

CALL FOR EXPRESSION OF INTEREST FOR CONSULTANT TO CARRY-OUT DIGITAL BUSINESS PROCESS ANALYSIS, ENTERPRISE SYSTEM ARCHITECTURE ANALYSIS & APPLICATION DESIGN ANALYSIS

About ActionAid Nigeria.

ActionAid is a global movement of people working together to further human rights for all and defeat poverty. We prioritise works with the poor and excluded, promoting values and commitment in civil society, institutions, and governments with the aim of achieving structural changes to eradicate injustices and poverty in the world. ActionAid Nigeria is a member of ActionAid global federation. We maintain a strong relationship of interdependence and mutual accountability within the international federation while ensuring a strong balance between self-rule and shared rule. Registered in Nigeria in 1999 as a Country Programme of ActionAid International, we have transformed into an autonomous national organisation with a strong national governance structure – a Board and a General Assembly – consisting of reputable Nigerians providing strategic oversight.

Project Overview

ActionAid Nigeria is working on **Digitising the Entire workflow/ processes** which fully reflects the state of working entirely virtual.

The Ultimate Outcome is to have a detailed documentation that is a true representation of AAN's need on all Enterprise Resource and Planning System (ERP)

Intermediate Outcomes are as follows:

1. Produce a detailed System Analysis for AAN
2. Produce detailed Digital System Design for AAN
3. Propose Detailed Database Design based on analysis and designed produced

4. Propose digital system integration plan and change management process for AAN
5. Propose Deployment Timeline for the entire enterprise system

Purpose of this Call

ActionAid Nigeria is seeking to identify and pre-select potential consultants capable of analysing AAN's **Business Requirements Specification** / Needs Assessment of Business Processes and an enterprise system design.

Scope of work.

The following digitisation & need assessment scope should be considered but not limited to;

1. Accounting/ Finance
2. sales order management
3. Store and Inventory
4. product lifecycle management
5. field service – Field operation
6. Procurement & purchasing
7. supply chain management
8. Partners and project location Module (MAP showing Where we work)
9. AMIS and Project management
10. Store and inventory management
11. equipment lifecycle management / Asset Management
12. Communication Request
13. Hotel Reservation Module+ Hotel Auto payment
14. Travel Authorisation and Travel Tracking
15. IT incidence management
16. Website and Social Media visitors
17. Digital Library book loan
18. Training Management
19. Meeting Attendance Auto-Registration

20. Ticket payment auto-schedule for Logistics Module (Air ticket request, vehicle request, Ticket payment auto-schedule)
21. Humanitarian Needs Assessment
22. Baseline research and Field data collection
23. Auto Contract preparation
24. Vendor analysis selection
25. Document Archiving System

Qualifications and Criteria for Selection

Independent IT system Analyst who is vast in software application development to do digital needs assessment with respect to AAN's digital requirement. Consultant who is experienced in;

- Information system Analysis
- Application development
- Artificial intelligence (AI)
- Block Chain Technology
- Business Case analysis
- To analyse ActionAid Nigeria's Software Application development.
- Evidence of having undertaken similar assignments in the past
- Availability within the period marked for the consultancy.
- Computer Professional Registration Council of Nigeria (CPN) Certification

Place of Work & Administrative Support

1. The consultant will work out of his/her own location except during physical meetings with the project team, using his/her own work tools.
2. The selected consultant will sign a contract with AAN for the purpose of this consultancy and be provided with clearly outlined terms of reference.

Duration of Contract

The duration of this contract is 14 working days.

Ownership of outputs

Outputs of the assignment and related database, platform, backup etc. shall belong to AAN.

Terms of Payment

ActionAid shall deduct the statutory 5% With Holding Tax (WHT) for individuals and 10% for limited (LTD) and public companies (PLC), and remit to relevant authority. On the date payment becomes due, the consultant will submit an invoice requesting payment and clearly stating his/her Tax Identification Number (TIN).

SHEA and Safeguarding

ActionAid is committed to preventing any form of sexual harassment, exploitation, and abuse (including child abuse and adult at-risk abuse) and responding robustly when these harms take place in line with our zero-tolerance approach to Safeguarding concerns.

Reporting Lines

The consultant will work with, be accountable directly to the Manager, Digital Technology Unit, ActionAid Nigeria and all documentation and resources developed will be submitted to same.

Submission of Expression of Interest

Interested candidates are invited to apply by sending a resume detailing competency and links to previous work done. Applications must be submitted electronically in one Microsoft Word file to: procurement.nigeria@actionaid.org

using the subject line '**Digital System analysis & application Design Consultancy**' **not later than November 24th, 2023**. Failure to adhere to instructions on submissions could invalidate your application.

Please note that only the successful applicant will be contacted.

Job Type: Contract

Closing Date: 24th November 2023

Downloads

[Download here](#)