

Terms of reference (ToR) for the procurement of services below the EU threshold

CONFIDENTIAL

Terms of Reference for Development of an AML/CTPF Statistics Management System for the Financial Intelligence Centre (FIC)	Project number/ cost centre: G-012050-001/002
	Tender number 10053072

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0. List of abbreviations

AML/CTPF	Anti-Money Laundering / Countering Terrorism and Proliferation Financing
BMZ	Federal Ministry for Economic Cooperation and Development
CTR	Cash Transaction Report
DNFBPs	Designated Non-Financial Businesses and Professions
ESAAMLG	Eastern Southern Africa Anti-Money Laundering Group
EU	European Union
FATF	Financial Action Task Force
FIs	Financial Institutions
FIC	Financial Intelligence Centre
GFG	Good Financial Governance
GIZ	German Development Cooperation (Gesellschaft für Internationale Zusammenarbeit)
GSB	Government Service Bus
IFMIS	Integrated Financial Management System
FI	Financial Institution
LEAs	Law Enforcement Agencies
ML	Money Laundering
MLA	Mutual Legal Assistance
PF	Proliferation Financing
PFM	Public Financial Management
SRB	Self-Regulatory Bodies
STR	Suspicious Transactions Report
PF	Proliferation Financing
TF	Terrorism Financing
TFS	Targeted Financial Sanctions
VASPs	Virtual Asset Service Provider

1. Context

1.1 Background

The multi-donor funded programme “Strengthening Good Financial Governance (GFG) in Zambia IV” is financed by the European Union (EU) and the Federal Ministry for Economic Cooperation and Development (BMZ), implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). The duration of the Project is scheduled from 01.07.2023 to 30.06.2027

The programme aims to support the Government of the Republic of Zambia (GRZ) to implement its planned Public Financial Management (PFM) reforms aimed at restoring fiscal sustainability and improving efficiency and effectiveness of public resource allocation, and spending, for better public service delivery. The objective of the project is to strengthen public financial management in Zambia. To achieve this objective, the project focuses on 3 main intervention areas – (1) improving budget credibility, (2) strengthening domestic resource mobilization, including tax policy and tax administration, as well as (3) increasing GRZ’s capability to steer and implement comprehensive cross-cutting PFM reforms and processes. More information about the programme can be found on the [Strengthening Good Financial Governance in Zambia IV/GIZ website](#).

In the recent past government has implemented several PFM reform activities. Key among these are the SAP based Integrated Financial Management System (IFMIS); Output Based Budgeting using the Microsoft Access software platform; the Payroll Management and Establishment Control solution on the SAP platform; Government Service Bus and Payment Gateway (GSB & PG) aimed at digitising the provision of services and collection of non-tax revenues, E-Government Procurement (e-GP); Treasury Single Account; and preparation of annual accounts in line with International Public Sector Accounting Standards cash basis; etc.

Plans are also in place to implement an electronic system for comprehensive Anti-Money Laundering / Countering Terrorism and Proliferation Financing (AML/CTPF) statistics management (statistics database). The system will enable centralized collection, storage and administration of statistics on AML/CTPF to meet the requirements of section 54 of the Financial Intelligence Centre (FIC) Act and the Financial Action Task Force (FATF) Recommendation 33.

The Financial Intelligence Centre (FIC) requires robust systems to process, store, and analyze financial and statistical data. The database requirements fall into three primary categories: reporting formats, security protocols, and infrastructure standards.

In this regard and in collaboration with the GFG IV Programme, FIC seeks to engage suitably qualified and competent consultants to provide consultancy services to develop an electronic system for the central administration of comprehensive statistics in the AML/CTPF value chain (statistics database). The system will be used as input in the upcoming 3rd round Eastern Southern Africa Anti-Money Laundering Group (ESAAMLG) Mutual Evaluation exercise Zambia will be undergoing in 2027-2028.

1.2 Objective

The main objective is to contribute to the implementation of the AML/CTPF Statistics Management System in Zambia (statistics database) and, therefore, improve the effectiveness in collection, storage and retrieval of AML/CTPF statistics in Zambia across the value chain.

