

Sierra Leone Financial Inclusion Project (SLFIP)

(IDA Project No.: P166601)

Consulting Services: Payment Switch Implementation Manager (PSIM)
Sierra Leone Financial Inclusion Project
SL-MOFED-15412-CS-INDV

(Date of Issue: 29th January, 2020)

REQUEST FOR EXPRESSIONS OF INTEREST

BACKGROUND

The Government of Sierra Leone has received a loan of USD\$12M from IDA/World Bank to implement the Sierra Leone Financial Inclusion Project. The Project has a development objective to increase the interoperability of digital payments and access to financial services. The Project is an Investment Project Financing (IPF) and comprised of three components. Component 1 – Ensuring interoperability of digital payments; finances the hardware, software, and consulting services required to successfully implement a switch. Component 2 – Ensuring the viability of the payments system through increasing usage thereof by financing access points for the switch, including Point of Sale (POS) terminals, mobile wallets, and government payments. The component has a special emphasis on increasing access in areas of the country with particularly low levels of financial inclusion, and in particular, rural areas. The component also supports other barriers to the usage of the payments system, including legal and regulatory barriers and financial awareness. Component 3 – Project Implementation Support; finances a project coordinator and oversight mechanisms for the project to ensure private sector stakeholder involvement.

The Government of Sierra Leone intends to utilize part of the loan to finance the engagement of a consultant to serve as Payment Switch Implementation Manager (PSIM) to support the Payment Systems division and Switch unit with the implementation of the Project and operationalizing the switch

Role of the Payment Switch Implementation Manager

- To assist the BSL in managing the implementation of the national switch project from a business and technical Infrastructure. The consultant is expected to engage in full-time work on and off-site for the entire project duration.
- Provision of technical direction, advice, and control of project personnel contracted to or employed by BSL, in line with international best practices applied for Project Governance and Change Management
- To support the payment system division of BSL in setting up an interoperable payment scheme and switch
- To support the procurement and implementation of the payment switch system to achieve all objectives of the national switch in a timely manner.
- To provide technical direction, advice, and control of project personnel contracted to or employed by BSL, and to support a framework for project planning, communication, reporting, and procedural and contractual activity

PSIM Responsibilities

The PSIM will assist in coordinating the activities related to the implementation of the new systems and IT infrastructure so as to ensure their smooth and timely execution. Details of the activities (or tasks) to be conducted are:

Task: - Implementation and Project Management

The Consultant will assist in coordinating the activities related to the implementation of the Information Technology Infrastructure, Sierra Leone national switch to ensure smooth and timely execution.

1. Provide oversight for completion of the project on time, within scope, budget, and according to the agreed quality expectations and standards.
2. Facilitate in setting up groups/committees to ensure in smooth implementation. To begin with help in setting up a committee headed by BSL (the committee should be chaired by a senior person in hierarchy in the BSL) and members from stakeholders such as, banks, representative of the various payment systems/schemes in operations in SL, Experts (IT, solution providers to banks), Bankers association, etc., The Committee to focus on monitoring the implementation plan and discuss issues relevant for the project.
3. Maintain project communications through the industry working group and or related committees and sub-committees.
4. Review project tasks, schedules, and resources and advise on changes or additions, as appropriate.
5. Measure and evaluate progress against the Project Plan with vendor Project Managers.
6. Assist with the coordination and management of the technical activities of parallel projects and other project personnel contracted to or employed by the client for such projects. These include but not limited to the interaction with supplier vendor and/or entities and consultants supporting other components for implementation viz., business rules, etc. or any entity/ firm/ person engaged by BSL for the purpose..
7. Assist in coordinating and providing oversight for implementation of the telecommunications network, data center, DR, relating to the national switch.
8. Review vendor's deliverables on various phases of the project.
9. Conduct periodical meetings and conference call with the vendor Project Managers.
10. Manage workstream/project dependencies and assure on the project management.
11. Assist with the establishment of an environment that is conducive to project implementation.
12. Coordinate and prepare the team readiness, operational readiness, and readiness for Integration.
13. Coordinate with supplier and with BSL, including any entity/firm that BSL may engage, and facilitate all required resources to conduct User Acceptance Testing.
14. Work with vendor Project Managers in identifying and addressing any deviations from the Project Plan.
15. Conduct regularly scheduled project status meetings.
16. Coordinate training and workshops for BSL staff and participants.
17. Ensure a Project Change Control Procedure is defined, agreed and adopted by vendor Project Managers.
18. Take lead in the documentation and procedural standards for deliverable materials.

19. Assist in the preparation for the Pilot and the Go Live Readiness
20. Supervise commissioning for operational acceptance.
21. Support on the post implementation stage.
22. Conduct project implementation review stages.
23. House and maintain all project documentations and communications
24. Support any task required for smooth implementation of the project.

Qualifications

- A minimum of a Bachelor's Degree or equivalent;
- The consultant will have a good understanding of payment system and payment switch operations, with extensive project management, implementation and operational experience in payment and settlement systems, Switch Processing and associated procedures.
- The consultant will have at least 7 years' experience working with financial services payment systems within the context of small economies or national payment infrastructure implementation firms or implementing such solutions in banks and overall 10+ years' experience in implementing technology projects for banks/financial institutions.
- The consultant will have knowledge of National Switch operations and required infrastructure, including relevant international standards and principles, supplier market and technology requirements. Experience in business analysis, requirements management, implementation, assessment of business and technical requirements and project governance as well as in managing shared facilities is necessary.
- The Consultant should also have an understanding of various risks involved in such payment systems, understating of how the other digital payments infrastructure could be integrated – such as e-money, and ability to innovate and develop new age products reusing the same infrastructure for increasing the usage of the system.
- Good oral and written English communication skills in substantive and technical areas
- Strong interpersonal and analytical skills
- Commitment to team work and to work across disciplines and capability of working independently.

Duration of Assignment and Nature of Appointment

The duration of the consultancy is for one (1) year and is full-time with the opportunity to renew the contract for an additional year based on the consultant's performance, project needs, and client demand. The PSIM will be based in the Bank of Sierra Leone, Payment Systems division (and eventually the switch unit as and when setup) and work under its Director, who has immediate responsibility for this aspect of project implementation. The PSIM will also be a part of the Project Implementation Unit (PIU), which in under the FSDP, the former which has overall project implementation responsibility.

Selection Criteria

The short listing criteria are:

1. Individual Consultant's experience relevant to the Assignment
2. Competency/Qualification of the Individual Consultant relevant to the Assignment

This REoI will lead to the preparation of Short list of Consultants

Consultants will be selected in accordance with the procedures set out in the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers (July 2016, Revised November 2017)

Mode of Application

All applications in writing should be accompanied by up-to-date Curriculum Vitae and supporting documents (Note: do not send originals) with the names and addresses of three referees, one of which should be the last or current employer and addressed to:

Team Lead
Project Fiduciary Management Unit (PFMU)
Ministry of Finance
Africanus House, 1st Floor
13A Howe Street
Freetown, Sierra Leone

Or

By E-mail: application should be sent as an attachment (including all supporting documents) to: pfm2018@gmail.com cc: sandelo185@gmail.com

Please clearly indicate on the envelope (in the case of hard copy application) or in the email subject heading and attachment (in the case of electronic applications) the post for which application is made.

QUALIFIED WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

Closing Date:

The Closing Date and time for receipt of applications is **12th February, 2020 at 4:00 pm GMT.**

Only short-listed candidates will be contacted.

Signed _____

Dated 28/1/2020