**NON-GOVERNMENTAL ORGANIZATION «NATIONAL INTEREST ADVOCACY NETWORK «ANTS»**

**APPROVED BY**

**Tender committee NGO «ANTS»**

**TENDER DOCUMENT**

for procurement procedure – an open tender for procurement expert services in relation:

LOT 1

**«Comprehensive and effective certification program development for AML/CTF specialists based on the relevant FATF recommendations and guidance documents: Public sectors’ AML/CFT certification system»**

LOT 2

**«Comprehensive and effective certification program development for AML/CTF specialists based on the relevant FATF recommendations and guidance documents: Private sectors’ AML/CFT certification system»**

LOT 3

**«Implementation of National Sanctions Compliance Certification System»**

**Kyiv – 2023**

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| 1. Procurement customer | NON-GOVERNMENTAL ORGANIZATION «NATIONAL INTEREST ADVOCACY NETWORK  «ANTS»within the framework of EU project «Restoring Ukraine Together: building inclusive platform for Ukraine’s revival»  USREOU: 43262336  Address: 102 Velyka Vasylkivska St., Kyiv, 03150, PO Box. 122  Email address: tender@ants.org.ua |
| 2. Contact person of the Customer responsible for procurement procedure | Seledets Olga,tender@ants.org.ua  +380937948792  (to contact us please use messengers) |
| 3. Subject of  procurement | LOT 1  «Comprehensive and effective certification program development for AML/CTF specialists based on the relevant FATF recommendations and guidance documents: Public sectors’ AML/CFT certification system»  LOT 2  «Comprehensive and effective certification program development for AML/CTF specialists based on the relevant FATF recommendations and guidance documents: Private sectors’ AML/CFT certification system»  LOT 3  «Implementation of National Sanctions Compliance Certification System» |
| 4. Term of providing the service | According to the schedule specified in the Terms of Reference |
| 5. Information about possibility of appealing against decisions, actions or inaction of the Tender Committee | At any stage of the open bidding, but not later than within two business days from the date of publication of the announcement of the results of the open bidding, the bidders shall have the right to appeal to the Executive Director against decisions, actions or inaction of the Tender Committee in case of violation of their rights and interests. Within two working days from the date of receipt of the relevant appeal, the Executive Director shall inform the applicant of the results of the appeal consideration and the decision taken.  The executive director NGO “ANTS” - Vasyl Sehin, all complaints shall be submitted in the e-form by sending an email to the Customer address specified in the part one of the Tender document.  In the text of the letter, please indicate «Complaint to the executive director regarding the procurement \_\_\_\_\_\_ (name of the subject of procurement)». |
| 6. Non-discrimination of participants | All interested persons who meet the requirements set forth by the Tender Committee in these documents may participate in the open bidding procedure. |
| 7. Deadline for submission of bids by participants | Deadline for submission of bids from participants in open bidding for the expert services procurement cannot be less than 10 (ten) working days from the moment the tender was announced.  In case of high social necessity, imposing a state of emergency, risk of significant change in the cost or availability of goods, works and services on the market, as well as in case of urgent need, the period for submission of applications from participants may be reduced by the decision of the Executive Director. |
| 8. Stages of  procurement of expert services | ▪ The first stage is the receipt of applications and distribution of points according to the qualification criteria. Participants of tender who didn’t get the minimum number of points according to the qualification criteria, as per clause 47.1 of the Procurement Regulations of the ANTS NGO, are not allowed to participate in the subsequent stages, are not included in the rating and cannot be candidates for concluding an agreement based on the results of open bidding for the purchase of expert services;  ▪ The second stage is the calculation of points according to the financial criterion of the applications of the participants who have passed the first stage and the formation of the overall rating, taking into account the qualification and financial criteria;  ▪  Participants who do not appear for the interview are deemed to have failed this stage and cannot be candidates for the contract based on the results of an open tender for the procurement of expert services;  ▪ The fourth stage is the conclusion of an agreement with the top-ranked bidder. |
| 9. Content and method of application submission | Application is submitted in the electronic way by sending an email application to the Customer Address indicated in clause 1 of Tender Document, in the subject line of the email MUST be indicated "Application for procurement \_\_\_\_\_\_\_ (specify the name of the procurement item)".  Participants provide:  **— detailed CV of the potential consultant. CV has to include all the information that indicated in tender document as mandatory for distribution of points according to the qualification criteria Annex 1 to the Tender Documents). In case the participant didn’t indicate this information Tender committee consider that the Tenderer does not have such criteria and will evaluate them as "0" (zero) points (for example, the Tenderer did not provide information in the CV about the knowledge of any languages, and this qualification criterion is mandatory, in this case, the Tenderer will receive - 0 points);**  **— price (financial) offer;**  **— an identity document.**  2. All tender documents specified in these tender documents shall be submitted to the Employer's e-mail address specified in clause 1 of the Tender Documents in the form of scanned copies suitable for machine reading (files with the extension ".pdf."), the content and appearance of which shall correspond to the originals of the relevant documents, according to which such scanned copies are made. |