The specific objectives of this consultancy assignment is:

- i. To help the Financial Intelligence Centre to implement an AML/CTPF statistics management system in line with the FIC Act and FATF best practices.
- ii. Design a centralized AML/CTPF statistics management system
- iii. Integrate data inputs from key reporting institutions (e.g., Law Enforcement Agencies (LEAs), regulators, judiciary)
- iv. Enable real-time or periodic data submission and validation
- v. Develop dashboards and automated reporting tools aligned with data requirements
- vi. Build capacity of FIC and stakeholder institutions in system use

The FIC is committed to implementing a comprehensive AML/CTPF statistics management system as part of ensuring compliance with section 54 of the FIC Act and Recommendation 33 of the FATF. The consultants will develop a statistics management system for electronic collection, storage and administration of key statistical AML/CTPF information according to the stipulated specifications.

The AML/CTPF statistics management system shall have functionalities and features to manage and process the following:

- i. Incoming Mutual Legal Assistance (MLA) and asset recovery requests
- ii. Incoming extradition requests
- iii. Confiscation, repatriation and sharing of assets based on incoming requests
- iv. Outgoing MLA and asset recovery requests
- v. Outgoing extradition requests
- vi. Confiscation, repatriation and sharing of assets based on outgoing requests
- vii. Outgoing requests (statistics to be filled in separately by FIC and each LEA, Tax and Customs authorities)
- viii. Outgoing requests (statistics to be filled in separately by each licensing/supervising or monitoring body or Self-Regulatory Bodies (SRB))
- ix. Incoming requests (statistics to be filled in separately by FIC and each LEA, Tax and Customs authorities)
- x. Incoming requests (statistics to be filled in separately by each licensing/supervising or monitoring body or SRB)
- xi. Licensing of Financial Institutions (FIs) and Virtual Asset Service Providers (VASPs)
- xii. Licensing/registration of persons in FIs and VASPs
- xiii. List of documents (supervisors' risk assessment and/or models, manuals and guidance on AML/CFT)
- xiv. Individual FIs and VASPs (level of Money Laundering (ML) and Terrorism Financing (TF) risks)
- xv. Suspicious Transactions Reports (STRs) and other types of reports (as required by national legislation) filed by FIs and VASPs
- xvi. Number of planned AML/CFT inspections
- xvii. Number of undertaken AML/CFT inspections
- xviii. AML/CFT infringements
- xix. Remedial measures sanctions and other measures for AML/CFT infringements
- xx. Licensing of Designated Non-Financial Businesses and Professions (DNFBPs)
- xxi. Licensing/registration of persons in DNFBPs

- xxii. List of documents (supervisors' risk assessment and/or models, manuals and guidance on AML/CFT)
- xxiii. Individual DNFBPs (level of ML and TF risks)
- xxiv. STRs and other types of reports (as required by national legislation) filed by DNFBPs
- xxv. Number of planned AML/CFT inspections
- xxvi. Number of undertaken AML/CFT inspections
- xxvii. AML/CFT infringements
- xxviii. Remedial measures, sanctions and other measures for AML/CFT infringements
- xxix. Use of STRs and other reports for the case analysis
- xxx. Reports filed on cross-border transportation of currency and bearer negotiable instruments
- xxxi. Access to information and databases by the competent authorities
- xxxii. Number of ML investigations per source
- xxxiii. Number of investigations by predicate offence
- xxxiv. Investigations, prosecutions and convictions
- xxxv. ML Prosecutions and convictions per types and characteristics
- xxxvi. Penalties imposed for ML (natural persons)
- xxxvii. Number of parallel financial investigations
- xxxviii. Property identified, traced and frozen/seized
- xxxix. Assets confiscated (conviction-based confiscation)
- xl. Assets confiscated (non-conviction-based confiscation)
- xli. Extended confiscation
- xl. Breaches of declaration/disclosure requirements
- xl. Number of TF investigations per source
- xl. Investigations, prosecutions and convictions
- xl. Penalties imposed for TF (natural persons)
- xl. Property frozen pursuant to UN resolutions on terrorist financing
- xl. Number of planned TF Targeted Financial Sanctions (TFS) inspections
- xl. Number of undertaken TF TFS inspections
- xl. TF TFS infringements
- l. Remedial measures sanctions and other measures for TF TFS infringements
- li. Property frozen pursuant to UN resolutions on terrorist financing
- lii. Number of planned Proliferation Financing (PF) TFS inspections
- lii. Number of undertaken PF TFS inspections
- liv. PF TFS infringements
- lv. Remedial measures sanctions and other measures for PF TFS infringements

FIC is the custodian of the templates of the above listed statistical information.

