

PRODUCTIVE SAFETY NET PROGRAM PHASE FOUR

TERMS OF REFERENCE for TECHNICAL SUPPORT SPECIALIST (TSS)

Payments TSS

1. Background on PSNP and TASC

Productive Safety Net Program Phase Four (PSNP4) and the Rural Productive Safety Net (RPSNP): The PSNP4 and RPSNP are an integral components of the rural development policy of the government of Ethiopia, to support Ethiopia's chronically and transitory food insecure rural households. The program is implemented in the eight regions of Afar, Amhara, Dire Dawa, Harari, Oromia, SNNPR, Somali, and Tigray. The program provides cash and/or food transfers to the chronically and transitory food insecure households.

The PSNP4 aims to ensure the development of an efficient and effective system for delivering elements of social protection and disaster risk management. In so doing it also aims to make contributions to the Growth and Transformation Plan (GTP) and to the achievement of the four key government policies, strategies and programs, namely the Social Protection Policy; the National Policy and Strategy on Disaster Risk Management (NPSDRM); the National Nutrition Programme (NNP), and the Climate Resilient Green Economy (CRGE). The RPSNP aims to support the government in improving the effectiveness and scalability of its rural safety net system.

The goal of the PSNP is to enhance resilience to shocks and livelihoods and improve food security and nutrition for rural households vulnerable to food insecurity. The PSNP4 follows a system-based approach and builds on a number of important lessons learned towards building sustainable social protection and disaster risk management systems in the country. The PSNP4 is a program of the Government of Ethiopia (GoE); additional funding for program implementation and management is provided by Development Partners, which is coordinated through the World Bank (WB) and the Donor Coordination Team (DCT).

Technical Assistance to Strengthen Capacity Development for PSNP4 (TASC): TASC is a consultancy funded by the Development Partners to support the implementation of PSNP4 for chronically food insecure people in Ethiopia. The purpose of TASC is to strengthen institutional systems, processes, coordination mechanisms, human resources and organizational capacity of federal, regional, zonal and woreda institutions to deliver PSNP4. TASC provides the management oversight and payroll functions for the identified federal level Technical Support Specialists.

2. Description of Assignment

- a. *Global Objective:* Technical Support Specialists provide specialized expertise to the Government of Ethiopia and to the Directorate to which they are assigned. Their role is to perform PSNP4-related services that government-funded staff are currently not in a position to perform, and to provide guidance to government staff as they learn new skills related to implementation of PSNP functions.
- b. *Directorate of Assignment:* The **Payments Technical Support Specialist** will be assigned to the Ministry of Agriculture (MoA); in support of the Food Security Coordination Directorate (FSCD), in Addis Ababa.

c. *Specific objectives:* The **Payments TSS** will carry out the following specific tasks:

- i. Assess the current payment system to inform improvements and the introduction of innovative practices to the payment system;
- ii. Ensure timeliness of payments is achieved for the program via continuous monitoring and improvement of current payment systems (manual and electronic payments);
- iii. Introduce program wide innovative payment system improvements (both to the manual and electronic payments), which will enhance the program’s payment delivery, i.e., lead current payments systems digitization efforts by GoE and Development Partners (paperless attendance and payments system and data consolidation software);
- iv. Serve as key focal person on payment/payment systems for FSCD with its interactions with key GoE and Development Partner counterparts;
- v. Conduct periodical capacity development trainings (including designing training materials) for program staff at regional and woreda levels on payment/payment systems;
- vi. Ensure/oversee consistent functionality of current program payment systems (PASS) across program implementation regions and provide/coordinate trouble shooting efforts;
- vii. Conduct bi-annual payments system functionality assessments surveys;
- viii. Serve as key member of the team from the GoE side overseeing the development of the program’s Management Information System (MIS) and ensure all payment related technical requirements are included in the design and development of the Program’s MIS;
- ix. Ensure that there is proper record keeping, and bank deposits are checked for accuracy and reconciliations are made for any errors, payments are processed for transfers, fees, expenses and any other transactions. The Payments TSS keeps track of defaults, capacity gaps, training needs under the current accounting system and recommends future improvements;
- x. Participate in PSNP events, review missions, and meetings/consultations etc. Ensure/support collaboration of among PSNP partners (in addition to FSCD) which have some relation to payments, i.e. NRM, regional BOFED and WOFED bureaus, NDRMC etc.
- xi. Ensure that the TSS’s functions are successfully transferred to the government staff by the end of FY 2019/2020.

