

REQUEST FOR EXPRESSION OF INTERESTS (EOI) FOR CONSULTANCY SERVICES OF INFORMATION SYSTEMS AUDIT

TENDER REF NO: GDC/ARC/EOI/015/2017-2018

1.0 INTRODUCTION

Geothermal Development Company (GDC) is 100% state-owned corporation registered under the Companies Act (CAP 486); it was incorporated in 2008 as a special purpose vehicle to accelerate the development of geothermal energy in Kenya. GDC falls under the Ministry of Energy & Petroleum. The Company has offices in Nairobi, Naivasha Nakuru and Baringo towns with most of its operations in Menengai Caldera in Nakuru and Baringo.

Currently GDC is using SAP R/3 ERP 6.0 Enhancement Packages including the following modules; Financial Accounting (FI), Controlling (CO), Material Management (MM), Human Capital Management (HCM) including Medicare, Project Management (PS), Plant Maintenance (PM), Audit Information System (AIS) and Technical Modules: SAP Basis & SAP ABAP.

2.0 SCOPE OF THE ASSIGNMENT

The objective of the SAP ERP audit/assurance review is to provide management with an independent assessment relating to the effectiveness of controls and security of the organisation's SAP ERP architecture.

- 1) The review will focus on effectiveness of controls installed during system implementation of the relevant SAP ERP components and modules within the enterprise.
- 2) Review all the security features to determine their effectiveness and advise on improvements if any.
- 3) Perform controls maturity analysis: Assess how GDC's systems Practices within SAP compare to international best practices.
- 4) To assess the current level of knowledge and skills of the trainees in the audit department and identify both the knowledge gaps and the expected skills trainees lack so that the training content will be built based on those specific needs (gap analysis).
- 5) Facilitate training for the audit staff in application controls audit
- 6) Conduct on the job training for 14 auditors in application controls and the use of CAATs in gathering audit evidence.

3.0 OBJECTIVES OF THE AUDIT

The Systems audit is planned to answer the following key issues:

- a) Are there adequate general System controls and application controls to mitigate the System risks facing the organization?
- b) Identify control deficiencies and propose ways of addressing these deficiencies
- c) Assess system development/configuration management controls to provide reasonable assurance that the system operates as intended.
- d) Access and other general controls to prevent unauthorized access.

4.0 DELIVERABLES AND OUTCOME

GDC expects two audits to be completed in the financial year 2017/2018 which will be done in two phases, one being in November 2017 and the other one in April 2018. The audits are expected to be completed in not more than one month. Draft report highlighting findings, exposure/risk, impact and recommendations will be presented to management for review and comments.

5.0 QUALIFICATION REQUIREMENTS/EVALUATION CRITERIA

The Geothermal Development Company (GDC) now invites eligible consultants to indicate their interest in providing this Service. Interested consultants must provide information indicating that they are qualified to carry out the task. Consultants may constitute joint-ventures to enhance their chances of qualification. Interested consultants are required to submit applications in English language with the following specific information:-

- a) A brief profile of the consultant/firm including description of the firm or consortium members' incorporation details (Attach copies of Certificate of incorporation, or Joint Ventures/Consortium Agreement where applicable).
- b) Consultants of the selected firm should have minimum 6 year's expertise knowledge of SAP software in Public sector accounting, including but not limited to the following SAP modules: NetWeaver/BASIS, Business Intelligence (BI), Human Resources - Payroll (HR), Material Management (MM), General Ledger (GL), Accounts Payable (AP), Accounts Receivable (AR), Funds Management (FM), Assets Management (AM), Projects System (PS) and Controlling (CO). Consultants of the selected firm should be SAP certified in their respective SAP module/modules with minimum 4-6 years of experience.
- c) Provide detailed CV's of the team that will undertake the audit with qualification of the proposed team as below:

Team (Functional) Lead:

- Relevant University Master's Degree
- SAP certification in at least one of these modules; FICO, MM, HCM, FM
- Over 5 Years SAP Implementation experience within at least 3 public sector institutions
- 3 Years proven audit experience

Other Team members:

- Relevant university bachelor's degree
- Relevant SAP certification
- Not less than 3 years' experience
- Familiarity of public sector accounting and budgeting systems.
- Qualification in Certified Information Systems Auditors (CISA)

- d) A brief description of the methodologies to be used to successfully undertake the audit.
- e) Certificate of Registration/ Incorporation Certificate
- f) Valid VAT Certificate/ PIN Certificate.
- g) Valid Tax Compliance Certificate

The organisation now invites interested eligible firms to submit their Expressions of Interest (EOI) in providing the services. Interested firms must provide a Company Profile including information that demonstrates that they are qualified to perform the services (CV's indicating the relevant skills and experience of the individuals proposed, description of similar assignments, experience in similar conditions, availability of appropriate skills, etc.) based on the objectives.

NB: Companies involved in the implementation of SAP ERP in GDC are excluded from participating in this exercise.

Only firms Shortlisted firms will be invited to submit their detailed technical and financial proposals. Interested consultants may obtain further information in writing at the address below during week days.

Manager, Supply Chain
Geothermal Development Company Limited
Kawi House, South C Bellevue,
P. O. Box 100746-00101 Nairobi, Kenya
dkyaka@gdc.co.ke & procurement@gdc.co.ke

The responses to the EOI clearly marked "GDC/ARC//EOI/015/2017-2018 - Expression of interests (EOI) (EOI) FOR INFORMATION SYSTEMS AUDIT" should be addressed to:

THE MANAGING DIRECTOR & CEO,
GEOITHERMAL DEVELOPMENT COMPANY LTD
P.O BOX 100746-00101 NAIROBI

and deposited in the **tender box provided on the Ground Floor, Kawi House Office**. Bidders should submit one (1) original and two (2) copies of the EOI on or before **26th September, 2017 at 2.00PM (1400Hrs)**.

The EOI will be opened immediately thereafter in the presence of firms representatives who choose to attend, at Kawi House Ground Floor Boardroom.

The expression of Interest can also be viewed and downloaded from GDC Website www.gdc.co.ke or IFMIS www.suppliers.go.ke; Bidders are advised to be checking the website from time to time up to five (5) days before submission date for any additional uploaded information through clarification/addendum.

Only individuals pre-qualified under this procedure will be invited to submit their technical and financial proposals under the Request for Proposal (RFP).

MANAGER, SUPPLY CHAIN