2. Tasks to be performed by the contractor

2.1 Tasks and Scope of Services

The contractor is responsible for providing the following services:

2.1.1 Preparation of an inception report

The inception report outlines the core goals, planned data architecture, and project timeline. The consultants ensure all stakeholders agree on the project scope as laid out in the inception report before development begins. It should include:

- **Executive Summary:** A brief, high-level overview of the database goals and the project scope.
- **Project Background:** Why the database is needed, its main objectives, and its intended users.
- **Database Scope and Requirements:**
 - **Data Types:** The exact information (numbers, dates, text) the database will store.
 - **Data Sources:** The origin of the statistics (e.g., surveys, sensors, manual entry).
 - **Functional Needs:** Core actions like data collection, statistical calculation, and export features.
- **Technical Architecture** covering:
 - Data Models: The logical structure of how information connects.
 - Software and Tools: Specific programming languages or platforms (e.g., SQL, Python, R, PowerBI) selected for development.
 - Data Security: Methods used to keep the data safe, private, and compliant with privacy laws.
 - Work Plan and Timeline: A step-by-step schedule showing phases for database design, testing, and launch.
 - Risk Management: A list of potential problems (e.g., data loss, software bugs) and plans to solve them.

Output: Inception report

2.1.2. Requirement validation and updating requirement specifications

The consultants define the steps to validate and update the requirements:

- **Review for Completeness:** Confirm the specification lists all required variables, sampling methods, and required statistical aggregations.
- **Check for Consistency:** Verify that formulas, data types, and output formats match across all stakeholder requests.
- **Test for Realism:** Determine if the database can process the required data volumes within the available budget and technology.
- **Update Functional Specifications:** Define the exact inputs, mathematical operations, data constraints, and required dashboard reports.
- **Update Non-Functional Specifications:** Document performance metrics, such as query response times, concurrent users, and system security protocols.

Output: Requirements for Validation Report

2.1.3. System design (Functional and technical design) including workflow mechanism

The consultants design the system translating stakeholder needs into a technical blueprint.

With the functional design the consultants establish system outputs, user roles, and data definitions. In the technical design they outline the details regarding software architecture, database schema, and hardware configurations. The workflow mechanism guides data from raw ingestion to final publication

Output: System design documentation

2.1.4 Development of the statistics management system based on the approved design

The consultants develop the Statistics Management System by executing the approved System Design Document. This process builds the front-end user interfaces, back-end data processing logic, and database schemas. It ensures the software functions exactly as planned, maintaining high standards of data security and user accessibility

Output: The database system blueprint is developed. It incorporates the option to upgrade the system when it can no longer support evolving business needs, faces performance bottlenecks, or suffers from security vulnerabilities. Key features to be included are such as **cloud integration, automated workflows, robust cybersecurity, data analytics, and elastic scalability** need to be in place.

2.1.5. Deployment of the electronic system

The consultants will support the FIC team during the deployment of the statistics management system on secure network servers in line with best practise by providing hands-on project management, customizing the system to meet the identified and specific needs.

Output: The newly built, tested, and validated database structure that is released from a [Database Development Life Cycle](#) environment into an active "production" environment where real end-users and applications can interact with it.

2.1.6. User Acceptance Testing

The consultants support FIC in the final phase of validation where data analysts, business intelligence (BI) consumers, and stakeholders verify that the database delivers accurate metrics, processes large data volumes efficiently, and aligns perfectly with business objectives. This focuses around data integrity, computational logic, query speeds, and report generation accuracy.

The consultants will:

- Develop acceptance criteria, Testing strategy and UAT cases
- Conduct UAT and resolute issues/gaps identified during the UAT

Output: a UAT Test Execution Report summarising the final results of the User Acceptance Testing (UAT) and a formal UAT Sign-off Document, which indicates that stakeholders and end-users officially accept the software and clear it for production launch.

2.1.7. Conduct User Training of system administrators' and end users of the system

Following the successful deployment of the statistics management system, the consultants will be required to:

- i) Provide system administration and operation manuals to the FIC team for local maintenance and first level support of the system.
- ii) Conduct user training of the system to the FIC team to ensure local system administration.

Output: Training manual and training report detailing attendance, completion rates, and areas for improvement.

2.1.8. Submission of final report incorporating all the deliverables

The consultants need to prepare a final report including all completed deliverables and summarizing the methods, findings, and overall success.

