

Unclassified



OF FINANCIAL INTELLIGENCE UNITS

Request for Proposals (RFP) Egmont Group Annual Report (EGAR) Designer

The Egmont Group Secretariat (EGS) is seeking proposals from vendors to design and produce the 2020-2021 Egmont Group Annual Report. The successful candidate will be selected based on their portfolio and the appropriateness of their proposal in meeting the needs of the [Egmont Group](#) (EG).

The successful vendor will be required to develop the Egmont Group Annual Report's layout and design based on content provided by the EGS and other EG bodies and aligned with the EG and the Egmont Centre of FIU Excellence and Leadership (ECOFEL's) unique brands.

Job Requirements

The EG is looking for proposals from outside vendors to design the Egmont Group Annual Report (EGAR) for the 2020-2021 reporting period. The report is published each year to cover the work of the Egmont Group during a yearly reporting period.

The 50-plus page report includes updates from the Egmont Group's Working and Regional Groups, the Egmont Centre of FIU Excellence and Leadership, high-level data provided by members, highlights from the reporting period, as well as remarks from the EG Chair and Executive Secretary.

Common design elements in the EGAR include;

- A distinctive cover page
- A map depicting the EG membership colour-coded into the EG's Regional Groups
- Graphic representations of results of the Egmont Group Biennial Census and certain highlights from the reporting period
- Visual data from the Best Egmont Case Awards (e.g., flowcharts)

The successful candidate will have to provide the Egmont Group Secretariat with digital and printed copies of the report.

Printed Report

Print requirements:

- Covers printed 4/4 on 80lb gloss cover
- Text Printed 4/4 on 80lb gloss text
- 60 pages + cover
- Cut, scored and folded to finish size of 8.5x11
- Qty. 30
- 2 Proofs prior to production

Report Framework

The EGAR content will be divided into the following chapters:

- Remarks by the EG Chair
- Remarks by the Executive Secretary
- Chapter 1: Egmont Group of Financial Intelligence Units
 - o 2020-2021 Highlights
 - o Organization and Mandates
- Chapter 2: Strategic Plan in Action
- Chapter 3: Measuring Success – Operational Outcomes
- Chapter 4: Working Group Developments
- Chapter 5: Egmont Centre of FIU Excellence and Leadership
- Chapter 6: Regional Group Developments
- Chapter 7: Best Egmont Case Awards
- Chapter 8: Acknowledgements
- Annexes:
 - o List of EG Members
 - o Egmont Committee Composition
 - o Glossary of Terms
 - o Observer and International Partner Associated Websites

Required qualifications

The vendor should be skillful in graphic design, editing and publication.

Experience and knowledge of areas related to the AML/CFT is considered as an asset.

Timelines

The project in its entirety needs to be completed within **6 months** of the project kick-off. If more time is needed, the candidate should specifically mention this in their Proposal.

Flexibility and open for coordination are desirable.

Budget:

The maximum budget for this project is \$25,000CAD, this includes professional fees and printing (approximately 30 copies). Interested vendors are asked to provide a breakdown of their fees as well as a payment schedule.

Proposals Must Contain

- A proposal of a project workplan with the specific number of days of effort for each deliverable
 - The project workplan should include two rounds of review on the draft report.
- A minimum of three examples of past work on organizational reports

Application Method

All submissions must be sent to communications@egmontsecretariat.org no later than **November 5, 2021**.

Subject line: ***Egmont Group Annual Report Design***

All proposals must be in ENGLISH.

Only the selected candidate will be approached for further contract-related negotiations and provided with the full EGAR framework.

Interested applicants are encouraged to consult past [Egmont Group Annual Reports](#).