Request for Proposal for a Consultant

The Egmont Group Secretariat is requesting proposals from a suitably qualified, professional Consultant who will assist in the developing and drafting of the optimal strategic framework for the Egmont Biennial Census 2021.

Further details on the scope of the work are provided below in this document. Proposals should contain information on the proposed approach to providing the consultancy services, the scope of work, qualifications, and years of experience in providing the required services and desired fee for such services.

1. Background: The Egmont Group and the Egmont Group Secretariat

The Egmont Group (EG) is a global organization of Financial Intelligence Units (FIUs). The Egmont Group Secretariat (EGS) is based in Canada and provides strategic, administrative, and other support to the overall activities of the Egmont Group, the Egmont Committee (EC), the Working Groups (WGs) and the Regional Groups (RGs).

For more information about the EG and the EGS please visit www.egmontgroup.org.

2. Introduction

The Egmont Biennial Census (EBC) represents a survey conducted by the Egmont Group (EG) on a biennial basis to collect statistical data and other information from the EG members in order to provide a shared understanding of the operational capabilities, modality and legal frameworks of individual member FIUs in the context of the EG Standards. The last Census was conducted in 2019, while the next EBC round will commence in 2021. The ultimate goal of this exercise is to ensure that FIUs can engage in effective (high quality, comprehensive and timely) information exchange.

The overhaul of the EBC 2021 is part of the Egmont Group’s 2018-2021 Strategic Plan adopted by the Heads of FIU (HoFIU). The results of this review will support a discussion by the Egmont Group membership and will help inform a decision for the necessary improvement of the EBC in terms of design and content. The HoFIU and the EC asked that the EG focus its efforts on two key result areas:
a. Restructuring the EBC application to improve its design, technical and operational capabilities, making it a user-friendly IT tool.

b. Streamlining the content and structure of the questionnaire, making the Census easier and faster to complete and its results better to use.

The EG is looking for a suitably qualified Consultant who will assist in the developing and drafting of the optimal strategic framework for the Egmont Biennial Census 2021 to ensure that the actual design and content of the Census is driven by the needs of the Egmont Working Groups, Regional Groups and Egmont Group Members. In this regard, the overhaul of the EBC will assist to better align the Census with the needs of the Egmont Group membership, resulting in an efficient, user-friendly, and less time-consuming exercise in 2021.

3. Description of the Required Job

Proposals should include a suitably qualified, professional Consultant to assist the EC (through the Information Management Reference Group - IMRG) in the development and drafting of the optimal framework for the EBC 2021.

The Consultant is expected to perform all the tasks required for the objectives listed above, including:

- the Consultant is expected to carefully examine the structure, functionalities, and the content of the existing EBC framework. In close coordination with the IMRG and the EGS, the Consultant should carefully review the configuration and the content of the EBC Questionnaire.

- the Consultant should provide a description of a suitable solution for the EBC 2021, based on interviews and assessment of the existing EBC framework and the EBC Questionnaire. The recommended solution should consider alternative frameworks to improve the usability of the EBC, reduce the efforts for the data collection and foster the re-usability of collected data.

- the Consultant should recommend a solution implementable in the IT environment of the Egmont Group that would improve the content and the design of the EBC 2021 and expand its technical and operational capabilities.

4. Qualifications for the Required Job

The Consultant should have extensive IT skills, including the visual representation of statistical models, data collection and processing. A previous experience in developing complex surveys and assessments will be considered an asset. Profound knowledge of the AML/CFT environment, in particular of FIUs and Egmont Group member FIUs, is desirable.

5. Timelines

It is estimated that approximately 60-80 working days will be needed for the developing and drafting of the optimal strategic framework for the Egmont Biennial Census 2021. Time expenditure is mainly focused on evaluation and development, as many interviews/surveys have already been carried out.

The timeline below is expected to be met by the successful candidate:
• **By end-August 2020** – refine the scope, requirements, and expectations with the EG Information Management Reference Group and the EGS; conduct document review and get familiar with the existing EBC framework, configuration and the content of the EBC Questionnaire; If required, conduct further interviews with the Egmont Committee, selected Egmont Group members and the EGS; prepare a written summary of the initial findings and conclusions and present the findings.

• **By mid-October 2020** – identify solutions that would 1) improve the composition of the EBC Questionnaire, 2) enhance the design of the existing EBC framework and 3) expand its technical and operational capabilities; provide a written draft report clearly articulating the recommended EBC framework for the organization; in coordination with the EGS design and prepare the first draft of the new EBC Questionnaire in line with the proposed strategic framework; conduct a final consultation on the draft EBC 2021 framework with the EC, selected Egmont Group members and the EGS.

• **By mid-November 2020** – provide a draft of the final report with the recommended framework for the EBC 2021 and the new EBC Questionnaire: estimate the level of resources required (physical, human and financial) to implement the solutions, and estimate the time required for successful implementation.

• **By mid-December 2020** – final report to be sent to the EC for discussion and endorsement.

• **By end-January 2021** - revision and refinement of the final report; final report to be sent to the HoFIU for out-of-session endorsement.

A close project management is necessary to ensure the development and implementation in time. A milestone plan and regular reports on the progress of the development are to be prepared by the consultant during the project period.

6. **Interviews**

On a need basis, the Consultant will interview Egmont Group members, including members of the Egmont Committee.

7. **Confidentiality Requirements**

The consultant must sign a non-disclosure agreement provided by the Egmont Group.

8. **Location of Work and Travel**

The work does not need to be performed on Egmont Group Secretariat premises. Interviews can be performed off site or using videoconference.

9. **Support provided by Egmont Group**

The Egmont Group will arrange for interviews and video/teleconferences. Egmont Group will provide necessary information about the current functionalities of the EBC framework and the questionnaire.
10. Proposal Submission

All proposals must be received by **Wednesday, September 9th, 2020 (11:59 PM EDT)**.

All submissions must be forwarded to the following email address: careers@egmontsecretariat.org. Please apply with the subject line: “Consultancy Proposal - EBC 2021 Overhaul”.

11. Contact Person

Any questions regarding this Request for Proposal should be directed to Mr. Andrey Frolov, Senior Officer, via email at (andrey.frolov@egmontsecretariat.org).

12. Proposals Must Contain

- Approach to providing services
- Scope of Work
- Desired Fee in USD (United States Dollars)
- Qualifications and years of experience.
- Willingness to sign non-disclosure agreement