Output: Final report including all project files

2.1.9. Provide System Support after commencement of the assignment

Post-implementation support is essential to ensure the database runs smoothly and to protect the investment by fixing hidden bugs, preventing data loss, and helping staff learn the new system. Ongoing support also adjusts the database for growth and maintains vital data accuracy.

The consultants will provide after sales support of the system for 6 months.

Output: An actionable Post-Implementation Review (PIR) report

Note: Based on the activities outlined FIC senior management reviews and approves the:

- inception report (1),
- the system design (3),
- the system development (system design as well as the process flow (4),
- the acceptance criteria, testing strategy and UAT cases (6)

and issues formal approval documents.

2.2. Work arrangements

Item	Activity	Workstation	Man days		
			Team Leader (Software developer)	IT Expert (System Analyst)	Total Man Days
1	Preparation and presentation of inception report showing understanding of the TORs and how the assignment is going to be implemented (scope, system architecture design, implementation plan) and finalisation	Remote	3	1	4
2	Requirement validation and updating requirement specifications	In country (Lusaka)	3	3	6
3	System design (Functional and technical design) including workflow mechanism	Remote	5	3	8
4	Development of the statistics management system based on the approved design	In-country (Lusaka)	10	10	20

5	Installation/Setup of the System	In-country (Lusaka)	4	4	8
6	Development of acceptance criteria, Testing strategy and UAT cases	Remote	5	2	7
7	UAT and resolution of issues/gaps identified during the UAT	In country (Lusaka)	5	5	10
8	User Training: Training of system administrators' and end users of the system	In country (Lusaka)	3	3	6
9	Submission of final report incorporating all the deliverables	Remote	4	2	6
10	Post implementation support	Remote	8	7	15
11	Summary	Remote	25	15	40
		In-country (Lusaka)	25	25	50
		Total	50	40	90

2.3. Milestones

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestone	Deadline/place/person responsible
Presentation of inception report showing understanding of the TORs and how the assignment is going to be implemented (scope, system architecture design, implementation plan).	1 week after commencement of the assignment/ Home Office/Consultant
Approval of Inception Report	1 week after submission of the inception report
Requirement validation, updating the requirement specifications and submission of a requirement validation report	1 week after approval of the inception report
Submission of System design document for approval	2 weeks after submission of a requirement validation report
Review and approval of the system design document	1 week after submission of the system design document / Lusaka/FIC

Development of the statistics management system	4 weeks after the approval of the system design document / Home Office/Consultant
Deployment of the System	8 weeks after commencement of the assignment/Lusaka/Consultant/FIC
Development and submission of acceptance criteria, Testing strategy and test cases	9 weeks after commencement of the assignment/Home Office/ Consultant
Review and approval of acceptance criteria, Testing strategy and test case	1 week after submission of acceptance criteria, Testing strategy and test case/Lusaka/FIC
Conduction of UAT and submission of a Test Execution Report as well as a formal UAT Sign/off documents	10 weeks after commencement of the assignment/Home Office/ Consultant/FIC
Conduct user training with FIC team, development of Administration Manual, User Manual as well as submission of training report	3 months after commencement of the assignment/Home Office/ Consultant/FIC
Submission of final report incorporating all the deliverables including Functional and Technical requirement specifications, Architecture and design documents, API Documentation, Source Code, and Database Schemas and testing documentation	4 months after commencement of the assignment/Home Office/ Consultant
Post implementation support and submission of an actionable Post-implementation Review (PIR) report	2 days a month for 6 months after completion of assignment

Period of assignment: from **1st November 2026** until **30th April 2027**, post implementation from 1st May 2027 until 30th July 2027.

2.4 Location of the assignment and working language

2.4.1 Location

The assignment is expected to be carried out completely in a hybrid of remote and physical presence in Lusaka (Zambia) as indicated in the work plan.

Work arrangements: The Consultants will be based in Lusaka during the onsite days at GIZ-GFG/ FIC premises with visits to other relevant places as may be determined by FIC.

2.4.2 Working language

All work must be conducted in English language.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

Details about backstopping

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.1 of the GIZ AVB:

- Performance monitoring
- Adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ as well as FIC
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering of project implementation
- Ensuring administrative project execution

4. Personnel concept

The tenderer is invited to offer a Two (2) member team of IT experts to implement the abovementioned tasks and one of which will also act as a Team Leader. The roles and responsibilities, assignment to work packages, number of expert days assigned etc. should be clearly laid out to facilitate adequate weighting.

