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| **TERMS OF REFERENCE**  Regarding  **Development and implementation of the information exchange subsystem of the State Financial Monitoring Service with the state registers of the Pension Fund of Ukraine and the Ministry of Internal Affairs of Ukraine** |

**October 2023**

**TABLE OF CONTENTS**

[INRODUCTION 3](#_Toc149243508)

[OBJECTIVE 3](#_Toc149243509)

[SCOPE OF WORK 3](#_Toc149243510)

[DELIVERABLES 4](#_Toc149243511)

[TIMING 4](#_Toc149243512)

[METHODOLOGY 5](#_Toc149243513)

[TEAM COMPOSITION AND QUALIFICATIONS 5](#_Toc149243514)

[ESTIMATED BUDGET 6](#_Toc149243515)

[PAYMENT 7](#_Toc149243516)

[REPORTING AND MANAGEMENT 7](#_Toc149243517)

[CROSS-CUTTING ISSUES 7](#_Toc149243518)

[HOW TO APPLY 7](#_Toc149243519)

[EVALUATION 8](#_Toc149243520)

[Appendix 1: Technical Specifications 9](#_Toc149243521)

[Appendix 2: Forms for Letter of Tender 10](#_Toc149243522)

# INRODUCTION

The European Union Anti-Corruption Initiative in Ukraine (EUACI) Phase II is the biggest European Union (EU) support programme in the area of anti-corruption in Ukraine, co-funded and implemented by the Ministry of Foreign Affairs of Denmark on behalf of the EU.

The overall objective of EUACI Phase II is reduction of corruption in Ukraine at the national and local levels.

The State Financial Monitoring Service of Ukraine (SFMS) main task in the anti-corruption area is to analyse the suspicious financial transactions for generating and submitting case referrals to NABU and other law enforcement agencies. The EUACI provides its long-term support in the increasing SFMS capacity building.

The contracting authority is the Ministry of Foreign Affairs of Denmark, EUACI, hereinafter referred as the Customer.

The Beneficiary is the State Financial Monitoring Service of Ukraine.

The EUACI is seeking a contractor for development and implementation of the information exchange subsystem of the SFMS with the state registers of the Pension Fund of Ukraine and the Unified Register of the Vehicles of Ministry of Internal Affairs of Ukraine.

The mentioned information exchange subsystem will enable the SFMS to obtain additional information necessary to improve the efficiency of the analysis of the SFMS information. This information will be included in the case referrals generated by the SFMS for law enforcement agencies, enabling them to start the investigation by obtaining the information from the SFMS.

In the context of the Pension Fund of Ukraine, the SFMS will be able to find out additional information on incomes, identification details, profiles of natural persons, registration details etc.

In the context of the Unified Register of Vehicles of the Ministry of Internal Affairs of Ukraine – additional information regarding owners and types of vehicles, information on the relation of vehicle owners, and other data on vehicles etc.

# OBJECTIVE

The overall objective of the assignment is to develop and implement the information exchange subsystem of the SFMS aiming to improve the quality of the information provided to law enforcement agencies by the SFMS and speeds up the process of obtaining the information from the state registers.

This information exchange subsystem will be a component of the information and communication system of the State Financial Monitoring Service of Ukraine (ICS SFMS) for obtaining information from electronic databases of government agencies in an automated mode.

# SCOPE OF WORK

The scope of work of the assignment covers the implementation of all activities required for the achievement of its objective as outlined above, including but not limited to:

* Development of software modules for the subsystems of information exchange between the SFMS and the Pension Fund of Ukraine (hereinafter PFU FM, PFU functional module) and the Unified State Register of Vehicles of the Unified Information System of the Ministry of Internal Affairs of Ukraine (hereinafter USRV FM, USRV functional module).
* Development of connectors for PFU FM and USRV FM to access respective information service providers through systems that facilitate transport interaction using cryptographic information protection means.
* Creation of data storage structures for PFU FM and USRV FM in the central data repository, along with the corresponding regulatory and reference information. Development of an automated module for retrieving regulatory and reference information.
* Integration with the secure exchange gateway. Modification of the message routing system between ICS SFMS segments.
* Modification of the administration subsystem. Integration with cryptographic modules to provide user access using qualified electronic signatures.
* Enhancement of the functional complex user interface. Development of query input forms. Development of data visualization forms. Integration of the developed solutions of the functional complex with the search interface of the "financial monitoring e-case" automated system.
* Development of the necessary technical documentation. Training the SFMS staff in the administration and configuration.

Specific functional and technical requirements relating to the development of PFU FM and USRV FM are described in [Appendix 1](#_Appendix_1:_Technical) to this ToR.

