

REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES – INTERNATIONAL EXPERT TO SUPERVISE THE IMPLEMENTATION OF THE NATIONAL SWITCH OF SIERRA LEONE)

COUNTRY: SIERRA LEONE

NAME OF PROJECT: INTERNATIONAL EXPERT TO SUPERVISE THE IMPLEMENTATION OF THE NATIONAL SWITCH OF SIERRA LEONE

SECTOR: FINANCIAL SECTOR

REFERENCE NO: BSL/FSDPSP/IC/OO/01/2017

GRANT NO. H-662-SL

PROJECT ID No: 121514

The Government of Sierra Leone (GoSL) has received financing from the World Bank towards the cost of the Financial Sector Development Plan Support Project(FSDPSP) and intends to apply part of the proceeds for above named consulting services.

The Government of Sierra Leone recognizes the vital role that the financial sector plays in the social and economic development of the country. The Bank of Sierra Leone, on behalf of Government has taken a leading role in the development of the infrastructure, policy and institutional framework for the development of the sector.

The procurement and project implementation began in August 2016 and is expected to be finalized within a period of 12 months. Thus, the Bank of Sierra Leone with World Bank financing under the Financial Sector Development Plan Support Project would like to hire a Consultant who will assist the Bank of Sierra Leone in supervision of the implementation of this project.

The maximum period of the contract will be 180 days, rendered intermittently by an Individual Consultant. The International Expert will work in close liaison with the Bank of Sierra Leone (BSL) team.

The Consultant will carry out all tasks outlined in the Terms of Reference, as well as any other related tasks that may be required to achieve the objectives of this consultancy as outline below:.

1. Objectives of the Assignment

The objectives of this assignment are as follows:

- To assist Bank of Sierra Leone in project implementation supervision particularly from the business and Technical angle for the National Switch Project. The

Consultant is expected to work on and off site for the entire duration of the implementation of the project.

- Provision of technical direction, advice and control of project personnel contracted to or employed by BSL, and the support of a framework for project planning, communication, and reporting, procedural and contractual activity.

2. Scope of Work

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

Task I. Organizational arrangement and operational skill development

1. Assist in the Creation of the Switch Company
2. Assist in developing an organizational structure for the National Switch: manpower requirement, type, job description, competency, and resources, etc.
3. Assist in building up the business, functional and operating rules, procedures and guidelines for the process for the Switch;
4. Assist in the Business Plan development along with the Budget and fees structure
5. Assessment of the Production and DR site along with the network infrastructure.

The Consultant is required to identify training needs and implement a strategy for knowledge building for the national payment system during all phases of the project. The Consultant is therefore required to:

1. Assist in developing an appropriate methodology to identify the competencies and skills necessary for each phase of the project and at start-up and develop an appropriate training schedule and follow up the vendor's training plan; and
2. Recommend training needs to enhance the capacity of the BSL National Switch technical and operational staff.

Task II. System Implementation and Project Management

The Consultant will assist in coordinating the activities related to the implementation of the new systems so as to ensure their smooth and timely execution.

1. Ensure completion of the project on time, within scope, budget and according to the agreed quality and standards.
2. Maintain project communications through the Financial Sector Technical Assistance Project Office and the Project Task Force,
3. Review project tasks, schedules, and resources and advise changes or additions, as appropriate. Measure and evaluate progress against the Project Plan with the Financial Sector Technical Assistance Project Manager,
4. Review the invoice format and billing procedure to be used on the project, in consultation with the Project Manager,
5. Assist with the coordination and management of the technical activities of project personnel contracted to or employed by BSL for the National Switch,
6. Review vendor's deliverables on various phases of the project,
7. Conduct periodical meeting and conference call with the vendor Project Manager.

