



## Statement of Work – IT Review

### Project Purpose

The purpose of the project is to hire a consultant to perform a review of the Egmont Group IT tools used in the organisation in order to facilitate the information exchange between Financial Intelligence Units (FIUs) and within the Egmont Group Secretariat. The results of this project will support discussions by the Egmont Group membership and will help inform a decision for the necessary improvement of the IT technology (hardware, software, human resources, etc.).

The aforementioned is part of the Egmont Group's 2018-2021 Strategic Plan adopted by the Heads of FIU, which calls for the implementation of a program for the acquisition of information technology. The Strategic Plan also calls for improvements to the current technology used within the organization.

Currently the main technology used in the Egmont Group for secured exchange of information between the Egmont Group FIUs is the Egmont Secure Web (ESW), the effectiveness and functionalities of which should also be subject to the IT review. The ESW is a currently formed by a 'communities-based' website and a secured email box.

The Egmont Group's Head of Financial Intelligence Units (HoFIU) asked that the Organization focus its efforts on two Key Results Areas (provided in the Egmont Group 2018-2021 Strategic Plan, paragraph 1):

1. Enhancing effective information exchange between FIUs; and
2. Facilitating the adherence to international standards, developing and sharing the expertise of FIUs.

Investments in IT have to be seen as of strategic importance and managed as such. Therefore, the Organization will invest in efforts to understand the current state in the use of IT and articulate clearly how IT will further improve effectiveness and efficiency in the two Key Results Areas approved by HoFIU.

### Phases

This project will be divided into the following phases:

- **Phase 1 (As-Is State)** – the consultant should identify the organisation's business processes which are directly supported by IT. As part of this identification, the consultant should describe the hardware, software and services used by the organization, as well as physical, human and financial resources currently required by the organization to operate its IT functions, including IT Security.
- **Phase 2 (To-Be State)** – the consultant should provide a description of the desirable position where the organisation wants to be with its IT technology, based on interviews and assessment of the existing and new business processes (or activities) that need to be improved and the future role of IT.
- **Phase 3 (Gap Analysis)** – This phase is about the roadmap to successful implementation. The consultant should recommend new or existing processes (or activities) requiring further

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investments in IT, as well as conduct a market survey of the technology solutions which are available, should estimate the level of resources required (physical, human and financial) to implement the solutions, and estimate the time required for successful implementation.

**Deliverables and Schedule**

The consultant will obtain feedback from the Egmont Group Secretariat, and from the Egmont Support, which is a unit in The Financial Crimes Enforcement Network (FinCEN).

During the phase II the consultant will have interviews with the Egmont Group leaders, the Executive Secretary, the Egmont Committee, the HoFIU, or other Egmont Group members (if necessary).

Evaluation Work Plan:

Deliverable #	Phase #	Deliverable	Timeline
1	Phase 1	Initial meeting to further refine scope, requirements, and expectations with Egmont Group Executive Secretary and members of the Egmont Committee	0.5 days
2	Phase 1	Conduct document review	5-8 days
3	Phase 1	Establish interview schedule and conduct interviews (including by conference calls)	2-3 days
4	Phase 1	Written report (blueprint) of the Egmont Group's IT holdings and services at a specific point-in-time	5-8 days
5	Phase 1	Presentation of the findings of the report (blueprint)	1 day
6	Phase 2	Interviews with the Egmont Group leaders, the Executive Secretary, the Egmont Committee, the HoFIU, or other Egmont Group members (if necessary), in order to identify the existing and new business processes (or activities) that need to be improved and the future role of IT	7-9 days
7	Phase 2	Written a draft report clearly articulating the desired state of the future role of IT	7-10 days
8	Phase 2	Presentation of the findings of the draft report	0.5 days
9	Phase 2	Additional round of interviews with the Egmont Group leaders, the Executive Secretary, the Egmont Committee, the HoFIU, or other Egmont Group members (if necessary)	3-5 days
10	Phase 2	Finalisation of the report with clear articulation of the desired state of the future role of IT	7-10 days
11	Phase 2	Mid-Project Review of Deliverables	3-5 days
12	Phase 3	Performing a market survey of the available IT solutions	15-20 days
13	Phase 3	Drafting of a final report, which will provide with recommendations on new or existing	35-40 days

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		processes (or activities) requiring further investments in IT; estimates about level of resources required (physical, human and financial) to implement the solutions; and estimates about the time required for successful implementation.	
14	Phase 3	Presentation of the findings of the report	1 day
<b>Total days</b>			<b>No more than 120</b>

**Work Plan**

The consultant must provide the Egmont Group with a work plan including a project schedule and key project milestones. The Egmont Group must approve the work plan.

**Document Review**

Background documents will be provided by the Egmont Group Secretariat for review. These documents will include a description of the ESW and all other IT technology used by the Egmont Group. The consultant will review all available documents. The consultant will receive documents describing those ESW functionalities which are not sensitive or classified as restricted.

**Interviews:**

The consultant will interview the Egmont Group leaders, the Executive Secretary, the Egmont Committee, the HoFIU, or other Egmont Group members (if necessary).

**Confidentiality Requirements**

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

**Duration/Period of Contract**

In order to allow completion of this project, the duration of the contract will be from:

- Phase 1 – May 2019 – June 2019;
- Phase 2 – June 2019 – September 2019;
- Phase 3 – September 2019 – December 2019.

**Participation in meetings**

The consultant may have to travel to and participate in the following meetings<sup>1</sup>:

- May 2019, EC Intersessional Meeting – Review findings of Phase 1 and Brainstorm for Phase 2
- July 2019, The Hague – Mid-Project Review, and
- October 2019, Paris – Review findings of Phase 2 and Brainstorm for Phase 3.

**Evaluation Report:**

The contractor must provide, by the deadlines, a draft and final version of a detailed report. Conclusions expressed in the report shall result from the synthesis of information gathered during all phases of the review. Conclusions, observations, and recommendations contained in the final report are expected to reflect the contractor’s analytical abilities and professional judgement.

**Location of Work and Travel**

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<sup>1</sup> The duration of the travelling and the exact dates of the meetings might be subject to additional amendments, based on the level of completion of the different phases.

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The work does not need to be performed on Egmont Group Secretariat premises. Interviews and the remaining portions of the work can be performed off site or using video-conference. The Egmont Group will not reimburse any incurred travel and living expenses. The Egmont Group will reimburse participation in the meetings, as mentioned above.

### **Responsibilities and Support provided by Egmont**

The Egmont Group will arrange for interviews and video/teleconferences, as well as provide space for interviews in Toronto/Ottawa if necessary. Egmont Group will provide information and documents about the current functionalities of ESW and all other IT technology used in the Organization as described above.

### **How to apply**

All applications should be submitted **by May 22nd (Wednesday) to the following email address:** [mail@egmontsecretariat.org](mailto:mail@egmontsecretariat.org) with the following subject line: IT review – Offer of Service.

### **The applications must contain:**

- **A methodology** representing the views of the applicant about the main milestones and processes that need to be undertaken in order to achieve the requested deliverables, and
- **A price proposal** indicating the total price requested by the applicant, as well as the requested price per day.