Tentatively, the development process is expected to proceed through the following stages:

* Stage1: Consultations and inceptions. At this first stage it is expected that the Beneficiary clarifies remaining issues and develops the project design and the Terms of Reference (ToR) for software development in close cooperation with the Contractor.
* Stage 2: PFU FM and USRV FM development. Based on the previous stage, the corresponding software is developed and deployed. It is expected that the Contractor presents the developed PFU FM and USRV FM to the Beneficiary and receives feedback. The Contractor will then refine PFU FM and USRV FM in line with the feedback.
* Stage 3: Data exchange setup with data providers. At this stage, PFU FM and USRV FM will be connected to data provider databases. Information exchange with data provider databases will be configured.
* Stage 4: Search interface integration. At this stage, the Contractor integrates the PFU FM and USRV FM functions into the search interface of the "financial monitoring e-case" system and presents it to the Beneficiary. In addition, the Contractor provides training on the practical use of the updated functional complex for end users and staff responsible for operation and maintenance. Developed software undergoes pilot operation.

# DELIVERABLES

* Stage 1 Deliverable: The Terms of Reference are developed and approved.
* Stage 2 Deliverable: The Beneficiary is provided with pilot project materials (software modules and technical documentation) for testing based on the preliminary testing results documented in the Contractor's protocol.
* Stage 3 Deliverable: The Contractor and the Beneficiary draw up a respective protocol based on configuration and preliminary testing of access to the PFU FM and USRV FM resources.
* Stage 4 Deliverable: An acceptance testing protocol is provided, reflecting the results of the Terms of Reference’s performance and the PFU FM and USRV FM operability check based on pilot operation and user training in accordance with the preliminary testing program and methodology.

Upon completion of the work under the contract, the Contractor shall provide warranty support for a period of not less than 3 months. This warranty support includes consultations for the Beneficiary on the implementation and configuration of the developed PFU FM and USRV FM, as well as the correction of detected errors. The warranty support obligations are documented in the form of a Warranty Certificate to be submitted to the Customer along with work completion reports.

# TIMING

The assignment will start following a notification issued by the contracting authority, but not earlier than the date of signing the contract between the EUACI and the Contractor. The tentative start date is 1 December 2023. All activities envisaged under this contract shall be completed with a total duration of up to 5 months. The project activities are expected to take place in Kyiv.

# METHODOLOGY

It is envisaged that the assignment will be implemented by a team of experts familiar with the context and experienced with similar assignments.

By putting forward a team of experts, the Contractor shall ensure that the task will be developed with as much straightforwardness as possible, the proposed approach and the methodology shall be fine-tuned and a detailed work plan shall be elaborated. In the methodology, the bidders are requested to indicate their suggested division between the experts.

# TEAM COMPOSITION AND QUALIFICATIONS

The Contractor’s team is expected to comprise the following profiles:

* Project Manager/Business Analyst
* Senior Web Architect/Senior Web Developer
* Web Developer
* QA Engineer

The contractor can propose a composition of an experts’ team, which, in his opinion, is most appropriate for the assignment.

All members of the project team and the contractor company should execute non-disclosure agreements.

The project team should be delegated for the entire duration of the project. The composition of the project team may only be modified as a matter of exception, subject to agreement of the parties; the contractor should provide a qualified replacement in a short time.

**Qualifications and Competence of Key Staff**

**Project Manager/Business Analyst**

General Qualifications

* At least a bachelor's degree in computer science, computer programming or any related field;
* A minimum of 5 years of professional experience in planning, managing, and implementing IT projects;
* Proficiency in anti-money laundering processes and financial monitoring.

Adequacy for the Assignment

* At least 3 years of team management experience in software development;
* Successful implementation of similar IT projects.

Experience in the Region and Language

* Relevant work experience in the region;
* Fluency in Ukrainian;
* Knowledge of English.

**Senior Web Architect/Senior Web Developer**

General Qualifications

* At least a bachelor's degree in computer science, IT or any related technical field;
* A minimum of 5 years of professional experience in software development, telecommunications, information technology or any related technical field.

Adequacy for the Assignment

* Experience in creating and implementing applications with microservice architecture;
* Technical knowledge in areas such as client-side components, server-side languages, web application frameworks, and Oracle databases (PLSQL, Java UDF);
* Experience in handling version control systems, a strong understanding of web application architecture, web security, and encryption; an ability to integrate backend systems with other systems will be a plus;
* An in-depth knowledge of the programming languages, including C# 7.X, PHP, VueJS frameworks, ASP core Razor Pages, NHibernate object mapping, Dapper;
* Good understanding of the Trembita Information System architecture and the ability to integrate it will be an advantage.

Experience in the Region and Language

* Relevant work experience in the region;
* Fluency in Ukrainian;
* Knowledge of English.

**Web Developer**

General Qualifications

* At least a bachelor's degree in computer science, IT or any related technical field;
* At least 3 years of professional experience in software development.