| 10. Validity of financial offer | The financial offer is considered to be valid within 40 days from the application deadline date. |
| 11. Requirement to participant of procurement procedure | No tenderer shall be allowed to participate in the procurement:  ❖ Declared bankrupt in accordance with the procedure established by law and/or liquidation proceedings have been initiated against it;  ❖ Has been convicted of a criminal offence committed for mercenary motives (including bribery and money laundering), which has not been cancelled or expunged in accordance with the procedure established by law;  ❖ Has been brought to justice in accordance with the law for committing a corruption offence or an offence related to corruption;  ❖ Was the winner of the procurement procedure for works, goods and services conducted by ANTS, but failed to fulfil the terms of the procurement agreement;  ❖ Does not comply with the procurement principles of ANTS;  ❖ In the absence of mandatory documentation (licenses, certificates, etc.) to fulfil the terms of the contract.  Residents of the states in respect of which: the legislation of Ukraine establishes a ban (embargo) on trade; the legislation of Ukraine adopted pursuant to the UN Security Council resolution approved under Chapter VII of the UN Charter prohibits the import of goods and services, as well as payments to persons who are residents of such state. A person who plans to supply goods of Russian origin in accordance with the Resolution of the Cabinet of Ministers of Ukraine "On the application of the ban on the import of goods from the Russian Federation" dated 09.04.2022 No. 426 may not be a participant. A person planning to supply goods from the Republic of Belarus may not be a Tenderer. Residents of the Russian Federation and the Republic of Belarus may not participate in the procurement of goods, works and services. The offer of the Tenderer offering for supply goods from manufacturers that continue to operate in the Russian Federation at the time of submission of the offer will be considered last, regardless of the offer price, and may be rejected on this basis. |
| 12. Other requirements | Each participant can submit only one application.  The calculation of the financial offer shall not include any costs incurred by the participant in the course of the procurement procedure and conclusion of the procurement contract. These costs shall be paid by the participant at the expense of its profit. The costs incurred shall not be reimbursed (including in case of cancellation of the tender).  The Bid will not be rejected if the Bidder makes formal (insignificant) errors related to the execution of the Bid and which do not affect the content of the Bid. |
| 13. Rejection of tender offers | 4.1.Customer rejects proposal with the arguments in case:  1) a participant in the procurement procedure:  provided inaccurate information in the tender proposal that was crucial for the determination of the results of the open tender;  Declared bankrupt in accordance with the procedure established by law and/or liquidation proceedings have been initiated against it;  They were convicted of a criminal offence committed for mercenary motives (including bribery and money laundering), the conviction of which has not been cancelled or expunged in accordance with the procedure established by law;  Has been brought to justice in accordance with the law for committing a corruption offence or an offence related to corruption;  Was the winner of the procurement procedure for works, goods and services conducted by the ANTS NGO, but failed to fulfil the terms of the procurement agreement;  Does not comply with the procurement principles of ANTS;  In the absence of mandatory documentation (licences, certificates, etc.) to fulfil the terms of the contract.  A participant in the procurement of goods must be a resident of a state in respect of which: the legislation of Ukraine establishes a ban (embargo) on trade; the legislation of Ukraine adopted pursuant to a UN Security Council resolution approved under Chapter VII of the UN Charter prohibits the import of goods and services, as well as payments to persons who are residents of such a state. A person who plans to supply goods of Russian origin in accordance with the Resolution of the Cabinet of Ministers of Ukraine "On the application of the ban on the import of goods from the Russian Federation" dated 09.04.2022 No. 426 may not be a participant.  A participant is a person planning to supply goods from the Republic of Belarus and/or the Russian Federation.  A participant in the procurement procedure for goods, works and services is a resident of the Russian Federation and the Republic of Belarus.  A bidder offers to supply goods from manufacturers that continue to operate in the Russian Federation at the time of submission of the bid (as decided by the tender committee).  does not comply with the terms of the technical specification and other requirements of the tender documentation;  is in a language(s) other than the language(s) provided for in the tender documents;  is one whose license/certificate has expired;  is the price of which exceeds the expected value of the procurement item determined by the customer;  2) the winner of the procurement procedure:  refused to sign the procurement contract in accordance with the requirements of the tender documentation or to conclude the procurement contract;  provided inaccurate information that is crucial for determining the results of the procurement procedure. |
| 14.Cancellation of the tender by the Customer | The Customer cancels the open bidding in case:   1. no further need for procurement of goods, works or services; 2. the inability to eliminate violations that have arisen due to the identified violations 3. when procurement became impossible due to force majeure circumstances. 4. by decision of the Executive Director of the Customer |

