

## TENDER FILE / TERMS OF REFERENCE (Competitive bidding procedure / Framework Contract)

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

### Purchase of consultancy services within the project "Strengthening the Estonian AML framework" to support the improvement of IT capabilities related with the strategic analysis function.

[Contract N° TSI-EE -FIU-2023-01]

The Council of Europe is currently implementing a Project to strengthen Estonian anti-money laundering framework as part of the 2021 Council of Europe/EU Technical Support Instrument (TSI) envelope. The main aim of the project is to support Estonia in its efforts to strengthen institutional and administrative capacity, including at regional and local levels, to facilitate socially inclusive, green and digital transitions, to effectively address the challenges identified in the country-specific recommendations and to implement Union law.

In that context, the Economic Crime and Cooperation Division of the Council of Europe (ECCD) is looking for Providers/Consultants with knowledge and experience in the IT field to support the development of the IT infrastructure related with the strategic analysis function of the Estonian Financial Intelligence Unit.

The services will be requested on an as needed basis.

#### A. TENDER RULES

This tender procedure is a competitive bidding procedure. **In accordance with Rule 1395 of the Secretary General of the Council of Europe on the procurement procedures of the Council of Europe<sup>1</sup>, the Organisation shall invite to tender at least three potential providers for any purchase between €2,000 (or €5,000 for intellectual services) and €55,000 tax exclusive.**

This specific tender procedure aims at concluding a **framework contract** for the provision of deliverables described in the Act of Engagement (See attached). A tender is considered valid for 120 calendar days as from the closing date for submission. The selection of tenderers will be made in the light of the criteria indicated below. All tenderers will be informed in writing of the outcome of the procedure.

The tenderer must be either a natural person, a legal person or consortia of legal and/or natural persons.

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: FC - TSI EE - IT Solutions** Tenders addressed to another email address **will be rejected**.

The general information and contact details for this procedure are indicated on this page. You are invited to use the CoE Contact details indicated below for any question you may have. **All questions shall be submitted at least 5 (five) working days before the deadline for submission of the tenders and shall be exclusively addressed to the email address indicated below with the following reference in subject: FC - Consultancy services - TSI EE - IT Solutions**

|   |                                  |
|---|----------------------------------|
| Type of contract ▶                          | Framework contract               |
| Duration ▶                                  | Until 31 December 2023           |
| Deadline for submission of tenders/offers ▶ | <b>31 March 2023</b>             |
| Email for submission of tenders/offers ▶    | <b>contact.econcrime@coe.int</b> |
| Email for questions ▶                       | <b>natia.jgenti@coe.int</b>      |
| Expected starting date of execution ▶       | 04 April 2023                    |

<sup>1</sup> The activities of the Council of Europe are governed by its [Statute](#) and its internal Regulations. Procurement is governed by the Financial Regulations of the Organisation and by [Rule 1395 of 20 June 2019 on the procurement procedures of the Council of Europe](#).

## B. EXPECTED DELIVERABLES

### Background of the Project

This project "Strengthening of Estonian Anti-Money Laundering Framework" looks to support Estonian authorities in implementing FATF standards, Moneyval recommendations, as well as EU AML/CFT requirements, through targeted expert support for the Financial Intelligence Unit (FIU) in strengthening its strategic analysis function and implementation through relevant domestic stakeholders. It is expected that through this project, the relevant stakeholders in Estonia will get an insight into good practices and will benefit from the exchange of "know-how" on the analysis of data and development of financial intelligence and setting up the strategic analysis function. The conduct of strategic analysis by the FIU, aimed at determining ML/TF threats and vulnerabilities, as well as informing AML/CFT policies, is part of the FATF Recommendations (namely the R. 29) and the requirements under the EU AML Directive for FIUs to achieve effectiveness and use advanced tools for generating financial intelligence information that could support the competent law enforcement authorities, supervisors and private sector entities. The support provided to the IT dimension of the strategic analysis function of the Estonian FIU is, therefore, an important part of the development and strengthening of the AML Framework in Estonia.

For this purpose the ECCD is looking for a **maximum of 5 (five) Providers** who meet the below criteria with a particular expertise and knowledge in the IT field and related aspects of FIU strategic analysis.

