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## **Request for Proposal**

### **Strategic Planning Consultant**

**The Egmont Group Secretariat is requesting proposals from suitably qualified, professional consultants interested in designing and facilitating a strategic planning process that will result in a new Egmont Group Strategic Plan.**

#### **The Egmont Group and the Egmont Group Secretariat**

The Egmont Group is a global organization of 166 Financial Intelligence Units (FIUs). The organization supports member FIUs by promoting FIU operational independence and autonomy, offering training and technical assistance, developing operational and strategic collaboration, and providing a platform for the secure exchange of expertise and financial intelligence to combat money laundering and terrorist financing (ML/TF).

The Egmont Group Secretariat is based in Canada. It provides strategic and administrative, and support to the overall activities of the Egmont Group, the Heads of Egmont Group FIUs, the Egmont Committee, and the Egmont Working and Regional Groups.

For more information about the EG and the EGS, please visit [www.egmontgroup.org](http://www.egmontgroup.org).

#### **Background**

The Heads of Egmont Group FIUs establish the mandate and set the priorities of the organization, through the Egmont Group's Strategic Plan. The Egmont Committee is mandated to develop and coordinate the implementation of the Egmont Group's Strategic Plan.

The current [Egmont Group Strategic Plan](#) was adopted in September 2018 (in Sydney, Australia), following an environmental scan and extensive internal consultation process. The document establishes the organization's vision, mission, and values and identifies four strategic objectives that the Egmont Group will pursue in response to the changing environment from 2018 to 2021.

In July 2020, the Heads of Egmont Group FIUs extended the 2018-2021 Egmont Group Strategic Plan until the Egmont Group Plenary in 2022. Consequently, the Egmont Group is looking for a consultant to facilitate the strategic planning process and assist with developing and drafting a new Egmont Group Strategic Plan. The Heads of Egmont Group FIUs will consider the new Egmont Group Strategic Plan for adoption in July 2022.

## Description of the Required Job

Under the coordination of the Egmont Committee's Governance, Corporate Planning and Development Reference Group, the consultant will be required to facilitate the entire strategic planning process culminating in the Heads of Egmont Group FIUs approving the next Egmont Group Strategic Plan in July 2022.

The consultant is expected to perform the tasks required for the objectives listed above, including, but not limited to:

- Conducting an environmental scan to identify, understand and assess factors/risks that will impact the work of member FIUs and the Egmont Group for a three-to-five-year term.
- Conducting a stakeholder analysis to understand how Egmont Group relates to current stakeholders and identify opportunities for engaging with new partners.
- Producing other analyses (e.g., Strengths, Weaknesses, Opportunities and Threats-SWOT) to identify opportunities for the Egmont Group in response to anticipated changes in the environment.
- Designing, preparing, and running a brainstorming session for the Egmont Committee to reconfirm the vision, mission, and values of the Egmont Group and determine the strategic objectives for the next interval.
- Supporting the Egmont Committee in identifying short and medium-term priority actions to support the next Egmont Group Strategic Plan's strategic objectives.
- Drafting the next Egmont Group Strategic Plan, which would include at a minimum:
  - The EG *vision, values* and *strategic objectives*;
  - Key focus areas and key result areas;
  - Priority actions that the Egmont Committee, Working Groups, Regional Groups and the Egmont Group Secretariat should focus on in the short and medium-term to effectively implement the strategic objectives of the Strategic Plan;
  - A performance measurement mechanism (including indicators); and
  - A mechanism to track the implementation of the Strategic Plan.
- Conducting, with the EGS's support, rounds of internal consultation with the Working/Regional Groups, the Egmont Committee and the Heads of Egmont Group FIUs on the content of the next Egmont Group Strategic Plan.
- Preparing, in a timely manner, all documentation required (including memos, analyses, explanatory notes, etc.) for the Egmont Committee and the Heads of Egmont Group FIUs' consideration and approval of the next Egmont Group Strategic Plan.
- Producing two final documents, one to be used as an internal document that outlines the next Egmont Group Strategic Plan in full and a summarized version to be used as an external document to be shared with stakeholders and the public regarding the Egmont Group's overall Strategic Direction.

The Consultant should have extensive knowledge of the AML/CFT international environment, and specifically of FIUs, as well as thorough experience in drafting strategic papers. Knowledge of the EG as an organization would be an asset.

## Timeline

There are a variety of models and approaches that can be used to develop a strategic plan. The selected consultant will need to be able to adapt or customize an approach that will best meet the

Egmont Group's needs. The proposed project timeline is June 1, 2021, to August 1, 2022. The sequence below is expected to be met by the successful candidate:

- June 2021 - environmental scan and SWOT analysis drafted.
- July 2021 – design, prepare, and run the Egmont Committee brainstorming session(s) to reconfirm the vision, mission, and values of the Egmont Group and determine the next interval's strategic objectives.
- August/September 2021 – summary of the brainstorming session(s) should be prepared and shared with the Egmont Committee and the Heads of Egmont Group FIUs for consultation.
- February 2022 – the first draft of the Strategic Plan presented for Egmont Working and Regional Groups' discussion.
- July 2022 – Egmont Group Strategic Plan presented for approval by the Egmont Committee and the Heads of Egmont Group FIUs and final documents produced for internal Egmont Group use and publication on the Egmont Group website.

### Guidelines for Proposal Content

Please provide a brief proposal outlining your approach and concept for the project, including how you would engage Egmont Group membership in the planning process. The proposal statement of work should be presented in a conceptual, high-level format, with the understanding that the actual scope of work will be refined after consultant selection. The Egmont Group Secretariat will work with the selected consultant to design the strategic planning process that aligns with the Egmont Group resources and time constraints.

Specific proposal contents:

- Name of firm
- Name and contact information for the consultant(s)
- Description of experience and qualifications
- Indication of availability during the project period
- Statement of work: brief response on approach to the project scope
- Cost proposal, including hourly rate structure
- A rough working schedule for the process
- At least two references (does not count toward three-page proposal limit)

### Proposal Submission

- Please submit a proposal no longer than three (3) pages in length, plus at least 2 references and one sample of a strategic plan you have delivered.
- Proposals must be received via e-mail **before 6:00 PM on Monday, May 10th, 2021.**
- Please address your proposal to: Mr. Jérôme Beaumont, Executive Secretary.
- Please submit by e-mail at [mail@egmontsecretariat.org](mailto:mail@egmontsecretariat.org)

### For More Information:

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