Appendices to the Tender Document, which are its integral parts:

* Annex 1 Qualification criteria
* Annex 2 Terms of reference

**Annex 1 to the Tender Document**

**QUALIFICATION CRITERIA**

* University degree in the field of international law, international relations:

Bachelor's degree - 3 points;

Master's degree or equivalent degree - 5 points;

Academic degree - 8 points;

Relevant additional training - 2 points.

(10 points maximum)

* Work experience in EU Member State institutions and organisations in the field of financial monitoring, sanctions policy, countering money laundering, financial terrorism:

0 years - 0 points;

1 year - 1 point;

2 years - 2 points;

3 years - 5 points;

4 years - 7 points;

5 - 6 years - 10 points;

7 years and more - 12 points.

(12 points maximum)

* Experience in conducting qualitative and quantitative research, collecting and analysing information and presenting the results of the analysis in approved documents, reports, publications in the field of financial monitoring, economic security, anti-money laundering, financial terrorism:

0 examples - 0 points;

1 example - 1 point;

2 examples - 5 points;

3 - 4 examples of studies/reports/publications - 10 points;

5 and more - 13 points.

(13 points maximum)

* Special experience in the area of the project to which the consultant is involved - activities in the field of financial monitoring, sanctions policy, anti-money laundering, financial terrorism, etc., in particular cooperation with MONEYVAL and FATF:

0 examples – 0 points;

1 example – 10 points;

2 examples – 12 points;

3 and more examples – 15 points.

(15 points maximum)

* Language requirements:

5 points for English language proficiency at B2 level;

10 points for English language proficiency at C1/C2 level or a full-time bachelor's degree conducted in English.

(10 points maximum)

Proficiency in other languages is assessed additionally, 1 language - 5 points.

The maximum number of points for the qualification criteria is 60 points.  
The maximum number of points based on the results of the interview is 20 points.  
The maximum number of points for the financial criteria is 20 points.  
The maximum number of  points for the financial criteria (20 points) receives an application with the lowest price offer. All other bids in the context of the financial criterion shall be evaluated according to the following formula:  
20 points [maximum number of points for the financial criteria] x [lowest of all evaluated financial offers] / [evaluated financial offer].  
*Example. Consultant 1 - 200 USD, Consultant 2 - 300 USD, Consultant 3 - 400 USD.  
Consultant 1 = 20 points  
Consultant 2 - 20 x 200 / 300 = 13 points  
Consultant 3 - 20 x 200 / 400 = 10 points*

Only potential consultants who receive at least 70% of the maximum possible points for the qualification criteria (42 points) will be considered for further stages of the tender.

