



Call for Service Providers- ERP Consultant



AKILI DADA
African · Women · Lead

Organization: Akili Dada

Country: Kenya

Duration of engagement: 2026- 2027 (12 months)

ABOUT AKILI DADA

Akili Dada is an award-winning leadership incubator anchored on the belief that girls and young women CAN and DO LEAD. Our mission is to nurture transformational feminist leadership in girls and young women from underserved backgrounds to meet the urgent need for more African women in leadership.

We journey alongside adolescent girls and young women, supporting them in creating and implementing solutions to their communities' challenges. We build their capacity to lead, applying a holistic approach that encompasses financial investment, intergenerational mentorship, movement-building, and advocacy through education and leadership.

ABOUT THE ASSIGNMENT

This consultancy aims to support Akili Dada in strengthening her Financial and Operational Controls. This will be through supporting Akili Dada in maximizing Microsoft Navision's productivity, maintenance and customization of the ERP, provide technical support including software error resolution with an aim to:

- Ensure the stability and reliability of the ERP system,
- Resolve system issues and technical problems promptly,
- Optimize system performance and efficiency and,
- Provide ongoing user support and training as needed

We are currently utilizing Microsoft Navision Dynamics to support Finance, Procurement, Grants management, and HR Processes. There are opportunity areas

SCOPE OF WORK

The consultant's key responsibilities include:

- **Assessment and Planning:** The consultant will assess the current ERP system and business processes to identify areas for improvement and determine the scope of the upgrade. This may involve conducting a gap analysis to understand the differences between the current and desired state.
- **Upgrade Strategy:** The consultant will develop a comprehensive upgrade strategy that outlines the steps, timeline, and resources required for the upgrade process. This may include planning for data migration, system configuration, testing, training, and change management.



- Support and Maintenance: The consultant will provide proactive maintenance and user support that will include software error corrections or customization, technical support and assistance. This will include staff portal reports for customization and management reports.
- Hosting Support: The consultant will provide support for hosting server.(If applicable)
- Regular monitoring and health checks of the ERP system
- Helpdesk support for end users.
- Troubleshooting and resolving technical issues
- Performance tuning and optimization
- User training and documentation updates

DELIVERABLES

1. Provide an assessment report outlining findings and recommendations.
2. Support in implementing recommendations
3. Maintain a risk assessment register for the ERP system
4. Monthly maintenance reports summarizing activities performed and system health
5. Updated user training materials

QUALIFICATIONS

The ideal consulting company should possess the following qualifications:

- Extensive experience in Microsoft Navision Support.
- Excellent strategic thinking and planning skills.
- Strong communication and presentation skills.
- Ability to work independently and meet deadlines.
- Has offered Microsoft Navision support services and implementations to Non-governmental organizations (NGOs)

DURATION OF THE ASSIGNMENT

The consultancy is expected to last 12 months. The consultant must provide a detailed work plan outlining how they will achieve the project objectives within the specified timeline.

SUBMISSION OF PROPOSALS

Interested consultants should submit proposals, including a detailed work plan and budget, outlining the approach, methodologies, and expected outcomes. Proposals should be sent to Akili Dada by the specified Proposal Due Date.

APPLICATION DEADLINE

Applicants should submit proposal with technical references to careers@akilidada.org by **May 31st 2026**.

The Email Subject should read '**APPLICATION- ERP CONSULTANT.**'



Please note that incomplete applications will not be considered. Only shortlisted candidates will be contacted. If you are not contacted within 2 weeks, please consider the application unsuccessful.

DISCLAIMER: Akili Dada application processes are **FREE OF CHARGE**. We do not solicit funds to facilitate the processing of applications or secure admission into our programs.

Kindly contact **+254 721 552 120** before paying any money to anyone claiming affiliation with us.

