



## TERMS OF REFERENCE – IT SYSTEM CONSULTANT

### 1. About AECF

The AECF (Africa Enterprise Challenge Fund) is a multi-donor development institution that seeks to alleviate poverty in Africa by unlocking the power of the private sector to impact rural and marginalised communities.

Launched in 2008, with the vision to build “A Prosperous and Enterprising Rural Africa”, AECF is one of the largest Africa-based institutions providing catalytic funding to small and growing businesses (SGBs). AECF has mobilized US \$310 million to date along with US \$580 million in matching capital, supporting 266 companies across 24 Sub-Saharan African countries, in more than 40 value chains in our focal sectors of agribusiness and renewable energy. Our experience has demonstrated the power of this approach to achieve direct impact, touching 13 million lives, generating US \$270 million in additional income for rural African households and creating 9,000 direct jobs in 2016 alone.

In our strategy to 2020, our goal is to “*double our impact in half the time*”. To this end, we are targeting to achieve: a cumulative US \$1 billion in additional beneficiary income; US \$1 billion in matching funds attracted; 25 million lives positively impacted annually, 50% being women; and 20,000 jobs directly created by funded investees, 70% being youth. We will continue to focus on the agribusiness and renewable energy sectors and remain committed to catalysing change for rural and marginalized communities. For more information, visit [www.aecfafrica.org](http://www.aecfafrica.org).

AECF recognises the need to align its ICT systems and infrastructure to improve on the efficiency of its operations management and internal processes. As such, AECF is embarking on a transformation process to automate its functions by putting in place systems to aid its work processes. To this end the organisation seeks a consultant (**individual or firm**), to evaluate current systems, highlight existing gaps and design an efficient systems structure, then advice on the acquisition or development and implementation of potential solutions to automate its work flows and processes.

### 2. Objective of Assignment

The objective of this assignment is to advise on the automation of its processes and implementation of Human Resource Management, Procurement Management, Competition Process Management, Portfolio Management, Travel Management, Financial Management and Document Management by implementing a system or integrated systems to be used by the various units and departments.

### 3. Scope of Work

With the help of the AECF Management and Functional teams, the Consultant (individual or firm) is expected to:

1. Evaluate current system status for all departments
2. Identify organization needs and benchmark against industry leaders
3. Identify gaps in the current AECF systems against industry benchmarks and trends.
4. Develop proposed AECF System architecture

5. Develop implementation plan for stand-alone / integrated system acquisition / development option.

## 4. Deliverables and Outputs

The Consultant will be directly supervised by the Deputy CEO with the key Deliverables of the assignment as:

1. IT Systems status analysis for all departments at AECF.
2. Analysis of systems used by comparators.
3. Report on the AECF departmental system needs aligned to its new strategy.
4. Gaps and needs assessment analysis based on current status, comparators and department needs based on strategy.
5. System architecture / proposal for a stand-alone system and an integrated system
6. Implementation plan for acquisition / development options with a cost benefit analysis for each option.

*Detailed milestones and outputs to be finalised prior to signing contract.*

## 5. Qualifications

The successful Consultant is required to meet the following criteria:

1. At least 10 years of experience in developing, evaluating and advising on IT systems for business operations. Thorough knowledge of process automation, project management and ICT.
2. Training or demonstrated security audit, infrastructure and network design.
3. Experience in designing / reviewing solution architecture as well as managing / implementing IT projects for development institutions including generic software / custom solutions, hosting of systems and servers, providing network services etc.
4. Experience in managing / offering advisory services to investment funds for effective management of a large portfolio of SME investments across sub-Saharan Africa.
5. Experience of monitoring & managing the ICT systems and infrastructure for an IT project including database management, SAN, network, firewall etc.
6. Experience in evaluating business processes, portfolio management & information system needs for investments funds.
7. Experience in collecting, structuring and modelling business and systems requirements.
8. Experience of working in the Agriculture or Renewable Energy sector in sub-Saharan Africa, experience on both would be an added advantage.
9. Excellent knowledge of Information Systems, ICT Best Practices, and current application development methodologies;
10. Master's Degree in computer science or post graduate professional qualification in computer science or related field. In the case of a firm, at least one team member should have this qualification.
11. Professional certification in Project Management, Networking, Servers, Data Centre Management, ICT Security Audit, Quality Management or IT Service Management.