**Annex 2 to the Tender Document**

**LOT 1**

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| **TERMS OF REFERENCE**  **«Comprehensive and effective certification program development for AML/CTF specialists based on the relevant FATF recommendations and guidance documents: Public sectors’ AML/CFT certification system»**  *(expert support of the State Financial Monitoring Service of Ukraine)* |
| **General information**  The EU project «Restoring Ukraine Together: building inclusive platform for Ukraine’s revival» (hereinafter - the EU Project) aims to build an effective, inclusive and constantly functioning expert platform in Ukraine to jointly develop, promote and implement proposals for the short- and long-term recovery of the country. The project involves systematic work with key stakeholders at the national, regional, and international levels. This project is funded by the European Union.  The realization of Ukraine's European integration aspirations demands bringing the national economic environment in line with European standards, and requires, among other things, the development of state policy in the field of educational and certification programs on the prevention and counteraction of legalization (laundering) of proceeds obtained through crime and the financing of terrorism, the organization and coordination of work on retraining and upgrading the qualifications of specialists of state authorities in matters of financial monitoring and responsible employees of sub entities of primary financial monitoring, as well as employees involved in financial monitoring, regarding the fight against the legalization (laundering) of proceeds obtained through crime, financing of terrorism. |
| **Purpose and goals**  The objective of this project is to conduct a comprehensive study and compile a list of the most well-known AML (Anti-Money Laundering)/CFT (Countering Financing of Terrorism) training programs available in the market that are relevant and comprehensive certification programs for public sector.  ***The key goals of this project are:***   1. To rank the relevant programs based on their popularity, recognition, and effectiveness, providing a comparative analysis of each program. 2. To determine the minimum and maximally comprehensive educational modules' main structure for the certification program for AML/CTF specialists. This will involve developing a detailed thematic structure for each educational module of the curriculum for the certification of specialists working in the public sector with compliance and enforcement issues of AML/CTF. 3. To create a bibliographic list of primary and additional sources of documents, guidelines, best practices, textbooks, and books for each educational module of the curriculum for the certification of specialists in the field of AML/CTF. 4. To determine the pros and cons of the leading educational platforms (LMS - learning management systems) in the field of AML/CTF and recommend a technologically flexible, protected and optimal design of the LMS based on the price/quality criterion. 5. To provide a ranking of pricing parameters of each of the selected (according to the criteria described above) training programs for the certification of specialists in the field of AML/CTF. 6. To clarify the preconditions and process for the certification of public sector specialists based on the results of the relevant multi-module training programs and propose optimal certification conditions.   The results of this project will be a comprehensive report that provides valuable insights into the top AML/CFT training programs available, the structure of the educational modules needed for certification, recommended sources of information for each module, and optimal pricing and certification conditions for public sector specialists. |