This Contract is currently estimated to cover activities in 1 jurisdiction to be conducted by the end of 2023 (subject to the formal extension of the duration of the project). This estimate is for information only and shall not constitute any sort of contractual commitment on the part of the Council of Europe. The Contract may potentially represent a higher or lower number of activities, depending on the evolving needs of the Organisation.

For information purposes only, the total budget of the project for consultancy services amount to 76.000 EUR and the total amount of the object of present tender **shall not exceed 55,000 Euros, tax exclusive** for the whole duration of the Framework Contract. This information does not constitute any sort of contractual commitment or obligation on the part of the Council of Europe.

### Scope of the Framework Contract

Throughout the duration of the Framework Contract, pre-selected Providers may be asked to provide one or more of the following deliverables within the specific area of expertise of the Provider:

- Analyse and assess the IT infrastructure of the Estonian FIU, particularly, in what regards the its analytical function and data processing, inclusive of deskwork and meetings with relevant stakeholders;
- Analyse, assess and provide recommendations of IT solutions and IT protocols, including the software and hardware aspects, that can enhance the strategic analysis function and data processing by the Estonian FIU;
- Provide recommendations regarding the improvement of internal procedures and protocols relevant for the FIU strategic analysis function;
- Draft business requirements as well as assessment reports, policy, operational analysis, outlining findings and recommendations with regard to the IT infrastructure and to the IT tools, as relevant for the strategic analysis function;
- Participate in meetings, workshops, and trainings aimed at enhancing the capabilities of competent authorities in the IT field;
- Provide input for the development of the IT infrastructure of the Estonian FIU;
- Provide input of common IT tools used by other Financial Intelligence Units for the strategic analysis function.

The above list is not considered exhaustive. The Council reserves the right to request deliverables not explicitly mentioned in the above list of expected services, but related to the field of expertise which is the object of the present Framework Contract.

In terms of **quality requirements**, the pre-selected Service Providers must ensure, *inter alia*, that:

- The services are provided to the highest professional/academic standard;
- Any specific instructions given by the Council – whenever this is the case – are followed.

In addition to the orders requested on an as needed basis, the Provider shall maintain regular communication with the Council to ensure continuing exchange of information relevant to the project implementation. This involves, among others, to inform the Council as soon as information is brought to the knowledge of the Provider during the execution of the Contract, of any initiatives and/or adopted laws and regulations, policies, strategies or action plans or any other development related to the object of the Contract (see more on general obligations of the Provider in Article 3.1.2 of the Legal Conditions in the Act of Engagement).

Unless otherwise agreed with the Council, written documents produced by the Provider shall be in English (see more on requirements for written documents in Articles 3.2.2 and 3.2.3 of the Legal Conditions in the Act of Engagement).]

#### C. FEES

Tenderers are invited to indicate their fees, by completing and sending the table of fees, as attached in Section A to the Act of Engagement. These fees are final and not subject to review. Tenders proposing fees above the exclusion level indicated in the Table of fees will be **entirely and automatically** excluded from the tender procedure.

The Council will indicate on each Order Form (see Section D below) the global fee corresponding to each deliverable, calculated on the basis of the unit fees, as agreed by this Contract.

#### D. HOW WILL THIS FRAMEWORK CONTRACT WORK? (ORDERING PROCEDURE)

Once the selection procedure is completed, you will be informed accordingly. Deliverables will then be delivered on the basis of Order Forms submitted by the Council to the selected Provider (s), by post or electronically, on **an as needed basis** (there is therefore no obligation to order on the part of the Council) taking into account the availability of the Provider.

#### **Pooling**

For each Order, the Council will choose from the pool of pre-selected tenderers the Consultant/Provider who demonstrably offers best value for money for its requirement when assessed – for the Order concerned – against the criteria of:

- quality (including as appropriate: capability, expertise, past performance, availability of resources and proposed methods of undertaking the work);
- availability (including, without limitation, capacity to meet required deadlines and, where relevant, geographical location); and
- price.

Each time an Order Form is sent, the selected Consultant/Provider undertakes to take all the necessary measures to send it **signed** to the Council within 2 (two) working days after its reception, if the Consultant/Provider is available for the specific task. If a Consultant/Provider is unable to take an Order or if no reply is given on his behalf within that deadline, the Council may call on another Consultant/Provider using the same criteria, and so on until a suitable Provider is contracted.

