Request for Proposal for a Consultant

The Egmont Group Secretariat (EGS) is requesting proposals from a suitable and qualified professional consultant who can provide their services for conducting a comprehensive market research and develop recommendations for suitable IT solutions that meet the IT business requirements identified by the Egmont Group.

Further details on the scope of this work are provided below in this document. Proposals should contain information on the qualifications and years of experience in providing IT consultancy and market research.

**Background: The Egmont Group and the Egmont Group Secretariat**

The Egmont Group (EG) is a global organization formed by 166 Financial Intelligence Units (FIUs), which is supported by the Egmont Group Secretariat (EGS) that is based in Ottawa, Canada. The EGS 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](http://www.egmontgroup.org)

**Introduction**

The Egmont Group’s 2018-2022 Strategic Plan adopted by the Heads of FIU, 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.

In order to assess these needs, the Egmont Group launched an internal IT review project, based on the following three phases:

- **Phase 1 (As-Is State)** – identification of the organisation’s business processes which are directly supported by IT which included a description of 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) – includes 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, based on the strategic plan of the Group, and the future role of IT.

• Phase 3 (Gap Analysis) – is the roadmap to successful implementation which includes a recommendation for new or existing processes (or activities) requiring further investments in IT, as well as a market survey of the technology solutions which are available, estimation about the level of resources required (physical, human and financial) to implement and maintain the solutions, and estimation about the time required for successful implementation.

Based on the aforementioned, the Egmont Group was able to identify its IT Business Requirements and is looking for an experienced IT consultant to perform the tasks outlined below.

**Description of the Required Job**

The hired consultant should conduct a comprehensive market research and develop recommendations for suitable IT solutions, meeting the business requirements defined in course of the IT review project, especially but not limited to an email system and a groupware platform (hereinafter referred to as “Systems”). The research should focus on Commercial off-the-shelf (COTS) solutions, especially considering standard solutions.

It is expected that all proposed solutions – at least three per “System” – are assessed especially with regards to:

• Strengths, Weaknesses, Opportunities and Threats (SWOT analysis);
• Costs for setup and ongoing operation;
• Estimation of effort (time and resources) to set up and operate;
• Maintainability and extensibility; and
• Security considerations

For each “System”, the consultant should create a ranking of possible IT solutions, recommend one specific solution, and comprehensively explain why the chosen solution is the consultant’s preferred solution.

All findings and results shall be presented in a comprehensive report (hereinafter referred to as “Report”).

Furthermore, the consultant should be available after the contracting period to respond to inquiries and make any amendments requested by the Egmont Group for further tasks related to the IT Solution market research project (e.g. additional presentation of the report, responding to inquiries following the release of the Report, etc.).

The execution of additional tasks, will be remunerated by the offered hourly / daily rate and should not exceed 20 hours per week, may be requested by the Egmont Group with a call back period of two weeks during the period of January to July 2021.
The Egmont Group is not obliged to call back the execution of such tasks.

**Qualifications for the Required Job**

The Consultant should have an extensive knowledge of IT and internet technologies and associated products but also understand the economic implications of their use, and have experience in the management of IT projects and/or the realization of IT projects. This requirement may be met by an appropriate master’s degree (such as IT management or business informatics) and relevant professional experience. Furthermore, the Consultant’s profile could be complemented by experience in IT security.

**Timelines**

It is estimated that 15 working days will be needed for the project including finalizing and remitting the report. The project in its entirety needs to be completed within 6 weeks of the project kick-off.

The project is scheduled to commence on January 11\textsuperscript{th}, 2021 and should be finalised by February 22\textsuperscript{nd}, 2021.

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Working days (WD)</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Preparations and examination of the Egmont Group IT Business Requirements</td>
<td>1 WD</td>
</tr>
<tr>
<td>2.</td>
<td>Consultant conducts the market research</td>
<td>4 WD</td>
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<tr>
<td>3.</td>
<td>Consultant creates a ranking of possible IT solutions, recommend one specific solution, and comprehensively explain why the chosen solution is the consultant’s preferred solution</td>
<td>4 WD</td>
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<tr>
<td>4.</td>
<td>Consultant prepares, submits, and present a report</td>
<td>5 WD</td>
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<tr>
<td>5.</td>
<td>Consultant makes amendments to the report (if requested by the Egmont Group)</td>
<td>1 WD</td>
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<tr>
<td>In Total</td>
<td></td>
<td>15 WD</td>
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**Application Method**

All submissions must be addressed to the attention of Ms. Chantal VILLENUEVE, Administrative Manager, Egmont Group of Financial Intelligence Units and sent to the following mailbox: mail@egmontgroupsecretariat.org.

Please apply with the subject line: ‘Consultancy Proposal – IT Solution Market Research Project’.

All proposals must be received by Friday, December 18, 2020 11:59 EDT (UTC - 5).

Only the selected candidate will be contacted for further contract-related negotiations.
Proposals Must Contain

- Qualifications, and experience in developing/administrating IT and internet technologies and their associated products and implementing them. The applicant should also have relevant experience in understanding the economic implications of the IT products development and administration.

- A proposal of a project workplan.
- Experience in providing presentations to various audiences.
- Expected daily fee (in USD), considering the maximum of 15 working days.