

Consultant to develop Reference Guide for Instant Payment System Scheme Rules

Request for Proposals (RFP)

February 5, 2025

About AfricaNenda Foundation:

AfricaNenda Foundation is an African-led team of experts committed to unlocking the potential of digital financial services for the financially excluded across the continent by accelerating the scale-up of instant and inclusive payment systems. AfricaNenda's approach is to provide public and private sector stakeholders with technical expertise and the capacity to reduce barriers to digital payments.

AfricaNenda's mission is to enable everyone in Africa to carry out seamless digital transactions and at a low cost wherever they are on the continent by 2030.

Visit our website for more information: www.africanenda.org

1. Background

The demand for Instant and Inclusive Payment Systems (IPS) across Africa is rapidly rising, evident in the accelerated implementation of new systems tailored to each country's unique conditions and objectives. Key drivers, such as increased mobile penetration and expanded internet and USSD access, have substantially lowered costs for both users and payment service providers (PSPs), enhancing the viability of IPS across the continent.

As instant payment services evolve and integrate with modern financial innovations, the need for a well-defined, adaptable set of reference scheme rules becomes increasingly crucial. Typically, IPS frameworks developed by central banks or switch scheme operators come with specific scheme rules that guide operations and define participant interactions. These rules are foundational to ensuring that IPS deliver a consistent, convenient, secure, and reliable experience for all users.

Effective scheme rules play a critical role in minimizing risk, preserving system integrity, and facilitating interoperability. By establishing flexible standards, guidelines, and a high-level framework, these rules enable seamless integration and upgrades for participants, while accommodating region-specific requirements and regulatory needs. Each scheme's rule set includes minimum standards and requirements for all participants, focusing on safety, security, integrity, and interoperability.

The creation of scheme rules involves careful consideration of various factors, including participant interactions, messaging formats, transaction types, dispute resolution mechanisms and settlement arrangements. These elements collectively support the IPS ecosystem, fostering the advancement of inclusive, resilient, and efficient payment systems.

2. Objectives

The consultant will be responsible for the development of a Reference Guide for the development of Instant Payment Systems Scheme Rules. The reference guide will serve as an authoritative document that outlines the rules, protocols, and best practices for participants, Scheme manager and Scheme Operators and other entities in the IPS. It will also highlight advantages and disadvantages of different options, and justification for stated positions where necessary.

The specific objectives are:

- To provide guidance to payment stakeholders on the development of their scheme rules
- To enhance understanding and compliance with the IPS rules for stakeholders.
- To ensure consistency and transparency in the application of rules across the payment ecosystem.
- To serve as a foundational blueprint that countries can customize based on their unique regulatory, technological, and market environments.

3. Scope of Work

The consultant's work will include the following tasks:

1. Review Existing Documentation:

- Evaluate the current IPS Scheme Rules and related materials
- Identify any areas for potential improvement, clarification, or further development, as necessary.

2. Research Best Practices:

- Analyze existing instant payment system schemes and their associated rules, including but not limited to systems such as faster Payments Service in Africa, Asia, Europe and US.
- Study international standards and regulations relevant to Instant Payment Systems (IPS), such as ISO 20022, and identify best practices for designing scheme rules.

3. Reference Guide:

- Develop a structured Reference Guide for the IPS Scheme Rules, ensuring it is user-friendly, clear, and comprehensive.
- Include but not limited to sections on:
 - Overview of the IPS
 - Key operational principles

- Eligibility and onboarding of participants
- Transaction processing rules (e.g., settlement, fraud prevention, dispute resolution)
- Compliance and regulatory requirements
- Governance and dispute resolution mechanisms
- User Experience guidelines
- Pricing principles
- Technology
- Reporting
- Marketing and Branding Guidelines

4. Finalization and Delivery:

- Provide a finalized, polished version of the Reference Guide.
- Ensure the document is adaptable and scalable for future updates as the IPS evolves.

4. Deliverables

The consultant is expected to deliver the following:

- Inception Report: A report outlining the consultant's understanding of the task, approach, and methodology. This should be submitted within **two** weeks of the contract signing.
- Reference Guide: A preliminary version of the Reference Guide after conducting the necessary research and consultations. This should be submitted within **three** weeks from the inception report.
- Final Reference Guide: A completed and refined version of the Reference Guide, after incorporating stakeholder feedback and addressing any concerns. This should be submitted within **four** weeks from the Reference Guide.
- Summary Report: A report summarizing key findings, suggestions, and next steps in the IPS rule development process. This should be submitted within **two** weeks from the Final Reference Guide approved.