The tenderer is required to provide personnel who are suited to filling the positions described, based on their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

4.1. Team leader and Software Developer

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ and FIC involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments
- Regular reporting in accordance with deadlines
- Planning & Requirement Analysis
- Designing and developing of the system according to the system specifications
- Testing & Quality Assurance to ensure systems work as expected
- Identifying and addressing business issues that arise during UAT and validation
- Deployment and maintenance of the solution
- Creating user manuals, training documents
- Training of users
- Leading the development of all the required documentation

Qualifications of Team Leader and Software Developer)

- Education/training (2.1.1):
 - Master's degree in information systems, computer science, Software engineering or relevant discipline. **10 Points**
- Language (2.1.2):
 - Very good English language skills, both in speaking and in writing (C2 proficiency level defined in the CEFR). **10 Points**
- General professional experience (2.1.3):
 - Seven (7) years relevant post qualification professional working experience in implementing computerised integrated information management systems **(4 of 10 Points)**
 - Demonstrates knowledge and experience of Software Development Life Cycle (SDLC) and frameworks such as Agile, Waterfall, Iterative, etc. **(3 of 10 Points)**
 - Demonstrate working on Two (2) assignments for the design and implementation of information management solutions in public sector **(3 of 10 Points)**
- Specific professional experience (2.1.4):

- Five (5) years' experience with proven track record in business analysis, requirement, gathering and development of functional and technical specifications **(3 of 10 Points)**
- Five (5) years' practical knowledge and experience in the design, development and deployment of IT solutions including database management, cybersecurity and data protection **(4 of 10 Points)**
- Five (5) years' practical knowledge and experience (proficiency) in the use of programming languages (C++, Python, HTML, Java, JavaScript, etc.), algorithms and data structures **(3 of 10 Points)**
- Leadership/management experience (2.1.5): 2 years of experience as project team leader or manager
- Regional experience (2.1.6): 3 years of experience in projects in Southern Africa, of which 2 years in projects in Zambia

4.2. IT expert (System Analyst)

Tasks of IT expert System Analyst

- Reviewing and updating requirements
- Support the design and develop the statistics management system according to the specification
- Reviewing designs or prototypes for alignment with requirements
- Preparing acceptance criteria and UAT test cases
- Testing & Quality Assurance to ensure systems work as expected
- Identifying and addressing business issues that arise during UAT and validation
- Creating user manuals, training documents
- Training of users
- Development of required documentation

Qualifications of IT Expert

- Education/training (2.2.1):
 - Bachelor's degree in information systems, computer science, or relevant discipline. **10 Points**
- Language (2.2.2):
 - Very good English language skills, both in speaking and in writing (C2 proficiency level defined in the CEFR). **10 Points**
- General professional experience (2.2.3):
 - Three (3) years relevant post qualification professional working experience in implementing computerised integrated information management systems **(4 of 10 Points)**
 - Demonstrates knowledge and experience of Software Development Life Cycle (SDLC) and frameworks such as Agile, Waterfall, Iterative, etc. **(3 of 10 Points)**
 - Demonstrated of working on in Two (2) assignments for the design and implementation of information management solutions. **(3 of 10 Points)**
- Specific professional experience (2.2.4):
 - Two (2) years' experience with proven track record in business analysis, requirement, gathering and development of functional and technical specifications. **(4 of 10 Points)**

- Two (2) years' experience in supporting the development of IT solutions, quality assurance and testing of IT solutions **(3 of 10 Points)**
- Two (2) years' knowledge and experience in creating user manuals, training documents and delivering training to end users **(3 of 10 Points)**
- Regional experience (2.2.6): 1 year of experience in projects in Southern Africa or projects in Zambia

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

5.1. Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Expert 1: Team Leader and IT Expert	1	50	50	Remote: 25 In country: 25
Expert 2: IT Expert	1	40	40	Remote: 15 In country: 25
Summary of total fee days	2	90	90	Remote: 40In country: 50
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	2	25	50	
Overnight allowance in country of assignment	2	25	50	Overnight stays abroad: Note: Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amounts can be submitted for reimbursement against evidence. Up to 75% of the maximum rates specified in the travel expense regulations can be submitted for reimbursement on a lump-sum basis. Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.
Transport	Quantity	Number per expert	Total	Comments