#### **Providers subject to VAT**

The Provider, **if subject to VAT**, shall also send, together with each signed Form, a quote<sup>2</sup> (Pro Forma invoice) in line with the indications specified on each Order Form, and including:

- the Service Provider's name and address;
- its VAT number;
- the full list of services;
- the fee per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);
- the total amount per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);

<sup>2</sup> It must strictly respect the fees indicated in the Act of Engagement. In case of non-compliance with these fees, the Council of Europe reserves the right to terminate the Contract with the Provider, in all or in part.

- the total amount (in the currency indicated on the Act of Engagement), tax exclusive, the applicable VAT rate, the amount of VAT and the amount VAT inclusive .

### **Signature of orders**

An Order Form is considered to be legally binding when the Order, signed by the Provider, is approved by the Council, by displaying a Council's Purchase Order number on the Order, as well as by signing and stamping the Order concerned. Copy of each approved Order Form shall be sent to the Provider, to the extent possible on the day of its signature.

### **E. ASSESSMENT**

#### *Exclusion criteria and absence of conflict of interests*

(by signing the Act of Engagement, you declare on your honour not being in any of the below situations)<sup>3</sup>

Tenderers shall be excluded from participating in the tender procedure if they:

- have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;
- are in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or are subject to a procedure of the same kind;
- have received a judgment with res judicata force, finding an offence that affects their professional integrity or serious professional misconduct;
- do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of their country of incorporation, establishment or residence;
- are an entity created to circumvent tax, social or other legal obligations (empty shell company), have ever created or are in the process of creation of such an entity;
- have been involved in mismanagement of the Council of Europe funds or public funds;
- are or appear to be in a situation of conflict of interest;
- are or if their owner(s) or executive officer(s), in the case of legal persons, are included in the lists of persons or entities subject to restrictive measures applied by the European Union (available at [www.sanctionsmap.eu](http://www.sanctionsmap.eu)).

#### *Eligibility criteria*

- University degree in IT, Computer Science, Business Administration, Economics, or related field, of all persons assigned to the execution of the contract;
- At least five years of relevant professional experience in IT or business analysis;
- Experience working with financial intelligence units will be an advantage;
- Awareness of the EU context in the application of anti-money laundering measures will be an advantage;
- Excellent written and spoken English.

#### *Award criteria*

- Quality of the offer (70%), including:
  - demonstrated professional experience in financial intelligence
- Financial offer (30%).

The Council reserves the right to hold interviews with eligible tenderers.

Multiple tendering is not authorised.

### **F. NEGOTIATIONS**

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<sup>3</sup> The Council of Europe reserves the right to ask tenderers, at a later stage, to supply the following supporting documents:

- An extract from the record of convictions or failing that an equivalent document issued by the competent judicial or administrative authority of the country of incorporation, indicating that the first three and sixth above listed exclusion criteria are met;
- A certificate issued by the competent authority of the country of incorporation indicating that the fourth criterion is met;
- For legal persons, an extract from the companies register or other official document proving ownership and control of the Tenderer;
- For natural persons (including owners and executive officers of legal persons), a scanned copy of a valid photographic proof of identity (e.g. passport).

The Council reserves the right to hold negotiations with the bidders in accordance with Article 20 of Rule 1395.

G. DOCUMENTS TO BE PROVIDED

- A completed and signed copy of the **Act of Engagement**<sup>4</sup> (See attached);
- A detailed CV of all persons assigned to the execution of the contract, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- A scanned copy of a valid photographic proof of identity (e.g. passport), for natural persons only (including from owners and executive officers of legal persons);
- A list of all owners and executive officers, for legal persons only;
- Motivation letter in English or French, demonstrating the tenderer's understanding of the Council of Europe needs as well as its compliance with the eligibility and award criteria listed above.

**All documents shall be submitted in English or French, failure to do so will result in the exclusion of the tender.**

**If any of the documents listed above are missing, the Council of Europe reserves the right to reject the tender.**

**The Council reserves the right to reject a tender if the scanned documents are of such a quality that the documents cannot be read once printed.**

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<sup>4</sup> The Act of Engagement must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Act of Engagement may be sent page by page (attached to a single email) or as a compiled document, although a compiled document would be preferred. For all scanned documents, .pdf files are preferred.