| **Project scope and timeline**  The period of the task: 12 weeks  The timeframe is time-bound and may be shortened or extended by the consultant in agreement with the EU Project team depending on the results of the work, including due to delays in the publication of data, proposals, and comments from interested institutions and organizations. In the event of such a case, the consultant shall notify the EU Project team at least 5 working days before the deadline.  **Phase 1:** Needs Assessment and Stakeholder Consultations depending on their availability (Week 1):  1. Conduction of needs assessment to identify the gaps and requirements in the existing AML/CFT compliance education and training programs for employees of financial intelligence units, police, supervisors, and prosecutors;  2. Consultations with stakeholders including relevant government agencies, financial intelligence unit, police, supervisors, prosecutors, and other stakeholders interested in gaining or enhancing their knowledge and skills in the field of AML/CFT to understand their needs and expectations;  3. Analysis of the results of the needs assessment and stakeholder consultation to inform the development of the certification system.  **Phase 2:** Platform Development (Week 2-4):  • Identification of the leading educational platforms (LMS) in the field of AML/CFT and evaluation their pros and cons based on the price/quality criterion;  • Recommendation of a technologically flexible, protected and optimal design of the LMS for the certification system, taking into account the needs and expectations of the stakeholders.  **Phase 3:** Curriculum Development (Week 5-8):  • Development a comprehensive curriculum for the certification system that includes the necessary educational modules to equip specialists with the knowledge and skills required for effective AML/CFT compliance;  • Development detailed thematic structures for each educational module of the curriculum, based on the needs assessment and stakeholder consultation results;  • Creation a bibliographic list of primary and additional sources of documents, guidelines, best practices, textbooks and books for each educational module of the curriculum.  **Phase 4:** Preparation and presentation of the Report (Week 9-12):  • Drafting the final report, incorporating the findings from all phases of the project.  • Reviewing and finalization of the report, its presentation to stakeholders, and incorporation feedback from stakeholders.  • Presentation of project results during public events and round tables organized by the EU Project for the task, with interested representatives of stakeholders, local authorities, international experts on financial monitoring and anti-corruption, the public and organizations and, if necessary, finalizing the report on the results of proposals and recommendations that will arise during the discussion. Publication of an analytical article in the mass media in accordance with the topic of the assignment.  The implementation of this phase also requires the involvement of international experts and opinion leaders in the field of financial monitoring, combating money laundering, financial terrorism, including representatives of the European Parliament, the European Commission, European financial institutions and organizations, to participate in public events, discussions and roundtables organized by the EU Project to fulfill the task. |
| **Requirements for the Consultant's qualifications and experience**   * higher education, research publications in the field of financial monitoring, economic security, anti-money laundering, financial terrorism; * work experience in institutions and organizations of EU member states in the field of financial monitoring, sanctions policy, anti-money laundering, financial terrorism; * successful experience in the field of financial monitoring and economic security, anti-corruption, in particular cooperation with MONEYVAL and FATF; * analytical work in the field of European integration; * preparation of analytical reporting documents; * work with open data sources; * experience in public and public discussions; * English language skills at C1 or C2 level. |
| **Financial terms of the Consultant's work**  The Consultant shall perform work for the EU Project under the terms of the Service Contract. |