## 6. Proposal Instructions

Interested and qualified Consultancy (individual or firm) are invited to submit their proposal(s) comprising of the following:

1. Vendor information and pricing
2. Identification and pricing of support & maintenance
3. An understanding of the consultancy requirements along the lines of:
  - a. Relationship Management
  - b. Competition Management
  - c. Portfolio Management & Monitoring
  - d. Investment and/or Fund Management
  - e. Investor and/or Investee Portal
  - f. Risk Management
  - g. Accounting and Finance
  - h. Human Resource Management
  - i. Integration (with Outlook, MS Office, Salesforce (if possible), Mobile access etc.).
4. Methodology and work plan for performing the assignment broken down into work packages.
5. Detailed reference list indicating the scope and magnitude of similar assignments.
6. Relevant services undertaken in the past ten (10) years.
7. Registration and other relevant statutory documents.
8. Separate Technical proposal and Financial proposal in the submission email.
9. Financial proposal showing clearly the budgeted cost for the work to be conducted by the consultancy under the scope of work above.
10. Preferred format for the submission: PowerPoint and Word.

*Please note:* AECF is obliged by the Kenyan tax authorities to withhold taxes on service contract fees as well as ensure VAT, at 16%, is charged where applicable. Applicants are advised to ensure that they have a clear understanding of their tax position with regards to provisions of Kenya tax legislation when developing their proposals.

## 7. Contract Duration

The contract will be effective for a period 3 months from the date of signing and subject to extension, on need basis.

## 8. Evaluation Criteria

Individual consultants / firms will be evaluated based on cumulative scores.

1. Winning Consultant will be selected on technical and financial package.
2. The project is subject to pre-contracting negotiations and scoping.

Key areas for Evaluation/ Assessment	Weighted Award
<b>Technical</b> <ul style="list-style-type: none"> <li>• Understanding of assignment and delivery approach. (10 points)</li> <li>• Demonstrated 10 years of experience in advisory, development and implementation of IT systems. (10 points)</li> </ul>	<b>70</b>

<ul style="list-style-type: none"> <li>• Demonstrated experience in evaluating IT systems and developing systems architecture based on needs assessment. (20 points)</li> <li>• Evidence of supporting projects in using off-the-shelf and customized IT systems for small and large organizations operating in multiple countries preferably in Africa (15 points).</li> <li>• Evidence in managing / implementing IT projects of social sectors including software / solution development, hosting of the solution, providing network services etc. (15 points)</li> </ul> <p>Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation (30%).</p> <p>Companies applying should also submit their Registration and other relevant statutory documents. An application shall not be considered incomplete if these documents are not submitted.</p>	
<p><b>Financial Proposal</b></p> <ul style="list-style-type: none"> <li>• A clear financial proposal linked to the technical proposal, highlighting key costs and any reimbursable expenses (if any). (10 marks)</li> <li>• Demonstrated financial ability to manage a similar project by presenting historical financial statements backed by bank statement for proof of capability. (10 marks)</li> <li>• Compliance with all statutory requirements and taking into account the applicable taxes for such a project. (10 marks)</li> </ul>	<p><b>30</b></p>

## 9. Submission Date

AECF invites all qualified consultants to send a proposal regardless of their gender, religion, race, ethnicity or disability. Proposals should be submitted (including CVs of key staff by 22<sup>th</sup> May 2018 at 1700 Hours East Africa Time (GMT+3), addressed to: [procurement@aecfafrica.org](mailto:procurement@aecfafrica.org) with the email subject: **Terms of Reference – IT System Consultant**. Proposals received after the close of submission time above will not be considered.