d. *Required outputs / deliverables:*

Activity	Deliverable	Timeline
<i>Assessment of challenges/opportunities of current program payment systems</i>	Conduct a quick stocktaking exercise at the start of her/his assignment on current best practices and challenges of the	<i>January-February, 2019</i>

	program's payment systems (manual and e-payments);	
<i>Individual annual activity plan on payments</i>	Prepare an annual payment system improvement (or maintenance of best practice) plan based on the stocktaking exercise to be approved jointly by FSCD and MoF and shared with relevant GoE counterparts Development Partners	<i>Mid-February, 2019</i>
<i>Assessment of training needs</i>	Conduct training needs assessment for payments staff at regional and woredas levels and develop and deliver trainings on payments on a bi-annual basis	<i>Mid-February-Mid-March-2019</i>
<i>Deliver training for program staff</i>		<i>April-May, 2019</i>
<i>Put in place a paperless attendance and payment system and data consolidation software for the program</i>	Lead from the GoE side current payment system improvement initiatives (paperless attendance and payments system and data consolidation software). ¹	<i>January 2018-December, 2019</i>
<i>Ensure the payments component is integrated into the design and implementation of SP-MIS</i>	Ensure all payment related technical requirements are included in the design/ development of the Program-MIS and serve as key member of the roll-out team across program regions	<i>January-December, 2019</i>
<i>Produce monthly reports on status of transfers for the program</i>	Produce monthly timelines of payment reports (in close collaboration with RIC/FIC) to be shared GoE and Development Partners	<i>January-December, 2019</i>
<i>Prepare quarterly reports on status of transfers for the program</i>	Prepare quarterly reports based on the annual plan and share with GoE and Development	<i>January-December, 2019</i>

¹ This task includes but not limited to the following activities: Preparing a pilot plan (including selecting regions and respective woredas); crafting a training document/delivering the training; and monitoring and reporting on the pilot (based on the success of the pilot, a rollout plan and oversee implementation).

	Partners	
<i>Contribute to and lead the discussion on payments</i>	Lead/attend different technical committees/task forces established for the program, i.e., FM Task Force, E-payment Steering Committee, etc.	<i>January-December, 2019</i>
<i>Participate in program missions</i>	Lead/attend different program monitoring/implementation missions, i.e., RRM and JRIS	<i>January-December, 2019</i>

- e. *Accountability measures:* Performance reviews, based on the Description of the Assignment and Deliverables, will be conducted on a quarterly basis by representatives from the GoE, the WB/DCT and TASC.

3. Expert's Profile

- a. *Full time:* maximum 260 paid days per year as an employee of the TASC consultancy
- b. *Minimum number of years relevant or equivalent experience required:* The specialist should have a minimum of 5 years of experience in the design, implementation and monitoring of payments systems in Ethiopia or in similar contexts.
- c. *Required level of education:* MSc/BA (BSc) or (BA and international certification in payment systems) in Accounting or Business Administration, or related field
- d. *Specific skills required:*
 - i. The specialist should be well versed with the payments eco-system (particularly on G2P payments) in Ethiopia, mostly in the last 5 years.
 - ii. The specialist should be well versed with the digital payments landscape in Ethiopia. Extensive knowledge of regulations, industry players and country infrastructure strongly preferred.
 - iii. A national/international certification/training in designing and implementing payment systems required.
 - iv. Experience in donor funded development projects in Ethiopia or in other similar contexts strongly preferred.
- e. *Language skills and proficiency:* Fluency in spoken and written English and Amharic

4. Location and Duration

- a. *Start date and expected duration of assignment:* The **Payments TSS** position is a two-year assignment beginning approximately January 1, 2019. The initial assignment will be for one year, renewable upon satisfactory performance and ongoing need.
- b. *Probation period:* There will be a probation period of 60 working days, followed by the first performance review conducted by WB/DCT, GoE and TASC.
- c. *Location of assignment:* The Technical Support Specialist will be based in the Ministry of Agriculture in Addis Ababa.

- d. *Expectation of travel beyond primary location of assignment:* Travel to the regions, zones and woredas that are implementing PSNP4 may be required, as assigned by the Directorate or TASC. Approved travel expenses will be reimbursed by TASC.

5. Reporting Responsibilities

- a. *Type(s) of reports required:* Provide quarterly reports of progress against the items mentioned in the Terms of Reference for the position. Contribute to the TASC semi-annual progress reports, including lessons learned and best practices.
- b. *Purpose of the reports:* To keep the GoE and Development Partners apprised of progress toward the achievement of the PSNP objectives.
- c. *To whom are reports submitted:* Reports are to be prepared with the assistance and oversight of TASC, and are to be submitted to the Director of FSCD, with copies to the DCT/WB and TASC.

6. Management Oversight

- a. The Payments TSS will act as the counterpart to the GoE PSNP Senior Accountant at the Ministry of Finance and will report directly to the Director of PSNP/FSCD.
- b. Joint management oversight will be provided by the WB/DCT, GoE and TASC. TSS performance will be evaluated on a quarterly basis, at which time performance against the TSS's work plan and deliverables will be assessed.
- c. TASC will provide operational oversight and assistance in the preparation of plans and reports, and in the implementation of the individual work plan.
- d. Payroll services and administrative oversight and management is provided by the TASC consultancy.