Terms of Reference
Consultant - Project Manager

- **Type:** Full-time staff position
- **Duration:** 12-month contract, renewable for a similar duration
- **Location:** On-site, Praia - Cabo Verde
- **Reporting To:** Banco de Cabo Verde Project Lead
- **Requirement:** Fluency in English and Portuguese

About AfricaNenda and Banco de Cabo Verde

AfricaNenda is an Africa-led coalition of dedicated digital payments experts that work to build expertise, coordinate, and accelerate the roll-out of IIPS for the benefit of all Africans, including the poorest and financially excluded. Our mission is to work towards universal access to inclusive payment systems, ensuring that the more than 400 million unbanked adults across Africa are included in the financial systems. We pursue this mission by removing the structural and technical barriers to effective deployment of IIPS, such as a lack of interoperability, insufficient technical in-house capacity, and a lack of collaborative models across actors. As a convening actor, AfricaNenda executes its mission by enhancing capacity building across African institutions, providing technical support to IIPS projects, facilitating knowledge-sharing and collaboration, and providing tools and resources.

Key initiatives include:

1. Policy development initiatives: AfricaNenda is on a mission to build the institutional capacity of African policymakers through advocacy, technical assistance, training sessions, curated convenings and dialogue sessions, and secondments from AfricaNenda's vast network of experts.

2. Technical project support: AfricaNenda provides technical assistance and resource mobilization support to expand the pipeline of fundable IIPS projects through conducting readiness assessment, project definition, and implementation.

3. Knowledge-sharing and collaboration: AfricaNenda facilitates knowledge-sharing and collaboration using its cross-sectoral network of experts to provide cutting-edge thought leadership on efficiently and effectively accelerating inclusive instant payment systems.

4. Tools and capacity development: AfricaNenda develops IIPS tools and customized capacity-development initiatives e.g., bespoke training sessions tailored to public and private African organizations, payment experts, and relevant stakeholders in the sector.

AfricaNenda partners with governments and relevant agencies, central banks, Pan-African organizations, and other development/enabler stakeholders to collaboratively reduce structural and technical barriers to the deployment and scale of IIPS.

It is for reason that we are looking for a Consultant Program Manager to be stationed at the Banco de Cabo Verde to support and coordinate stakeholders, and the implementation of a national instant payments switch project. This project manager will support the BCV in building the technical and business requirements of the project, plan all required work and deliverables, follow up with implementation of the project, liaise with and coordinate all stakeholders (including the BCV, banks, funding partners, government agencies, technology providers, end-users), participate in procurement activities for goods and services and ensure the overall timely delivery of the project.

Role Summary

The Program Manager shall be the liaison between AfricaNenda and BCV as per the roles and responsibilities below:

- Provide an oversight of the assigned project implementation.
- Develop and maintain project plans and take responsibility for overall progress on and timely completion of all project deliverables.
- Support BCV and other stakeholders to build the technical requirements of the product.
- Coordinate the leadership of the BCV and the management of the financial institutions and other stakeholders to ensure all high-level decisions are presented and made in a timely manner.
- Continuously assess the project risks and advise the relevant stakeholders on issues impacting the project goals (including any identifiable sustainability issues and project/post-project requirements such as go to market strategy for the switch and maintenance of the platform).
- Monitor project progress continuously and make detailed scheduled reports on measurable items, such as milestones and deliverables.
- Coordinate the procurement of the hardware that will be required for the project with the BCV and other key stakeholders.

- Coordinate the provision of cyber-security services.
- Coordinate and manage product features and releases, including feature development, rollouts, bug fixes, and quality assurance, while ensuring timely delivery and high-quality standards.
- Identify resources/gaps during implementation and make necessary recommendations to the responsible stakeholders.
- Develop and drive the execution of the use case rollout and product roadmap.
- Participate in and support SIT/UAT execution to ensure it ties back to the requirements.
- Acts as a business Lead/Product Owner in the work effort to execute and effectively implement business, regulatory and technology roadmap of delivery.
- Ensure all documentation concerning product approvals is developed and maintained in an organized and accessible manner.
- Be the primary contact responsible for delivering high-level business requirements to the project.
- Work with support of the technology teams, in the preparation of business requirements user stories for the technical teams to deliver against.
- Ensure full compliance with all regulatory and legal requirements for the project and the service being delivered.
- Serve as the internal and external evangelist for the IPS project – be passionate! Must be able to communicate with all areas of the BCV and other stakeholders at both senior, business and technical levels.
- Proactively manage, track and mitigate any risks to the achievement of project objectives.
- Any other tasks or advisory that is related to digital payment switch that is proposed or assigned by BCV.

Skills and Experience

Education

Bachelor's degree in information and communication technology, Computer science, Business Management, Finance, Banking, or a related field is mandatory. A master's degree is preferred.

Experience
- At least five years of experience in project management, product management, preferably in a technology or financial institution or related.

- More than 7 years minimum work experience in strategy and development, preferably in financial services.
- Experience in implementing and managing heavy fintech, banking projects, or similar programs.
- Strong and demonstrable project management skills.
- Ability to create and maintain stakeholder relationships.
- Excellent writing and presentation skills.
- Experience working with software developers/engineers.
- Experience managing large and diverse project teams.
- Experience using project management tools.
- Experience in Financial Services or Retail Banking Industry
- Strategic thinker with the ability to work independently to develop strategies to increase market share.
- Ability to analyze problems and turn them into solutions.
- Demonstrated ability to build, manage and deliver a strategic product or channel plans to market.
- Demonstrated experience in managing the Software Development Lifecycle, to deliver software services on time, within budget and with the required features and quality.

Reporting Mechanisms and Expected Deliverables

The consultant will be expected to produce every 2 weeks, Monthly, Quarterly and other Ad-hoc Reports with below descriptions:

- **Weekly Reports**: for the purpose of keeping stakeholders informed about the progress of the project this includes but is not limited to updates on key milestones, project status, and any issues or risks that need attention.

- **Monthly Reports:** provides a higher-level overview of product delivery performance, including metrics, key achievements, and upcoming plans. This helps stakeholders to have a broader understanding of the product's performance and progress over a longer time frame.

- **Quarterly Reports:** Quarterly reports of project performance to the key project stakeholders on progress, achievements and milestones, blockers and risks, resource utilization.

- **Ad-hoc Reports:** Apart from regular reporting, the project manager may also provide ad-hoc reports as needed. These reports can be triggered by specific events, such as major product launches, significant changes in strategy, or unexpected issues that require immediate attention.

HOW TO APPLY

Interested candidates should submit their applications by e-mail to: **applications@africanenda.org** with "The Project Manager – BCV" as the subject heading no later than **12th of December 2025.**

Please note that applications received after the closing date will not be considered. Only short-listed candidates will be contacted.