5. Timeline

The consultant will be expected to complete the assignment within 11 weeks and deliver the tasks outlined in the scope of work according to the following timeline:

Task/Deliverable	Timeline
Inception Report	2 weeks of contract signing
Reference Guide	3 weeks from Inception Report
Final Reference Guide	4 weeks from Reference Guide
Summary Report	2 weeks from Final Reference Guide

6. Consultant's Qualifications

The ideal consultant should meet the following qualifications:

- Experience: Minimum of 10 years of experience in the payments industry, with specific experience in developing or analyzing payment system rules and regulations.
- Expertise: In-depth knowledge of instant payment systems, payment processing, regulatory compliance, and industry standards (e.g., ISO 20022).
- Skills: Strong analytical, research, and writing skills. Proven ability to communicate complex regulatory concepts in clear, user-friendly language.
- References: Evidence of past similar projects, preferably in the area of payment systems or financial services.

7. Consultant's Responsibilities

- Provide all necessary documentation, deliverables, and reports in a timely manner.
- Collaborate with any external technical advisors or consultants engaged by AfricaNenda.
- Share insights, data, and findings.
- Coordinate efforts to avoid duplication with existing staff/consultants and enhance overall alignment. Ensure the Reference Guide aligns with best practices and is compliant with regulatory standards.

8. Evaluation Criteria

All proposals will be evaluated based on the criteria listed in the table below.

1.Consultant's Experience and Expertise	The consultant must demonstrate at least 10 years of experience in the payments industry, particularly in developing, analyzing, or implementing payment system rules, regulations, or standards. Preference will be given to consultants with specific experience in Instant Payment Systems or similar real-time payment platforms.	25%
	The consultant should have a deep understanding of instant payment systems, payment processing, fraud prevention, compliance, and regulatory requirements, including international standards such as ISO 20022.	
	Demonstrated success in completing similar projects. Experience in developing reference guides, regulatory frameworks, or operational manuals in the financial services sector is highly desirable.	
2.Proposed Methodology and Approach	<p>The consultant's approach to conducting research, developing the guide, and ensuring stakeholder engagement should be clearly defined. This includes:</p> <ul style="list-style-type: none"> - Data collection methods (e.g., document reviews, stakeholder interviews, workshops). - Research methods for understanding global best practices and comparative analysis of other IPS frameworks. - A clear, structured approach for developing, reviewing, and finalizing the Reference Guide. 	25%
	The consultant's strategy for involving key stakeholders, including regulators, payment providers, and other relevant entities, in the development process. This could involve surveys, interviews, or group discussions.	
	The consultant's ability to adapt to changes or evolving requirements during the project. This includes flexibility in modifying the guide based on stakeholder feedback or unexpected challenges.	

3.Quality of Proposal and Deliverables	The quality and clarity of the proposal submitted, including how well the consultant outlines the process, timeline, and deliverables. A well-structured and clearly articulated proposal indicates the consultant's capacity for organized and effective execution.	20%
	The proposal should reflect a solid understanding of the goals and requirements of the Reference Guide, showing how the consultant will address the specific needs outlined in the TOR.	
	The consultant's plan to ensure timely and high-quality submission of deliverables, as well as their commitment to meeting deadlines and milestones as outlined in the TOR.	
4.Qualifications of the Consultant or Consulting Team	The qualifications of the consultant include relevant academic qualifications (e.g., finance, law, or IT) and professional certifications.	10%
	Evidence of past successful engagements in similar projects, including client references or case studies, will be evaluated. Strong testimonials or references from previous clients will be a positive factor.	
5.Financial Proposal	The overall value offered by the consultant, including the proposed methodology, quality of deliverables, and how effectively the consultant can meet the objectives within the budget. The focus should be on ensuring that the consultant's work provides maximum impact for the proposed cost.	20%

9.Process Submissions

Proposals should be submitted electronically by **Friday, February 21, 2025** to info@africanenda.org.

Proposals received after the deadline will not be considered.

Queries

Queries relating to the preparation of the proposals should be submitted to the AfricaNenda Foundation, by email, to the above-provided email by **Monday, February 17,2025** to info@africanenda.org.

Notification

All bidders will be notified of the outcome of their proposals by **Friday, March 14, 2025**