International flights	2	3	6	3 return flight from origin to Zambia per expert
CO₂ compensation for air travel	2	6	12	A fixed budget of EUR 720 is earmarked for settling carbon offsets against evidence.
Other travel expenses	2	3	6	A fixed budget of EUR 75 per expert per in country mission is earmarked for transport or visa costs against evidence
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	8,502EUR	8,502EUR	A budget of EUR 8,502 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

5.2. Workshops, events and trainings

GFG will organize and pay for the following workshops/study trips/training courses:

- Stakeholder workshop to present and review the statistics management system issues and challenges in each of the processes.
- The conference package includes 2 tea breaks and a lunch for participants. GIZ will book the venue, and the partner will send out invites after agreeing the date and time with the Contractor.

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Office space on GIZ-GFG/FIC premises
- Transportation on site with GIZ project vehicle
- The experts will work closely with the Financial Intelligence Centre.
- A Steering Committee (SC) comprising of representatives from the FIC and GIZ-GFG for technical discussions, provision of guidance and monitoring and reporting will meet regularly, a minimum to discuss each of the submitted reports, handbooks, and other milestones.

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the

positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long it took. The CVs must be submitted in English (language).

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

8. Annexes Business Requirements

Below are the technical specifications for some of the reports submitted to the Centre.

8.1 Business Requirement Descriptions

The business requirements for the proposed solution are described in the table below.

#	Requirement	Description	Mandatory/Optional
1.	Provide Electronic Data Collection Forms	- The system should provide a secure web-based interface for electronic form templates in Appendix A - The system should be able to do data validation - The system should be able to serve the form as draft for a defined period	Mandatory
2.	Sending Email Notifications	The system should be able to send email notification at successful submission of the form and at a click of a button. The communication should be sent to the official email addresses.	Mandatory
3.	Auto-generate reference numbers	The system should be able to auto-generate reference numbers for each of the form types. (Format to be agreed)	Mandatory

4.	Provide for attaching documents	The system should allow for attaching supporting documents in pdf format	Mandatory
5.	Generate Reports	The system should provide for the generation of various types of statistical and compliance reports	Mandatory
6.	Dashboard	- The system should have a detailed interactive Dashboard of all reports - The system should have capability to visualize data	Mandatory
7.	Printing of filled-in forms	The system should allow for printing of completely filled-in forms only	Optional
8.	Export of Reports	The system should allow for export of various reports in different formats (PDF, Word, Excel)	Mandatory
9.	Accessibility	- The system must be able to run on common browsers like Microsoft Edge, Google Chrome and Firefox - The system must be accessible from multiple locations seamlessly with centralized processing and a centralized database	Mandatory
10.	Integration	The system should be able to integrate with other systems through web services/APIs	Optional
11.	Testing	- The system suppliers must test all system functions before implementation - The system must be tested by the user to ascertain all functions are correct	Mandatory

8.2 Non-Functional Requirement Descriptions

The following table gives the description for each non-functional requirement for the proposed solution.

#	Requirement	Description	Mandatory/Optional
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1.	Ease of Use	The system should be very easy to use with menu driven and screen navigation	Mandatory
2.	Security	- The system should have unique user profiles: user, supervisor, IT System Administrator, System Administrator - System should provide for role-based interface - Username should be official work-email addresses - System should have secure socket layer security - System should use advanced encryption technologies - The system must require periodic password changes at regular intervals as defined - The system must lock into account after user-defined unsuccessful attempts - The system must provide a clear audit trail for all transactions with a time and user account stamp. - Authorized staff/roles must be able to view audit trail logs online or print hardcopy	Mandatory
3.	Scalability	System should be eased to scale to support growth and demand	Mandatory
4.	Performance/ Responsiveness	The system should be able to support number of concurrent users (7) without affecting performance	Mandatory
5.	Extensibility	The system should be eased to adapt to future requirements	Optional
6.	Training	The system suppliers must provide IT Administrator level training for administration of the system	Mandatory

7.	Documentation	• The system supplier must provide a detailed description of the proposed solution • Implementation Plan • All costs associated with implementing the proposed solution • Brief CVs of personnel implementing the proposed solution clearly indicating relevant level of expertise, academic qualifications and experience deploying similar solutions	Mandatory
8.	Support	• The supplier clearly indicates, if there are any, associated annual license fees • The supplier to provide after sales support for 6 months at no charge	Mandatory