Adequacy for the Assignment

* Experience in creating and implementing applications with microservice architecture;
* Technical knowledge in areas such client-side components, server-side languages, and web application frameworks;
* An in-depth knowledge of C# 7.X and PHP programming languages and VueJS framework;
* Good understanding of the Trembita Information System architecture and the ability to integrate it will be an advantage.

Experience in the Region and Language

* Relevant work experience in the region;
* Fluency in Ukrainian;
* Knowledge of English.

**QA Engineer**

General Qualifications

* At least a bachelor's degree in computer science, IT or any related technical field;
* At least 3 years of professional experience in software development.

Adequacy for the Assignment

* Practical experience in automating testing processes of relevant complexity, including testing frontend and backend components, infrastructure, and applications.
* Experience in developing and/or implementing at least one similar project for a government agency will be an advantage.

Experience in the Region and Language

* Relevant work experience in the region;
* Fluency in Ukrainian;
* Knowledge of English.

# ESTIMATED BUDGET

The full budget for this assignment all included may not exceed **EUR 30,000** (approximately DKK 2236,901[[1]](#footnote-1)). The Tenderer’s financial proposal shall include all costs for a fee and project-related reimbursable expenses.

# PAYMENT

All the payments under the Contract shall be made in UAH (Ukrainian Hryvnia) according to the official NBU exchange rate published on the business day of the invoice issuance by the Contractor.

The Contract price will be divided into a maximum of four payments and paid to the Contractor on the basis of project deliverables established in the section “Deliverables” of this ToR as follows:

- 20% of the Contract price after approval of Stage 1;

- 30% of the Contract price after approval of Stage 2;

- 40% of the Contract price after approval of Stage 3;

- the final payment, 10% of the Contract price after approval of Stage 4.

Payments will be made upon receipt and approval by the SFMS all supporting documents.

Payment will require verification of completion of deliverables and approval by the Customer of the Contractor’s deliverables and expense outlay.

# REPORTING AND MANAGEMENT

The performance of the Contractor will be judged upon reaching the purpose of this contract as well as obtaining its results, as indicated in the section “Objective” and “Deliverables” herein respectively. Moreover, the performance of the Contractor will be judged upon the successful implementation of all the specific activities indicated in Section “Scope of work” of this document.

By signing the contract, the Contractor agrees to hold in trust and confidence any information or documents ("confidential information"), disclosed to the Contractor or discovered by the Contractors or prepared by the Contractors in the course of or as a result of the implementation of the contract, and agrees that it shall be used only for the contract implementation and shall not be disclosed to any third party.

In the period until acceptance, the EUACI, Contractor, and Beneficiary will hold regular project group meetings to exchange information and seek to clarify any questions of whatsoever nature. The purpose of the project group meetings is to ensure follow-up on any activities between the meetings, and to maintain a common overview of the current stage of the project at a detailed level, based on the applicable detailed schedule, and to ensure the day-to-day progress.

# CROSS-CUTTING ISSUES

The project will be implemented to ensure equal opportunities for men and women and the integration of the youth.

# HOW TO APPLY

The deadline for submitting the proposals is **15 November 2023 17.00 Kyiv time.**

All interested companies or experts should submit:

* Filled and signed [Appendix 2](#_Appendix_2:_Forms) (portfolio of relevant projects, technical approach and workplan, CV of key staff)
* Financial offer.

The proposal shall include the aforementioned information and should be submitted within the above deadline to [serkon@um.dk](mailto:serkon@um.dk) indicating the subject line: **SFMS information exchange subsystem**.

Interested bidders can request detail technical specifications in Ukrainian by submitting a request to [serkon@um.dk](mailto:serkon@um.dk)

Bidding language: English.

Any clarification questions regarding the bid request should be addressed to [serkon@um.dk](mailto:serkon@um.dk), not later than 6 November 2023 17.00 Kyiv time.

# EVALUATION

Bids will be evaluated in accordance with the criteria provided below:

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| **#** | **Criteria** | **Weight** |
| 1 | Portfolio of projects | 20% |
| 2 | Core team members - relevant experience, skills and competencies | 40% |
| 3 | Technical approach and methodology, including workplan | 20% |
| 4 | Financial Offer | 20% |

# Appendix 1: Technical Specifications

 

# Appendix 2: Forms for Letter of Tender

The tenderer must fill in fields marked with yellow and sign this Appendix 2 before submission.

The request to participate is submitted by the following:

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| **Name** | *[insert name of company]* |
| **Street and number** | *[insert postal address]* |
| **Postcode** | *[insert postal code]* |
| **City** | *[insert city]* |
| **Country** | *[insert country]* |
| **VAT number (or national identification number)** | *[insert number]* |
| **Internet address** | *[insert URL of the company’s website]* |
| **Contact person** | *[insert name of contact person]* |
| **E-mail** | *[insert e-mail of contact person]* |

**List of similar projects:**

The applicant has performed (entered into, ongoing or finalized within the last 3 years) the following contracts of relevance to the advertised assignment (at least 3 contracts).

