



CENTRAL BANK OF SAMOA

SAMOA FINANCE SECTOR RESILIENCE AND DEVELOPMENT PROJECT

TERMS OF REFERENCE FOR CBS PAYMENTS SYSTEM EXPERT

1. Background

The Central Bank of Samoa (CBS) is undertaking the Samoa Finance Sector Resilience and Development Project, supported by the World Bank, to enhance Samoa's financial supervisory and national payment systems. Under this project, a Payments System Expert will be hired to facilitate the necessary progress in Samoa's national payment system reform program in meeting CBS's strategic objectives of improved financial stability as well as adhere to international best practice and regulatory compliance.

The CBS is mandated with payments oversight and regulatory powers under the National Payment System Act 2014. In 2023, the Samoa Automated Transfer System (SATS) was launched to replace the manual interbank settlement and clearing. SATS is designated the national payment system.

Samoa's financial system includes 30 licensed and supervised financial institutions, comprising commercial banks, insurance companies/brokers, public non-bank financial institutions, money transfer operators, money changers, and mobile money wallet schemes.

2. Objectives

The objective of this consultancy is to provide expertise support to the payments oversight and policymaking role of the Central Bank's Financial System Development Department. This includes assessing market failures, providing regulatory guidance, stakeholder engagement, contributing to policy proposals, impact assessments, and communication strategies. The consultant will ensure the deliverables/milestones of the project are delivered within the set timeline and budget.

3. Scope of Responsibilities

The Payments System Expert will perform the following tasks to ensure the successful implementation of the assignment:

- **Project Planning and Management:**
 - Develop a comprehensive project plan, including timelines, milestones, and resource allocation.
 - Monitor project progress and adjust plans as necessary to ensure timely delivery.
- **Policy Development and analysis:**
 - Assess the effectiveness of existing policies and regulations, identifying areas for improvement, and evaluating their impact.
 - Identifying and resolving issues related to payment systems policy and operations.
- **Regulatory and Compliance:**
 - Identify areas where new or revised regulations may be needed to address emerging risks or challenges in the payments landscape.
- **Stakeholder Engagement:**

- Collaborating with internal and external stakeholders (e.g., industry, government) to gather input and ensure alignment with policy objectives.
- **Risk Management:**
 - Assessing and mitigating risks associated with payment systems, including fraud, cyber security, and operational failures
- **Reporting and Documentation:**
 - Prepare detailed project documentation, including regular progress reports to Financial System Development
 - Conduct a post-implementation review report highlighting lessons learned and recommendations for future improvements.

4. Deliverables

During the course of the consultancy, the consultant is expected to deliver where necessary:

- Reports, analyses, and recommendations.
- Developed payment system strategies or frameworks.
- User guides, manuals, or training materials.
- Presentations and workshops.
- Implementation plans.

With specific and satisfactorily completed outputs/milestones being:

Milestone	Delivery Date (from start of Consultancy)
Milestone 1: Comprehensive project plan with timelines and milestones	3 weeks following commencement of contract
Milestone 2: National Payment System Strategy	8 months following commencement of work
Milestone 3: Roadmap for sunsetting cheques	9 months following the commencement of work
Milestone 4: Policy advise/guidance on (a) payment system guidelines/directives/regulations (b) CBDC	10 months following the commencement of work
Milestone 5: Consultancy exit report	2 weeks post contract

5. Selection Method

The consultant will be selected through the “Individual Consultant Selection method” in accordance with the World Bank Procurement Regulations for IPF Borrowers (Procurement Regulations) of September 2023.

6. Qualifications and Experience

The Payments System Expert shall meet the following criteria:

Mandatory

- A minimum of a bachelor’s degree in finance, information technology, business administration, or a related field. A master’s degree is preferred.

- At least 8 years professional experience in the payments industry, with strong familiarity in:
 - Payment System Knowledge: In-depth understanding of payment systems, including retail and wholesale payment mechanisms, clearing and settlement processes, and the overall architecture of the payment ecosystem. This should include an understanding of innovations in the payment system such as FinTechs, crypto currencies and the role of Digital Public Ecosystems (DPE) in digital financial inclusion.
 - International Standards: Familiarity with international standards and best practices in payment systems, including those set by organizations such as the Bank for International Settlements (BIS) and the Committee on Payments and Market Infrastructures (CPMI).
 - Technological: Familiarity with the latest technologies and trends in payment systems including digital payments, mobile banking, blockchain, and other emerging technologies.
 - Regulatory Compliance: Knowledge of national and international regulations governing payment systems. An ability to ensure compliance with regulatory requirements and contribute to the development of regulations where necessary.
 - Risk Management: Expertise in identifying, assessing, and managing risks associated with payment systems, including cybersecurity risks, fraud prevention, and operational risks.
 - Data Security and Privacy: Awareness and commitment to maintaining the security and privacy of payment data.
- Strong analytical, strategic thinking and problem-solving abilities.
- Excellent communication and stakeholder management skills.
- Excellent speaking, writing and interpersonal skills.

Desirable

- Certification in project management is preferred and the candidate with the equivalent certificate or experience is an advantage.
- Experience in regulatory, digital financial services or financial inclusion projects in the Pacific Island Countries or small island developing countries.
- Previous experience working with projects funded by multilateral development banks would be an advantage.
- Ability to work in a dynamic and fast-paced environment.

7. Duration

The consultancy is expected to last for 12 months, with all assignments concluded within the project timeline. The duration of the project may be extended if circumstances require. The consultant is not expected to be on-island for the whole duration of the assignment, but there will be instances where work is better conducted on-island.

8. Payment Schedule

This is a part-time contractual work assignment for a period of 1 year, with potential of a performance-based extension of 3 months.

- The consultant is expected to allocate approximately 25 working days per quarter. Remuneration will be provided quarterly based on the effective number of worked days

calculated based on time sheet maintained by the consultant and validated by CBS Financial System Development Department

- The number of working days can be adjusted between quarters as needed, but the total should not exceed 100 working days for the entire project. The number of days can be adjusted if the duration of project will change.
- The costs related to on-site visits should be included in the consultant's proposal and will be compensated based on effective costs.

9. Institutional Arrangements

- Facilities such as office space and internet access will be provided when the consultant is in country
- The Consultant is expected to enter into a contract with the CBS.