



Iwizigamire Tugurizwe Dutere Imbere

Terms of reference of consultancy for Selecting and implementing a new core banking system.

1. Introduction

This is a request for a proposal, for competent consultants or consultancy firms with relevant experience in project management of banking solutions implementation to support COPEDU LTD in selection and implementation of the new core banking solution.

2. Objectives

The overall objective in this assignment therefore, is to evaluate the proposals received from bidders, support COPEDU LTD in selection and implementation of the system that will best suit the Microfinance and Banking activities. Assist and support the project manager and the management for best practices in project management.

3. Tasks

The consultant will work with the ICT & Network Banking department, Project steering committee, project manager, the management of COPEDU LTD and vendor in the implementation of new core banking system. The tasks outlined will be as follows:

- From the Project Initiation Document (PID) and RFP available, develop the full project plan
- Assist and support the project manager to ensure success on project management and delivery
- Support COPEDU LTD in evaluation and appraising the vendors who have responded to the RFP;
- Support COPEDU LTD in contract negotiation and to thoroughly review the cost elements of the implementation proposal and determines a realistic budget for the implementation.
- Work with the selected vendor, implementation committee to develop an implementation plan for installing, testing, and rolling out the new Core Banking Solution and other functions (Back office and delivery channels);
- Develop a transition plan from the current working environment to the new environment with due consideration for COPEDU LTD's resources;
- Prepare the Request for Proposal (RFP) of purchase and install new IT equipments based on vendor recommendations;
- Support COPEDU LTD to evaluate submissions and selection of the right supplier;
- According to the new system's requirements, ensure that the data in the old MIS systems are able to be transferred to the new system.
- Review the vendor's training plan to ensure that staff receive the appropriate training;
- Provide appropriate templates for both the business and technical teams to define their end user tests scripts and lead the end user certification of the core banking system;

COPEDU LTD

- Assess vendor's user manual for completeness and understandability;
- Support the ICT & Network Banking department on proper rollout of the system to all branches;
- Evaluate the project and conduct system audit to determine full compliance of the new MIS with law and regulations.
- Any other assignment: The consultant may be assigned additional tasks from the management of COPEDU LTD when necessary in order to fill gaps, quickly respond to vendor requirements and meet deadlines.

4. Deliverables

The outputs and deliverables in this consultancy are:

- The full project plan
- Appraisal for vendor selection and project management tools
- Assessment of vendor's proposal, listing proposed services to be provided, with the associated costs and recommendations.
- Request for Proposal (RFP) of purchase and install new IT equipments
- A recommendation for selected suppliers
- A detailed implementation plan for installing, testing and rolling out the new MIS
- Transition plan from old MIS to new MIS
- Technical guideline for the ICT & Network Banking department to oversee data migration and data transfer risk information
- Appraisal of vendor's training plan on system use
- Technical guideline to ensure that the COPEDU LTD has full capacity to test user acceptance at the pilot site(s); suggest additional training as necessary or, where appropriate, request modifications of the system.
- Test Scenarios and Test Cases with end User Acceptance Test sign-off
- Procedures of addressing user comments and requests for modification in a timely manner
- Software evaluation report. The report should include but not limited to:
 - ✓ A list of the main features of the software application, indicating which work well and which are inadequate for the institution's needs.
 - ✓ A list of key features that are missing
 - ✓ A summary of user interviews, indicating overall level of satisfaction
 - ✓ An assessment of the quality of the software design and technical support process
 - ✓ Recommendation for future direction for the application
- New process maps taking into account new MIS
- New procedures manuals if available



COPEDU LTD

5. Schedule

This consultancy work is not on daily basis for the entire period of the project (9 Months) but on the agreed plan. A schedule has not been established and will be open to negotiation prior to signing of the contract.

6. Proposal submission

The proposal requested herein shall cover:

- Introduction and Background of the consultant/Consultancy firm
- Demonstrate understanding of the TOR
- Demonstrate understanding of the Central Bank guidelines and specific requirements on CBS
- Outline your methodology of deploying this assignment
- Attach CVs of the relevant personnel who will work on this project
- Proposed timeframe and implementation plan
- References and contacts where similar assignments have been carried out before.
- Financial proposal

Interested consultant/ firm may send soft or hard copies as follow:

Soft Copy proposal should be submitted in to, info@copedultd.rw with the subject: **Consultancy_IS Selection COPEDU LTD**

Hard copy proposal should be submitted to the following address:

**COPEDU LTD, African Union Avenue,
B.P 4053 KIGALI -RWANDA,
TEL :(+250) 252570143 /252570149,
Email: info@copedultd.rw**

Deadline for submission is 24 June 2016.

7. Selection and contract signing

After analysis of proposals, COPEDU LTD will notify the winner in writing and call for contract signing. The work is expected to start after contract signing.

COPEDU LTD reserves the right to cancel any or all the proposal without assigning any reason thereof.

Done at Kigali, 13 June 2016

GASIGWA Festus

Chief Executive Officer



COPEDU LTD

3