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| **No.** | **Description** | **Amount** | **Contract period** | **Recipient** |
| 1. | *[insert nature and quantity of services provided by the applicant (and, if joint venture, by which member). If the performed services are provided in a joint venture or within a framework agreement with more economic operators, insert the quantity (per cent) performed by the applicant]* | *[insert contract value]* | *[insert start date and end date]* | *[insert name of organisation]* |
| 2. | *[insert nature and quantity of services provided by the applicant (and, if joint venture, by which member)]* | *[insert contract value]* | *[insert start date and end date]* | *[insert name of organisation]* |
| 3. | *[insert nature and quantity of services provided by the applicant (and, if joint venture, by which member)]* | *[insert contract value]* | *[insert start date and end date]* | *[insert name of organisation]* |

**The Supplier’s Technical Proposal**

This section comprises templates to be completed by the tenderer and included in the tender.

The tenderer’s submissions will be included in the Contract and apply to the project.

**Technical approach and methodology regarding the Development of the information exchange subsystem of SFMS**

The completed sections regarding development of the DHW **should not exceed 2 pages**

*[The tenderer shall as part of the tender and in accordance with the requirements describe his approach and methodology in order to develop and implement the requirements to the assignment.*

*The Suppliers technical Approach and Methodology will be part of the evaluation in regard to the “Criteria and Method of Evaluation”. Thus, the Customer will evaluate the following:*

*(i) Whether the proposed approach and methodology reflects the objectives of the project*

*(ii) Whether activities of the project are coherent and well-defined*

*(iii) Whether the tenderer has identified risk and highlighted potential issues]*

*(iv) The extent to which the tender fulfils the requierments]*

**Workplan**

The completed sections regarding Workplan **should not exceed 2 pages**

*[The tenderer shall as part of the tender and in accordance with the requirements insert a work plan (overall time schedule).*

*The Supplier’s work plan will be part of the evaluation in regards the criteria stated in “Criteria and Method of Evaluation”. Thus, the Customer will evaluate the following:*

*(i) Whether the work plan and the milestones are coherent and well-defined*

*(ii) Whether the proposed work plan provide the requested outputs in a timely manner, including whether key activities have been identified, whether the assigned resources and estimated time to carry out the activities seem reasonable]*

*(iii) The extent to which the tender fulfils the requirements]*

**Curriculum Vitae for Key staff**

General Qualifications, Adequacy for the assignment and Experience in the Region and Language

The tenderer is to complete and submit a CV for each of its key employees based on the format below.

Each completed CV **should not exceed 3 pages.**

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| **Assignment:** | | | | | | | |
| **Proposed position on the proposed team:** | | | | | | | |
| **1. PERSONAL DATA** | | | | | | | |
| Family name: | | | | | First Name(s): | | |
| **2. EMPLOYMENT RECORD (GENERAL EXPERIENCE)**  (Most recent employment first) | | | | | | | |
| Employer's company name: | | Period of service and length: | | Position / nature of the tasks performed / level of responsibility: | | | |
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| **3. EDUCATION AND TRAINING**  (Most recent completed education and or training first) | | | | | | | |
| Institution (University, etc.), city and country: | | Length of education  Date: from (month/year) to (month/year) | | Degree/Diploma obtained: | | | |
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| **4. EXPERIENCE IN THE SPECIFIC FIELD DIRECTLY RELEVANT TO THE ASSIGNMENT AND THE PROPOSED POSITION**  (Indicate the following information for those assignments that best illustrate the experience in the specific field relevant to the assignment and the proposed position, including the obtained results) (Add number of assignments as applicable) | | | | | | | |
| Name of assignment | |  | | | | | |
| Period of service and length: from (month/year) to (month/year) | |  | | | | | |
| Location | |  | | | | | |
| Client | |  | | | | | |
| Main project features | |  | | | | | |
| Position held | |  | | | | | |
| Activities performed | |  | | | | | |
| Obtained results | |  | | | | | |
| **5. LANGUAGE SKILLS OF RELEVANCE TO THE ASSIGNMENT**  (State knowledge of the language in the country of assignment and of the contract | | | | | | | |
| Language: | Formal Education: | | Understanding level: | | | Speaking level: | Writing level: |
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| **6. OTHER INFORMATION OF RELEVANS TO THE ASSIGNMENT** | | | | | | | |
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1. [Currency Converter | Foreign Exchange Rates | OANDA](https://www.oanda.com/currency-converter/en/?from=EUR&to=DKK&amount=33000) [↑](#footnote-ref-1)