**LOT 2**

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| **TERMS OF REFERENCE**  **«Comprehensive and effective certification program development for AML/CTF specialists based on the relevant FATF recommendations and guidance documents: Private sectors’ AML/CFT certification system»**  *(expert support of the State Financial Monitoring Service of Ukraine)* |
| **General information**  The EU project «Restoring Ukraine Together: building inclusive platform for Ukraine’s revival» (hereinafter - the EU Project) aims to build an effective, inclusive and constantly functioning expert platform in Ukraine to jointly develop, promote and implement proposals for the short- and long-term recovery of the country. The project involves systematic work with key stakeholders at the national, regional, and international levels. This project is funded by the European Union.  The realization of Ukraine's European integration aspirations demands bringing the national economic environment in line with European standards, and requires, among other things, the development of state policy in the field of educational and certification programs on the prevention and counteraction of legalization (laundering) of proceeds obtained through crime and the financing of terrorism, the organization and coordination of work on retraining and upgrading the qualifications of specialists of state authorities in matters of financial monitoring and responsible employees of sub entities of primary financial monitoring, as well as employees involved in financial monitoring, regarding the fight against the legalization (laundering) of proceeds obtained through crime, financing of terrorism. |
| **Purpose and goals**  The objective of this project is to conduct a comprehensive study and compile a list of the most well-known AML (Anti-Money Laundering)/CFT (Countering Financing of Terrorism) training programs available in the market that are relevant and comprehensive certification programs for private sector – financial and non-financial businesses, in particular - DNFBPs (Designated Non-Financial Businesses and Professions).  ***The key goals of this project are:***   1. To rank the relevant programs based on their popularity, recognition, and effectiveness, providing a comparative analysis of each program. 2. To determine the minimum and maximally comprehensive educational modules' main structure for the certification program for AML/CTF specialists. This will involve developing a detailed thematic structure for each educational module of the curriculum for the certification of specialists working in the private sector with compliance and enforcement issues of AML/CTF. 3. To create a bibliographic list of primary and additional sources of documents, guidelines, best practices, textbooks, and books for each educational module of the curriculum for the certification of specialists in the field of AML/CTF. 4. To determine the pros and cons of the leading educational platforms (LMS - learning management systems) in the field of AML/CTF and recommend a technologically flexible, protected and optimal design of the LMS based on the price/quality criterion. 5. To provide a ranking of pricing parameters of each of the selected (according to the criteria described above) training programs for the certification of specialists in the field of AML/CTF. 6. To clarify the preconditions and process for the certification of private sector specialists based on the results of the relevant multi-module training programs and propose optimal certification conditions.   The results of this project will be a comprehensive report that provides valuable insights into the top AML/CFT training programs available, the structure of the educational modules needed for certification, recommended sources of information for each module, and optimal pricing and certification conditions for private sector specialists. |
| **Project scope and timeline**  The period of the task: 12 weeks  The timeframe is time-bound and may be shortened or extended by the consultant in agreement with the EU Project team depending on the results of the work, including due to delays in the publication of data, proposals, and comments from interested institutions and organizations. In the event of such a case, the consultant shall notify the EU Project team at least 5 working days before the deadline.  **Phase 1:** Research and Analysis  **Week 1-2:** Conduction a preliminary review of the available AML/CFT training programs and shortlist the most popular and relevant programs.  Conduction a comparative analysis of the shortlisted programs based on popularity, recognition, and effectiveness.  **Week 3-4**: Development a detailed thematic structure for each educational module of the curriculum for the certification of specialists working in the private sector with compliance and enforcement issues of AML/CTF.  Creation a bibliographic list of primary and additional sources of documents, guidelines, best practices, textbooks, and books for each educational module of the curriculum for the certification of specialists in the field of AML/CTF.  **Phase 2:** Technical Analysis and Platform Selection  **Week 5-6:** Evaluation the leading educational platforms (LMS - learning management systems) in the field of AML/CTF and determine their pros and cons.  Recommendation a technologically flexible and optimal design of the LMS based on the price/quality criterion.  **Phase 3:** Pricing and Certification Analysis  **Week 7-8:** Analysis the pricing parameters of each of the selected training programs for the certification of specialists in the field of AML/CTF and rank them from the most expensive to the cheapest.  Clarify the preconditions and process for the certification of private sector specialists based on the results of the relevant multi-module training programs and propose optimal certification conditions.  **Phase 4:** Preparation and presentation of the Report  **Week 9-10:** Preparation the final report, incorporating the findings from all phases of the project.  **Week 11-12:** Reviewing and finalization of the report, its presentation to stakeholders, and incorporation feedback from stakeholders.  Presentation of project results during public events and round tables organized by the EU Project for the task, with interested representatives of stakeholders, local authorities, international experts on financial monitoring and anti-corruption, the public and organizations and, if necessary, finalizing the report on the results of proposals and recommendations that will arise during the discussion.  Publication of an analytical article in the mass media in accordance with the topic of the assignment.  The implementation of this phase also requires the involvement of international experts and opinion leaders in the field of financial monitoring, combating money laundering, financial terrorism, including representatives of the European Parliament, the European Commission, European financial institutions and organizations, to participate in public events, discussions and roundtables organized by the EU Project to fulfill the task. |
| **Requirements for the Consultant's qualifications and experience**   * higher education, research publications in the field of financial monitoring, economic security, anti-money laundering, financial terrorism; * work experience in institutions and organizations of EU member states in the field of financial monitoring, sanctions policy, anti-money laundering, financial terrorism; * successful experience in the field of financial monitoring and economic security, anti-corruption, in particular cooperation with MONEYVAL and FATF; * analytical work in the field of European integration; * preparation of analytical reporting documents; * work with open data sources; * experience in public and public discussions; * English language skills at C1 or C2 level. |
| **Financial terms of the Consultant's work**  The Consultant shall perform work for the EU Project under the terms of the Service Contract. |

