

## **REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTANT SERVICES – SELECTION OF FIRMS)**

### **ARAB REPUBLIC OF EGYPT**

Institutional Strengthening of the Women Development Organization “WDO” of OIC Member States

[Women Empowerment / Capacity Development]

#### **CONSULTING SERVICES**

*[Development of the Enterprise Resourcing Planning (ERP) Software Licensed System including the modules of Human Resources/Finance/ Inventory, Procurement, and Electronic Archiving system For Women Development Organization (WDO)]*

Mode of Financing: *[TA Agreement]*

Financing No. ZZZ2686

The **Women Development Organization** [Has Received] financing from the Islamic Development Bank toward the cost of the [Development of the Enterprise Resourcing Planning (ERP) and Electronic Archiving system For Women Development Organization (WDO)], and intends to apply part of the proceeds for consultant services.

The services include Hiring an International Specialized IT Consultant firm to support WDO in the development of the Enterprise Resourcing Planning (ERP) Software Licensed System including the modules of Human Resources/Finance/ Inventory, Procurement and Electronic Archiving system, the implementation period of 6 months, 12 weeks full working days, February 2023 expected start date of assignment.

The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest.

The **Women Development Organization** now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the services. Interested Consultants must provide specific information which demonstrates that they are fully qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.).

#### **The shortlisting criteria are:**

1. the Consultant conforms with IsDB eligibility
2. the Consultant is expected to have 5 years minimum work experience in the field of ERP system implementation for similar organizations
3. The Consultant should have experience in IsDB or other similar MDB-funded projects
4. the Consultant shall be free from conflicts of interest that give rise to a competitive advantage.



Key Experts will not be evaluated at the shortlisting stage.

Consultant Firms shall provide in their expression of interest to the Beneficiary details of their organization, key personnel, experience, a list of past and present assignments of similar nature, and any other information that may show the Consultant's ability to carry out the assignment satisfactorily.

The attention of interested Consultants is drawn to Paragraphs, 1.23, and 1.24 of the Guidelines for Procurement of Consultant Services under Islamic Development Bank Project Financing (the "Procurement Guidelines"), setting forth IsDB's policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A consultant will be selected in accordance with the Quality Cost Based Selection method set out in the Procurement Guidelines.

Interested consultants may obtain further information at the address below during office hours *09:00 17:00 hours*] (Cairo local time).

Expressions of interest must be delivered in a written form to the address below (in person, by mail, by fax, or by e-mail) by *[14<sup>th</sup> of February 2023]*.

Women Development Organization  
Attention: Mahmoud Nakhla HR & Procurement officer  
**11 Mohamed Fahmy St. | Garden City | Cairo – Egypt Tel: +20 (2) 279 029 65 :**  
Fax: **+20 (2) 279 029 66**  
E-mail: [Mahmoud.nakhla@wdo-odf.org](mailto:Mahmoud.nakhla@wdo-odf.org)

## *Terms of Reference*

### *Development of the Enterprise Resourcing Planning (ERP) and Electronic Archiving System For*

### *Women Development Organization (WDO)*

<b>A. CONSULTANCY INFORMATION:</b>	
<b>Consultancy title:</b> Development of the Enterprise Resourcing Planning (ERP) and Electronic Archiving system	<b><u>Consulting Firms Nationals of:</u></b> OIC member states
<b><u>Start Date of the Consultancy:</u></b> <b>February 2023</b>	<b><u>Duration of the Consultancy:</u></b> 6 Month

<b>B. WOMEN'S DEVELOPMENT ORGANIZATION (WDO) Objectives</b>
<p>The aim of the Organization is to advance women in the Islamic world. It shall be concerned with everything necessary to meet this aim, in particular through:</p> <ol style="list-style-type: none"> <li>1. Spreading awareness of women's social, economic, political, and cultural rights and highlighting the role of Islam in safeguarding the rights of women;</li> <li>2. Supporting member states in enacting the necessary legislations, laws, and policies that support women's rights;</li> <li>3. Conducting research and studies and issuing books, reports, and publications that contribute to directing awareness of women's issues and achieving sustainable development goals related to women;</li> <li>4. Supporting national efforts by strengthening the capacities of government institutions, civil society organizations, and the private sector;</li> <li>5. Raising awareness of the importance of empowering women in leadership roles;</li> <li>6. Establishing an institutional mechanism and an observatory to follow up on women's issues, monitor successful experiences and practices, and disseminate them to member states;</li> <li>7. Implementing policies, directions, and decisions of the Organization of Islamic Cooperation in the areas of women's development and advancing their capabilities;</li> <li>8. Establishing and supporting projects relevant to sustainable development goals;</li> </ol> <p>Organizing conferences, seminars, and workshops in the member states that aim to enhance the role of women in society and raise awareness of their issues.</p>

### **Background information:**

A Strategic Partnership Plan between WDO and the Islamic Development bank “IsDB” is taking place through a Technical Assistant (TA) project contributing to strengthening the institutional capacity of WDO to effectively realize its quadruple mandate that encompasses normative support and policy work, advocacy, and outreach, coordination, and operational activities in the area of women’s empowerment. Through this TA grant operation, IsDB will support the WDO in the development of its new 4-year strategy and action plan, a policy/research paper for the promotion of women’s empowerment, a resource mobilization strategy, as well as capacity development activities for WDO staff. These interventions will be supported by the development of a fully integrated management and electronic archiving system to automate WDO’s business processes.