8. Assist in system implementation and assure on the project management.
9. Assist in identifying any policy changes and mechanisms affecting implementation
10. Assist with the establishment of an environment that is conducive for project implementation.
11. Coordinate and prepare the team readiness and Software Development, Delivery, Integration and UAT testing,
12. Work with the Project Manager in identifying and addressing any deviations from the Project Plan,
13. Conduct regular scheduled project status meetings,
14. Coordinate trainings and workshops to the staff and participants in the national payment system;
15. Administer the Project Change Control Procedure with the Financial Sector Technical Assistance Project Manager,
16. Supervise the PCI-DSS Compliant certification.
17. Lead the documentation and procedural standards for deliverable materials.
18. Assist on the preparation of the Pilot and the Go Live Readiness
19. Support on the post implementation
20. Conduct project implementation review

3. Expected outputs/Deliverables

The Consultant shall produce the following during the period of the assignment:

- i. Advisory services to the implementing team on and off site
- ii. Periodic Status Report:

Deliverable: Monthly Status Report

Purpose: Consultant will provide Monthly Status Reports during the project to describe the activities which took place during each elapsed week. Significant accomplishments, milestones, and problems will be described.

Acceptance: Each Monthly Status Report will be considered accepted once the e-mail transmittal is sent by BSL's the Project Manager to the Financial Sector Technical Assistance Project Manager.

- iii. End of the assignment report and recommendation

4. Institutional and Organizational Arrangements

The consultant shall report to the Director Banking Department, BSL will facilitate and organize all the necessary access to resources and communication with all stakeholders and expert teams.

The consultant shall take part in meetings with the system vendor and system participants during the implementation. The consultant shall present progresses and developments to all concerned.

5. Service time schedule and estimated inputs

Based on the indicative time plans and the Project completion dates provided by the solution providers, the duration of the consultancy is expected to last for a period not exceeding 12 (twelve) months.

The services of the consultancy would be delivered in the form of a series of onsite missions to the client, and these will be spread out to cover the project implementation period. The consultant is expected to be onsite at critical points of the project which will be agreed with BSL. In addition, the consultant should also be available for consultations via emails and telephone throughout the project.

6. Input provided by Bank of Sierra Leone (BSL)

Apart from providing office space, BSL will provide the Consultant with administrative support including technical and communication facilities and transportation for local travel.

7. Consultant qualifications

The consultant will be a payment system and a card payment switch expert, with extensive project management, implementation and operational experience in payment and settlement systems, National Card Switch Processing and associated procedures.

The consultant will have at least 10 years' experience working with payment systems within the context of a central bank in small economies or national payment infrastructure implementation firms or implementing such solution for banks and overall 20+ years' experience in implementing technology projects for banks/financial institutions.

The consultant will have thorough knowledge of National Switch operations and required infrastructure, including relevant international standards and principles, supplier market and technology requirements. Experience in conducting switch technology analysis and selection, implementation, assessment of business and technical requirements and project strategic, management, design as well as in managing shared facilities is necessary.

The Consultant should also have excellent 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. The Consultant who has experience in developing the necessary rules and regulations in line with legal systems in operations in the country would be given preference.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: selection and Employment of Consultants (under IBRD Loans and IDA Credits & Grants) by World Bank Borrowers (January 2011 edition) ("Consultants Guidelines"), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment:

Relationship with the borrower's staff; Consultants that have a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency or of a recipient of a part of the loan) who are directly or indirectly involved in any part of (i) the preparation of the TOR for the assignment, (ii) the selection process of the contract or, (iii) the supervision of such contract may not be awarded unless the conflict stemming from this relationship has been resolved in a manner accepted to the Bank throughout the selection process and the execution of the contract.

A consultant will be selected in accordance with Individual Consultant's Method (IC) set out in the Consultants Guidelines.

Further information can be obtained at the address below during office hours (0900 to 1700 hours). Expression of Interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by email) on or before 18 February . 2017.

**Bank of Sierra Leone
Financial Sector Development Plan Secretariat
Office of the Governor
8th Floor, Main Bank Building
Freetown
Sierra Leone**

Attn: Mr. Dauda A. Kamara

Email: dkamara@bsl.gov.sl

**Cc: ejohnson@bsl.gov.sl
hjarrett@bsl.gov.sl
asamah@bsl.gov.sl**