

Terms of Reference

Position Title: SAP ERP CONSULTANT
[NATIONAL]
No of Position(s): **One (01)**
Duration: 12 Months Lump Sum Contract
Location: Islamabad
Reports to: CEO, NDRMF

Background:

National Disaster Risk Management Fund (NDRMF) is a non-profit organization established under section 42 of the Companies Ordinance, 1984. The NDRMF is a Government-owned entity that is providing grants for projects. These projects are contributing to Pakistan's enhancement in resilience to disaster, climatic and other natural hazards to strengthen the government's ability in making Pakistan a disaster-resilient country.

In 2020, NDRMF rolled out an ERP system in SAP (S/4 HANA 1809 version) with integrated custom developed Project System Module (JAVA), to automate core business processes. ERP system went Live w.e.f. July 2021. The main stakeholders are NDRMF staff, vendors, and Fund Implementing Partners (FIP). ERP consists of the following key modules;

- a. Financial and Controlling (FI/CO) including Fund & Grant Management
- b. HCM the Human Resource module
- c. Material Management (Purchasing and Inventory Management)
- d. Task Manager (Customized developed Task assignment application)
- e. Vendor Registration portal in MM module
- f. Admin Data Entry Screen
- g. Project System (Customized Non-SAP Developed Application)
- h. SAP FICO/FM/GM Integration with Project System Module

NDRMF has gone through organizational, structural, and business requirements changes over time and therefore requires upgrades and enhancements in the digital system to bring it to par with the current structures, policies & procedures in Projects, M&E, Human Resources, Finance, Administration, and Procurement.

Scope of Work:

NDRMF requires the services of an individual Consultant to achieve the following objectives:

- Assist NDRMF management in contract closure and handing / taking of ERP software with the current vendor
- As part of ongoing system upgradation/enhancement, conduct System Analysis to increase organizational efficiency through ERP System
- Ensure that all process/modules are working & integrated properly
- Propose any changes/improvements in the current ERP System for efficiency
- Enhancement of working flows and process through reengineering if required
- Technology review of existing Non-SAP module (Project System)
- Review of existing project system, integrations, bugs, issues, and form/workflow related errors as per updated processes
- Responsible to run all ABAP & BASIS operations.
- Capacity Building – Hands-on training of the existing NDRMF Staff (Technical and Functional)
- Clear all assumptions, ambiguity, miscommunication, and misalignment around existing processes across the cross-functional departments

Detailed Tasks:

Working under the supervision of NDRMF management, the consultant will be responsible for:

- Gap analysis - Conduct the gap analysis of the existing structures of the current business processes and identify the need for reengineering processes in light of updated rules, regulations, procedures, legal documents, and program-related documentation.
- Implement the Agile process model approach.
- Development of the design document of the updated reengineering process.
- Development/Modification of the modules and applications where changes are required.
- UAT's of the reengineered process to the users after group discussions with all stakeholders.
- Perform end-to-end testing, integrational testing, and unit and performance testing of process.
- Periodic Progress Reports presentations to NDRMF.
- Reengineered Business Processes and complete technical documents.

Deliverable:

Sr. No.	Deliverable	Action Required	Tentative Time Period	Payment Schedule
1.	Gap Analysis Report	Review of the current system scope & requirement. Conduct the gap analysis of the existing structures of the current business processes and identify the need for re-engineering processes in light of updated rules, regulations, procedures, legal documents and program-related documentation and submit Report	04 Weeks	20 % on approval of the Gap analysis Report
2.	Updated Re-engineering process Document	Review and update of existing system architecture, workflow processes, diagrams, configuration manuals (Back-end & Front-end). Development of the design document of the updated re-engineering process.	08 Weeks	10% on approval of the updated re-engineering process document
3.	Conduction of UATs	UATs of the re-engineered process to the users after group discussions with all stakeholders	06 Weeks	10% on UATs sign off
4.	Report includes finding on end to end Project Cycle and integrations	A complete run-through of the end-to-end (BASIS, ABAP, HCM, MM, FICO & Project System {Custom JAVA}) project cycle with all integrations between modules and applications.	04 Weeks	10% on approval of the Report
5.	Report on bug fixing and end to end testing	System Support and bug fixing. Perform end-to-end testing, integration testing, and unit & performance testing of processes	20 Weeks	10% on approval of the Report
6.	Completion of Training to the functional & technical focal	Hands-on capacity-building training to the functional and technical focal persons of NDMRF.	04 Weeks	10% on completion of trainings

	person of NDRMF			
7.	Report on closure of the existing SAP contract and handing taking	Provide support to NDRMF in closure of the existing contract and handing/taking with the existing vendor of ERP in consultation with the OEM/SAP.	04 Weeks	10% on approval of the Report
8.	Report on Cost efficient option for hosting	Provide NDRMF with numerous cost efficient options for hosting and related matters.	01 Week	10% on approval of the Report
9.	Report on completion of Migration of ERP system	Provide support in Migration of the ERP System from existing vendor to new hosting provider with IaaS*.	01 Week	10% on approval of the Report
Total			52 weeks	100%

* This deliverable shall be linked with completion of Procurement Process by NDRMF for hiring a vendor for Hosting Services. This Vendor shall also act as authorized partner of SAP for payment of Annual Maintenance Cost to SAP for SAP Licenses.

Qualification and Experience:

- Individual consultant must have Minimum Master's degree with relevant certificates OR certification and minimum 03 years of experience in implementation of SAP ERP Solutions, Business Process Reengineering and Change Management with minimum 2 years of experience of Full Project Cycle SAP S/4HANA implementation in medium to large public/private sector organizations in Pakistan.
- Hands-on experience in development, configuration and integrations of Project Systems (both SAP & Non SAP), FICO, FM/GM, MM and/or HCM will be an added advantage.
- Implementation experience of customized project systems (Non-SAP) with FICO/FM/GM integration will also be an added advantage.
- Must have familiarization with processes involved within ERP framework i.e. OEM – distributor – Vendor – Client