



TERMS OF REFERENCE

SPI Platform EBF Toolkit

September 2009

Context

As the Convergence Program activities are coming to the end of their pilot phase (February 2010), it is important that its five-year operating experience be transferred to other institutions that have mandate, incentives and motivation to contribute to financial sector modernization.

The European Banking Federation (EBF) has shown public appreciation for the value of the Convergence Program's SPI Platform as an effective instrument to accelerate financial modernization through structured public-private cooperation in the context of candidate and other countries in Eastern Europe.

EBF is motivated to assist its Eastern European Associates in their effort to engage with local authorities to create SPI Platforms in their own countries and to seek EU funding support for an initial period of their operations.

To enable EBF to play this catalytic role for financial modernization in Eastern Europe, it is desirable that the Convergence Program documents its experience in a format that fits with EBF activities and that responds to the needs of its Associates. This knowledge management investment is an important contribution to the future institutional sustainability of the Convergence Program activities, particularly in the absence of tangible prospects for their immediate continuation as a World Bank Group activity.

Scope of Activity

Building on an extensive stock of knowledge management products, gathered in three websites (www.convergence-see.eu, www.spi-albania.eu, www.spi-romania.eu) and collected in a large CD-ROM (The SPI Platform Handbook), the Convergence Program wishes to prepare an EBF Toolkit with the following purposes:

1. To enable an EBF Associate initiate a project aimed at creating an SPI Platform in its own country.

Main aspects of the material should cover, inter alia:

- a. How and why should Management of an EBF Associate consider launching an initiative to start building the public – private partnership;
- b. Awareness building with the authorities (Central Bank, Ministry of Finance, etc.);
- c. Helping building consensus within the Executive Committee of each EBF Associate;
- d. Preparation of public-private partnership project;
- e. Submission of request for funding to European Commission;
- f. First implementation steps of project when funding has been secured;
- g. Guidelines for operating a public – private partnership.



2. To enable EBF to encourage EBF Associates to initiate an SPI Platform project.

Main aspects of the material should cover, inter alia:

- a. Presentation of EBF's assistance offer to its Associates;
- b. Assistance to Associate's Management for undertaking the initiative of building the public – private partnership;
- c. Assistance to Associate in building local stakeholders' awareness and in Executive Committee formation;
- d. Support to Associate to prepare and explain request for SPI Platform funding support to EU bodies.

It is envisaged that the format of the material could be a combination of (a) a slide presentation and (b) a summary brochure. The material should have two parts differentiated by user that is EBF Associate and EBF respectively.

Activity Execution

Given the existing Convergence Program materials but also the comprehensive nature of the tool kit as well as the aspects related to EU funding, it is anticipated that this assignment, as defined under the "Scope of Activity" section above, could be completed in up to 15 full-time equivalent working days.

The consultant hired under Convergence Programme will provide an evidence of the time spent by activity/document and payment shall be done based on it, for the days actually worked. Partial and intermediate payments are allowed.

For the execution, the Consultant will rely on the support of the Convergence Program's Office Manager.

An EBF designated official will provide guidance on the format of the material to meet the EBF and EBF Associates needs, in 2 stages of the work: at the beginning, based on the detailed outline of the tool kit, and in the final stage.

The Consultant will rely on the EBF designated official for information on the possible EU funding for financing the public-private partnership.

The preparation of the EBF toolkit should be completed by October 31, 2009.

Reporting Arrangements

The Consultant will report to the Head of the Convergence Program.

EBF Ref: 0356a-2009

Email

Brussels, 14 September 2009

Mr Luigi PASSAMONTI
Head, Convergence Program
The World Bank
1818 H Street, NW
Washington, D.C., USA
E-mail: lpassamonti@worldbank.org

Subject: SPI Platform toolkit

Dear Mr Passamonti,

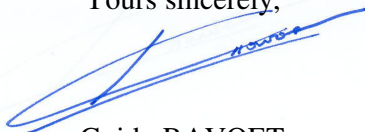
As stated publicly on many occasions, the European Banking Federation considers that the SPI Platform, as designed and operated by the World Bank's Convergence Program, is an effective instrument to accelerate financial modernisation through structured public-private co-operation, particularly in the context of candidate and other countries in Eastern Europe.

In this respect, it is with great pleasure that I accept your kind offer to make available to the European Banking Federation a toolkit, based on the Convergence Program's experience, that would help us support our Associate members in promoting the adoption of SPI Platforms in their respective countries and in raising financial support for their activities from relevant EU financial assistance programmes.

We will be pleased to collaborate with you in determining the most useful content of this toolkit for our institutional use. We will of course ensure its prominent dissemination with our Associates.

Thank you again for your generous offer to transfer to the EBF the institutional knowledge gained by the Convergence Program on a matter that is of strategic relevance to our Members and Associates.

Yours sincerely,



Guido RAVOET
Secretary General

a.i.s.b.l.