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# Request for Proposal

# Best Egmont Case Award (BECA)

# Book IV

**The Egmont Group Secretariat is requesting proposals from a suitably qualified professional Consultant/Vendor to assist in developing and drafting the Best Egmont Case Award (BECA) Book IV.**

## The Egmont Group and the Egmont Group Secretariat

The Egmont Group ('EG') is a global organization of 186 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 ('EGS') is based in Ottawa, Canada. It provides strategic and administrative 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.

## Background

The Best Egmont Case Award (BECA) is an annual contest designed to encourage all Egmont members to contribute to the Group's money laundering and terrorist financing case database for the benefit of all FIUs and other AML/CFT stakeholders. It provides a valuable opportunity for FIUs to share their knowledge, expertise, and experiences within the global AML/CFT community. The Egmont Group has published three BECA Books that have been recognized as useful references for case studies and best practices of FIUs.

BECA Book IV is expected to include approximately 26 of the best case submissions entered into the BECA competition from 2024 to 2026, with the final number expected to be within the range of 25 to 30. The cases fall within six (6) categories that reflect the diversity of ML/TF typologies and regions. This publication will offer readers valuable case studies and training materials.

The Egmont Group Secretariat is looking for a suitably qualified Consultant/Vendor who will assist in the development and drafting of the BECA Book IV which is expected to be published in the summer of 2027 under the Egmont logo.

## Description of the Required Job

The selected Consultant/Vendor will be expected to provide services for the design and development of an e-Book. The scope of work includes:

- The review and editing of the text of approximately 26 cases to ensure accuracy and consistency of language and style. The case studies are to be compiled into six (6) categories:
    i. Corruption, Bribery & Misuse of Public Funds
    ii. Environmental Crime and Wildlife Trade
    iii. Fraud and Cyber-enabled Financial Crime
    iv. Organized Crime, Human Trafficking & Illicit Drug Trafficking
    v. Terrorist Financing
    vi. Trade-Based Money Laundering & Complex Laundering Networks
- Prepare an executive summary for the booklet and a summary for each category, for inclusion in the booklet.
- Develop an e-Book suitable for publication on the Egmont Group website and a print-ready prototype, using the Egmont Group's current branding, logos and colour scheme. The design should present information clearly at a glance, be highly visual, and use consistent headers and footers.
- The creation of quality visuals and graphics that deliver key messages.
- Provide EGS with the final publication-ready files and all editable/source files created for the project. All project-specific text, layouts, graphics and other deliverables created under the resulting agreement will be available for EGS's unrestricted use, modification and publication, subject to any approved third-party licence terms.
- Include text and photographic material provided or approved by the Client. The Consultant/Vendor will be responsible for identifying and securing any permissions or licences required for third-party photographs, graphics or other materials proposed by the Consultant/Vendor.
- The delivery of two (2) draft cover design options for the report.
- Complete the production layout and formatting and provide a minimum of two (2) rounds of revisions based on consolidated feedback from EGS and the project team.
- Provide other related services mutually agreed upon in writing by the parties as necessary for completion of the Services.

## Timeline

(RFP Timeline)

- **15 December 2026** – proposals due no later than 18:00 EST (UTC-5).
- **6 January 2027** – Selection of consultant/vendor.
- **15 January 2027** – Contract signed with the selected consultant/vendor.

(Delivery of Service)

- **By 15 March 2027** – the first draft of the BECA Book IV, including reviewed case studies, cover design and Executive Summary to be submitted to the Egmont Group Secretariat and sent to the project team for review.
- **By 15 May 2027 –** Final draft of the BECA Book IV, including e-Book and a prototype for print to be submitted to the Egmont Group Secretariat.

## Confidentiality Requirements

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

## Support provided by Egmont Group Secretariat

- Provide background documents for review.
- As needed, arrange virtual meetings during the development of BECA Book IV.

### Specific proposal contents:

- Name of firm
- Name and contact information for the consultant(s)
- Qualifications and years of experience
- Statement of work: brief response on approach to the project scope
- Cost proposal, including the total proposed project fee, applicable hourly rates and any anticipated additional expenses, in USD or CAD
- A rough working schedule for the process
- Willingness to sign a non-disclosure agreement

### Evaluation Criteria

- Relevant qualifications and experience
- Demonstrated quality of comparable publications
- Proposed approach and work plan
- Ability to meet the required timeline
- Cost and overall value for money

### Proposal Submission

- Please submit a proposal no longer than five (5) pages, excluding samples, CVs/portfolios and the proposed schedule, plus at least two (2) samples of comparable booklets or publications delivered by the Consultant/Vendor.
- Proposals must be received via e-mail **before 6:00 PM on Tuesday, December 15, 2026,** with the following subject line**: BECA Book IV - Offer of Service**.
- Please address your proposal to: Ms. Michelle Ouyang, Senior Officer – Working and Regional Groups
- Please submit by e-mail at mail@egmontsecretariat.org, with michelle.ouyang@egmontsecretariat.org in copy

### For More Information:

Michelle Ouyang, Senior Officer – Working and Regional Groups

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