

Rural Finance Sector Development Cluster Program I

IT Project Manager (12 person months, national)

Terms of Reference

Reporting to the ADBL CEO and Board, working in close collaboration with IT Division and GS Division Chiefs, and with guidance from the Chief Technical Advisor at ADBL, the IT Project Manager shall be responsible for the successful installation, commissioning and operation of the Core Banking System (CBS). The task will include, but is not restricted to, the following:

Preparation Phase

Once the vendor has been selected, the IT Project Manager shall ensure that all necessary steps are taken to prepare the bank for the installation of the CBS; these preparatory tasks include but are not confined to:

- assisting the ADBL negotiating team negotiate the contract for CBS installation, commissioning and maintenance with the selected vendor;
- drawing up, for ADBL senior management approval, the implementation plan with a budget to cover the local costs involved for the work to be undertaken with the vendor;
- ensuring all units and personnel involved are aware of their role, input and responsibility and are given adequate preparation to be able to undertake the tasks assigned to them;
- establishing and preparing the logistics and implementation teams at Head Office and, ahead of Phase 2, in the regions;
- ensuring all facilities agreed with the vendor in contract negotiation are in place, the control and payment procedures have been designed and agreed, and all action needed to ensure the security, control and insurance of storage locations and the equipment there stored has been taken.

Implementation Phase

Throughout the implementation phase the IT Project Manager working in close coordination with the vendor and with the ADBL logistics and implementation teams, shall ensure:

- installation and commissioning are completed on time and within budget;
- deficiencies are rapidly identified and remedied;
- liquidated damages are agreed and applied, or where this is not possible:
 - investigation by external assessors is rapidly arranged and carried out; and
 - appropriate sanctions are applied in consequence;
- clearance of payments conforms to the procedures agreed;
- inventory management practice conforms to the highest standards; and
- such other tasks as necessary to achieve the goal of successful CBS implementation.

Authority

The IT Project Manager shall have authority, delegated by the Board, for the management of the budget approved for the implementation of the CBS, for the control of staff assigned to the Logistics and Implementation Teams, and of equipment and other facilities made available for the prosecution of the CBS implementation project.