

## Terms Of Reference

Position title : Enterprise Resource Planning (ERP) consultant

Organization : Aflatoun

Location : Remote/in-field

Job type : Consultancy

Remuneration : To be discussed

Deadline : 15 January 2025

### The Organization

Aflatoun International is a non-profit organization, which offers social, financial & entrepreneurship education to children and young people worldwide, empowering them to make a positive change for a more equitable world. Aflatoun creates high-quality curricula for different age groups, which are contextualized to local needs and circumstances, and are implemented by over 300 partner organizations in 101 countries. Aflatoun programmes inspire children to discover their talents and put them to use, to stand up for their rights and those of their communities through active learning and problem solving. They learn how to save, how to budget, and how to set up social and financial enterprises that benefit themselves, their families and their communities. Aflatoun has been recognized globally (Brookings, Harvard, Hundred, Million Lives Club) for its high-impact, low-cost model, which has shown to be effective in changing behaviors of participants across the globe.

By using a social franchise model, Aflatoun transfers curricular content, monitoring and evaluation tools, and training capacity to partner organisations, helping them enhance their existing expertise and create an efficient learning ecosystem. Aflatoun's programmes follow an active-learning, participant-centered methodology, which combines social and financial education (SFE) through engaging participants, educators, government institutions and civil society organisations.

The organization intends to implement an Enterprise Resource Planning (ERP) system to streamline its business processes, enhance operational efficiency, and improve decision-making capabilities. As part of this initiative, the organization seeks to engage a qualified ERP Consultant to provide expertise, guidance, and support throughout the implementation process.

### Purpose of the consultancy:

The primary objectives of engaging an ERP Consultant are as follows:

- To assess the organization's existing systems and recommend an appropriate ERP solution.
- To develop a comprehensive implementation plan, including timelines, milestones, and resource requirements.
- To provide technical expertise in configuring and customizing the ERP system to align with the organization's business processes.

- To facilitate user training and change management initiatives to ensure successful adoption of the new ERP system.
- To provide ongoing support and maintenance post-implementation.

**Scope of Work: The ERP Consultant will be responsible for the following tasks:**

- Conducting a thorough needs assessment to understand the organization's existing systems, challenges, and objectives.
- Evaluating available ERP solutions (if needed) in the market and recommending the most suitable option based on the organization's needs and budget.
- Developing a detailed implementation plan, including project scope, timeline, deliverables, and resource allocation.
- Collaborating with internal stakeholders to configure the ERP system according to business requirements, including data migration, system integration, and customization.
- Providing training sessions for end-users to ensure they are proficient in using the new ERP system effectively.
- Assisting in change management activities to minimize resistance to the adoption of the new system and maximize user acceptance.
- Ensure Data migration (in case of change in the system)
- Offering ongoing support and troubleshooting assistance to address any issues that may arise post-implementation.

**Deliverables (including dates)**

The ERP Consultant will be expected to deliver the following:

- Needs assessment report outlining the organization's requirements and challenges.
- ERP solution recommendation report, including a comparison of available options and rationale for the chosen solution.
- Detailed implementation plan with timelines, milestones, and resource requirements.
- Configuration documentation specifying how the ERP system will be customized to meet the organization's needs.
- Training materials and documentation for end-users.
- Change management plan to support smooth transition and adoption of the new ERP system.
- Data migration from one system to the other
- Ongoing support and maintenance services post-implementation.

**Required Skills & Qualifications**

The selection of the ERP Consultant will be based on the following criteria:

- Relevant experience and expertise in ERP implementation projects.
- Understanding of the organization's industry and specific requirements.
- Proposed approach and methodology for implementing the ERP system.
- Cost-effectiveness of the consultancy services.
- References and track record of successful ERP implementations.

### **Hiring details**

The position is for a Consultancy. We offer a dynamic and pleasant multicultural working environment.

Due to the nature of Aflatoun's work with children around the world, specific attention is drawn towards Aflatoun's Child Protection Policy and its Policy on the Protection of Sexual Exploitation and Abuse (PSEA). These two policies are required to be signed by consultants and forms part of the consultancy contract. The applicant commits to zero tolerance towards sexual exploitation and abuse. An additional written test may be required.

Screening for integrity is part of the recruitment process. Aflatoun considers it important to ensure the reliability, professionalism and the Integrity of its organization and its team. By applying for this position, the candidate accepts to be screened by Aflatoun which involves conducting a background check with 2 referees from the professional environment of the candidate, submitting a self-declaration of good conduct along with the CV and cover letter, and submitting a declaration of good conduct issued by the Judicial Documentation system in their home country in case they reach the final stage of the hiring process. The screening will cover up to 10 years. Only the data relevant for the screening of the position will be collected. In case the candidate is not selected for the position, the data will be destroyed 4 weeks after the closing of the position.

For technical positions, an additional written test may be required.

### **Reaction**

Please apply online at <https://aflatoun.bamboohr.com/careers/227>

no later than 15 January 2025. If you have any specific, questions on the position please contact [iari@aflatoun.org](mailto:iari@aflatoun.org).