization and staffing (applicable for firm)
5.0	Cost quotations
6.0	Financial information (applicable for firm)
7.0	Resumes

6.1 Executive summary

This part of the response to the RFP should be limited to a brief narrative highlighting the firm's proposal. The summary should contain as little technical details as possible, and should be oriented towards non-technical personnel. The Executive summary should not include cost quotations.

6.2 Experience of the consultant

The Consultant must provide the following information about their company so that Africa Re can evaluate their stability and ability to support the commitments set forth in response to the RFP. Africa Re may require a firm to provide additional documentation to support and/or clarify requested information.

[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually, as a corporate entity or, as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the Terms of Reference included in this document. The Proposal must demonstrate that the Consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.]

Maximum 20 pages

Assignment name:	Approx. value of the contract (in current US\$):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$):
Start date (month/year): Completion date (month/year):	No of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Authorised Signatory

Name of Consultant

6.3 Approach and methodology

In this chapter, you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output and the degree of detail of such output. You should highlight the problems being addressed and their importance and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

6.4 Organization and staffing

In this chapter, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

6.5 Cost quotations

The firm's cost quotations must be itemized following the phases of the project.

6.6 Financial information

The consultant or firm's financial information should be included in this section. Financial information must include audited financial information for the past three years if applicable.

6.7 Resumes

The consultant or firm must make every effort to select staff for the project based on the client's needs. Applicable resumes should be included in this section.

7.0 CONSULTANT OR FIRM AND OTHER GENERAL REQUIREMENTS

No.	Requirement	Firm Response
a)	How long has company/consultant been in business?	
b)	How long has the company/consultant been in business carrying out such a project?	
c)	State the number of employees in the company.	
d)	State the number of employees that will be devoted to the mission of this project	

8.0 CLARIFICATION AND AMENDMENT OF REQUEST FOR PROPOSAL

The Consultant or firm may request for clarification only up to 7 days before proposal submission date. Any request for clarification must be sent in writing by letter or email to the Corporation's address indicated below. The Corporation will respond by letter or email to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of the inquiry) to all firms which intend to submit proposals.

Contact for clarification:

Email: icttender@africa-re.com

9.0 PROPOSAL SUBMISSION

The Proposals, which must be duplicate copies sealed in an envelope, must be delivered to the submission address indicated below and received by Africa Re not later than November 13, 2017. Any proposal received by Africa Re after the submission deadline shall be rejected.

Submission Address:

The Chairman of the Tenders Committee
African Reinsurance Corporation
Plot 1679 Karimu Kotun Street
Victoria Island PMB 12765 Lagos, Nigeria
[Email: tender@africa-re.com](mailto:tender@africa-re.com)

Yours Sincerely



Aly D. SEYDI

Director, Information & Communication Technology.