This technical assistance project is in line with the IsDB’s new “inclusive social development” strategic approach that has been mentioned several times in the Governors Roundtable during the IsDB 46th Annual Meeting in Tashkent, Uzbekistan and implements the guiding principle to “build capabilities in strategic pillars.” In addition, it contributes to the realization of the OIC Plan of Action for the Advancement of Women and of the IsDB Women’s Empowerment Policy and its Operational Strategy. As part of the partnership between IsDB and WDO, this TOR is developed to hire an experienced consulting firm local and/or international to support WDO in the development of the Enterprise Resourcing Planning (ERP) and Electronic Archiving system.

## **C. DESCRIPTION OF DUTIES**

### **Main Objectives:**

- The development of an ERP system and electronic archiving system to make the management and handling of the information within the organization, in addition to having accurate and efficient operation of its business. The selected firm is committed to achieve the following intended results. It is identified the requirements for the development of the ERP solution with a software and hardware integration, as well as setting up an electronic archive system as:

#### **A. Software:**

- Software licenses.
- Instalment of the ERP Modules system in accordance with the scope of WDO's work (see below details)
- Linking the ERP system to the electronic archive and linking (Provider ERP) with the organization's Program Management System (PMS).
- Development of the WDO's PMS and the activities of each program, as well as the development of a tool for electronic linkages between the organization's PMS and the electronic archive system.
- Development of the internal portal and integration with the website.

#### **B. Hardware:**

Installment of the hardware system of servers and licenses needed to run the ERP.

#### **1. HR & Payroll Module:**

Payroll management, Leave management, Recruitment Management, Performance Appraisal, Employee master data, Timesheets & attendance.

#### **2. Finance Module:**

For the Finance Department, this module should include: Financial Calendar, Financial Reporting, Chart of accounts, Accounting Dimension, Cost Centers, AR/AP/GL, VAT/TAX/IVA, GL Distribution, GL Reconciliation, Payment Rules and terms (Receivables & Payables), Bank Statement, Cashbooks, and Charges.

#### **3. Projects / Programs Module:**

This module will be for the Programs and Partnerships Departments, and should allow the staff to define the projects' phases and tasks, link the project with cost centers, manage the resources, define the expenses and the overheads, link the phases with the resources and the expenses, and compare the planning with the actual.

#### **4. Procurement Module:**

The components of this module should consist of: Purchase Requisition, Request for Quotation, Purchase Order, Material Receipt, and Invoicing.

#### **5. Inventory and Asset Module:**

Inventory Control, Warehouse Management, Replenishment, Stock Movement, Stock Count, Price List, Bill of Materials, Asset List, Asset Depreciation

## **6. Workflow**

Create complex workflows, namely a workflow for review, approval, validation, Support for serial and parallel workflows, assign tasks to groups or users, ability to monitor the workflow tasks, status, and processes from the configurable email messages notification, and an automatic workflow execution based on folder or folder type.

### **Archiving and Document Management:**

1. Hard copy documents: i.e., decisions, minutes, orders, notes, reports, periodicals, newspapers, contracts, certificates, etc.
2. Soft copy / non-text documents: electronic / pdf files on devices – i.e., Photos - videos – books.

### **The features of the Electronic Archiving system of WDO shall consist of the following:**

#### **1. Documentation Management:**

The ability to upload a bulk of documents using ZIP files, Lock / Unlock documents, Unique document identifier, Event notification by email (when changes occur), Send document URL via e-mail, send the document as email, Attachment, Notes on documents, Categorization, Watermark on documents (text or image), Expiration of documents, Document previsualization, Search for documents by content, keyword, date modified, author and document type, Barcode, Email Archiving, English OCR, Dashboard.

#### **2. Version Control:**

Based on the model check-in /check-out, add comments to versions, Access to previous versions of the document, restore previous versions of the document, Allows history compaction to free up space.

#### **3. Security & Administration**

Full user audit (trace log), List of granular access control, Flexibility in choice of inheritance of access control lists, Security and user roles, Permissions on folders, documents and records, Cryptography (encrypts and decrypts documents), Active Directory Integration

### **Deliverables Timeline:**

	<u>Deliverables</u>	<u>Expected Duration</u>	<u>Planned timeline</u>
1	Submit ERP and Archiving system implementation plan	<u>7 days</u>	<u>Feb</u>
2	Submit demo version of ERP software as: A. Installation and System Configuration. B. User acceptance test	<u>30 days</u>	<u>Feb-Mar</u>
3	Provide IT technical support to WDO IT specialist as: A. Mentoring visits B. Training by handing over the ownership of the system usage	<u>7 days</u>	<u>Apr</u>
4	Submit final version of ERP system software	<u>10 days</u>	<u>Apr-May</u>
5	Instalment of the hardware system of servers and licenses needed to run the ERP.	<u>14 days</u>	<u>May-June</u>
6	Final installation of software and hardware of ERP system and archiving system	<u>10 days</u>	<u>End of the project</u>

### **Support and Maintenance:**

- The Consulting firm must provide ongoing technical support and maintenance for minimum of one (1) year. Guarantee the full ownership of WDO to the ERP usage and implementation

### **Method of Payment:**

- Payments will be disbursed through a bank transfer upon a satisfactory report based on the completion of the agreed milestones.
- A. 30% of the first installment upon the acceptance of deliverables 1 and 2.  
B. 40% the second installment upon the acceptance of deliverables 3, 4 and 5  
C. 30% the last disbursement upon the acceptance of deliverable 6

#### **D. REQUIRED QUALIFICATIONS**

1. Legally registered firm with professional experience of five (5) years minimum and knowledge of ERP and archiving systems development;
2. Prior experience should include a full range of activities from ERP and archiving systems planning process.

#### **E. DOCUMENTS TO BE SUBMITTED**

1. Company profile with relevant experiences;
2. Company Legal registration documents;
3. A copy of purchase orders for similar consultancies;
4. Technical and financial proposals;