**LOT 3**

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| **TERMS OF REFERENCE**  **«Implementation of National Sanctions Compliance Certification System»**  *(expert support of the State Financial Monitoring Service of Ukraine)* |
| **General information**  The EU project «Restoring Ukraine Together: building inclusive platform for Ukraine’s revival» (hereinafter - the EU Project) aims to build an effective, inclusive and constantly functioning expert platform in Ukraine to jointly develop, promote and implement proposals for the short- and long-term recovery of the country. The project involves systematic work with key stakeholders at the national, regional, and international levels. This project is funded by the European Union.  The realization of Ukraine's European integration aspirations bringing the national economic environment in line with European standards, and requires, among other things the development of state sanctions policy and increasing the effectiveness of the fight against financial crimes in Ukraine, the actualization of the need for the application of appropriate preventive and precautionary measures that will contribute to the unshadowing of the economy.  The development and implementation of the National Sanctions Compliance Certification System will play an important role in improving compliance with sanctions laws, regulations, and guidelines among individuals and businesses operating in various sectors of the economy. This project will create a basis for ensuring ongoing compliance with the principles of Ukraine's sanctions policy and will contribute to the overall effectiveness of the national and international sanctions regime. |
| **Purpose and goals**  The purpose of this project is to develop and implement a comprehensive certification system for compliance with sanctions for both the public and private sectors operating in various sectors of the economy.  The objective of the project is to ensure compliance with the requirements of national and international legislation and regulations in the field of sanctions policy.  The project will involve the following steps:  1. Conduct a comprehensive review of the existing sanctions laws, regulations, and guidelines applicable to individuals and businesses operating in various sectors of the economy.  2. Develop a comprehensive certification program that covers all relevant aspects of sanctions compliance. The program will be designed to meet the needs of individuals and businesses operating in various sectors of the economy.  3. Identify and select suitable training providers to deliver the certification program. The training providers should have relevant expertise and experience in delivering similar programs.  4. Develop training materials and modules that cover all aspects of sanctions compliance. The training materials and modules will be designed to meet the needs of individuals and businesses operating in various sectors of the economy.  5. Develop and implement a secure and robust online platform that will allow individuals and businesses to access the certification program, complete the training modules, and take the certification exam.  6. Establish a system for monitoring and verifying compliance with the certification program. The system will include periodic audits and reviews of certified individuals and businesses to ensure ongoing compliance with sanctions laws, regulations, and guidelines.  7. Develop and implement a system for granting and revoking sanctions compliance certifications to individuals and businesses. |
| **Project scope and timeline**  The period of the task: 8 weeks  The timeframe is time-bound and may be shortened or extended by the consultant in agreement with the EU Project team depending on the results of the work, including due to delays in the publication of data, proposals, and comments from interested institutions and organizations. In the event of such a case, the consultant shall notify the EU Project team at least 5 working days before the deadline.  **Phase 1:** Project initiation and scoping (Week 1).  **Phase 2:** Review of existing sanctions laws, regulations, and guidelines (Week 2).  **Phase 3:** Assessment of existing certification programs and selection of training providers (Week 3-4).  **Phase 4:** Analyіsis the pricing parameters and clarification the preconditions and process for the certification (Week 5).  **Phase 5:** Preparation and presentation of the Report (Week 7-8):  • Drafting the final report, incorporating the findings from all phases of the project.  • Reviewing and finalization of the report, its presentation to stakeholders, and incorporation feedback from stakeholders.  • Presentation of project results during public events and round tables organized by the EU Project for the task, with interested representatives of stakeholders, local authorities, international experts on financial monitoring, sanction policy anti-corruption, the public and organizations and, if necessary, finalizing the report on the results of proposals and recommendations that will arise during the discussion. Publication of an analytical article in the mass media in accordance with the topic of the assignment.  The implementation of this phase also requires the involvement of international experts and opinion leaders in the field of financial monitoring, sanctions policy and economic security, including representatives of the European Parliament, the European Commission, European financial institutions and organizations, to participate in public events, discussions and roundtables organized by the EU Project to fulfill the task. |
| **Requirements for the Consultant's qualifications and experience**   * higher education, research publications in the field of financial monitoring, economic security, anti-money laundering, financial terrorism; * work experience in institutions and organizations of EU member states in the field of financial monitoring, sanctions policy, anti-money laundering, financial terrorism; * successful experience in the field of financial monitoring and economic security, anti-corruption, in particular cooperation with MONEYVAL and FATF; * analytical work in the field of European integration; * preparation of analytical reporting documents; * work with open data sources; * experience in public and public discussions; * English language skills at C1 or C2 level. |
| **Financial terms of the Consultant's work**  The Consultant shall perform work for the EU Project under the terms of the Service Contract. |