



Request for Proposal RFP 2025-01 – Online compliance screening tool

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About GCERF

The Global Community Engagement and Resilience Fund (GCERF) is a not-for-profit Swiss foundation based in Geneva. It signed a Headquarters Agreement with the Swiss government in May 2015, providing it with privileges and immunities in Switzerland.

GCERF is the first global effort to support local, community-level initiatives aimed at strengthening resilience against violent extremist agendas. As a public-private partnership operating at the nexus of security and development, GCERF works in partnership and consultation with governments, civil society, and the private sector in beneficiary countries to support national strategies to address the local drivers of violent extremism.

GCERF provides support to community-level initiatives that: seek to address locally specific drivers of radicalisation; provide tangible, positive alternatives to what violent extremist groups may offer; counter violent extremist narratives and messaging; and build capacity of governments and civil society to counter violent extremism. Applications for funding submitted to GCERF are subject to rigorous independent assessment and performance monitoring and evaluation.

GCERF is governed by a multi-stakeholder Governing Board with representatives of donor and partner countries, the private sector, foundations, research institutions, and civil society. GCERF is currently actively working with governments, civil society and the private sector in 45 countries in Africa, Central Asia, Middle-East, South-East Asia, and Western Balkans.

Description of Services

Background

GCERF is seeking a reputable and well-established company to provide a secure online compliance screening tool to manage third-party due diligence screening for sanctions, enforcement, political exposure and key legal issues.

Objective

The objective of the project is for GCERF to have access to and use, a web-based third-party screening tool, which enables compliance checks of third parties (suppliers, consultants, contractors and private sector donors) for sanctions, watchlists, politically exposed persons (PEPs), and key legal issues captured in the media. The tool should categorise third parties according to their risk level and flag where further investigation is advised, enabling access to engage enhanced checks at additional cost.

Work to be performed and deliverables

Provision of the online third-party screening tool which must comply with the following:

- Enable instantaneous, self-service screening.
- Screen using databases which enable worldwide coverage, against risk categories including sanctions, politically exposed persons, state owned entities, regulatory and law enforcement and adverse media.
- Risk rate third parties, indicating whether they are low, medium or high risk, or enable a similar risk-based approach.
- Flag when third parties should be subjected to enhanced screening.
- Enable access to enhanced screening options for additional payment.
- Enable 'batch' screening.
- Provide a case repository database as part of the tool

Timeframe

GCERF is looking for a service provider for the next 3 years starting in June 2025. Shorter or longer periods may be considered in line with GCERF Policies.

Characteristics of the provider

The selected company should be a recognised and experienced provider specialising in provision of online third-party compliance screening solutions.

The provider must comply with all applicable laws and regulations. It should adhere to a strict confidentiality policy in relation to client information.

Its staffing levels, qualifications and expertise should be appropriate to be able to provide timely and high-quality services to GCERF. The provider should demonstrate a high degree of commitment to good customer service. The composition of the team servicing GCERF's account would be an important factor in the decision-making process of GCERF.

The fees charged should be reasonable, competitive, and related to services rendered to the extent possible.

Submission of proposals

Proposals may offer the total required services or only part thereof. The bidder shall indicate precisely which specific services it intends to provide.

Proposals should follow the template provided below. Failure to follow the proposal structure or to comply with the instructions in this Request for Proposal will be at the bidder's risk and may affect the evaluation of the proposal.

Proposals may be sent by email in the form of "pdf files" clearly indicating under subject: "Bid reference: RFP 2025-01". The email should be addressed to **bids@gcerf.org**. **Deadline** for submitting proposals: **15 February 2025**

Period of validity of the proposal

The proposal must be valid for a period of 120 days following submission.

Cost of preparation and submission of the proposal

The bidder shall bear all costs associated with the preparation and submission of the proposal, including but not limited to the possible cost of discussing the proposal with GCERF, making a presentation, negotiating a contract and any related travel. GCERF will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

Selection of bidders

Bidders are requested to provide the most appropriate and most cost-effective solution to meet the requirements.

The selection will be made based on a number of criteria that will be applied systematically to all bids received.

- Capability and experience of the company in providing a third-party compliance screening tool, via a secure web-based platform, which can access information on screened entities, without geographical restriction;
- Demonstrated breadth of the search database, which allows screening against various risk categories, comprising sanctions (including OFAC, EU, UN and HMT), politically exposed persons, state owned entities, regulatory and law enforcement and adverse media;
- Provision of clear screening reports, in an easily understandable format, which enables a risk-based approach;
- Understanding of and appreciation of GCERF's business and its potential impact on the organisation's risk profile;
- Ability to deliver within the specified proposed time frame; and
- Financial proposal.

Proposal template

Bidders must submit their proposal following the template below:

The proposal is made up of four different sections

1. Disclosure form
2. Profile of the bidder
3. Technical proposal
4. Financial proposal

Please keep the overall proposal within 10 pages. You may annex additional information as needed.

1. Disclosure form

To be completed by a duly authorized representative of the Bidder: *On behalf of (name of public institution/private or public business entity/myself) (referred to in this document as "the Bidder"), I (name and title of the Bidder's representative) confirm that I am a duly authorized representative of the Bidder and hereby submit this proposal in response to GCERF's Request for Proposal RFP 2025-01. I confirm that all statements and representations made in the proposal are true and correct.*

Date submitted:

Submitted by: (Name of Bidder)

Name and Title of Authorized Representative:

Date:

Signature

2. Profile of the Bidder

Please provide a brief background of the Bidder.

Please explain the legal status of the bidder; including its registration with the relevant competent authorities.

Please explain your organizational strengths and values and your customer service approach.

Please provide information on prior experience with similar requirements and references that GCERF may contact.

3. Technical Proposal

A. Business need: Please indicate your understanding of GCERF's business needs for which you are submitting this proposal.

B. Objectives and deliverables:

Please list the deliverables as specified in this Request for Proposal and indicate whether and how the Bidder commits to deliver these.

Optional: Present deliverables not listed in this Request for Proposal but which in your expert assessment, are necessary to achieve the objectives of this request.

C. Approach:

Please provide information on the following:

1. Methodology/approaches you would use to provide the various required services;
2. Workplan: key tasks/phases, deliverables, schedule of activities - may be presented using text and/or graphics;
3. Measures to ensure quality control over the delivery of services to GCERF;

D. Service Management Plan:

Please provide details for how your firm would ensure that it provides satisfactory services to GCERF. Please explain how you would coordinate the service offering, including proposed meetings and any proposed mechanism for feedback to and/or coordination with GCERF.

E. Team Composition:

Please provide the following information on the proposed team that would work with GCERF:

- Team organization
- Individual team members; name, role in the team, area of expertise and relevant experience.

F. Risk Mitigation Plan:

Please list any identified risks which may affect the successful delivery of services and any proposed mitigating measures.

G. Assumptions (optional):

Please list the assumptions on which your proposed approach and successful completion of deliverables are based that you think would be important for GCERF to understand.

H. References:

Please briefly provide recent examples of similar projects has recently undertaken. Please indicate if the name of the client may be disclosed and if GCERF may contact the client for reference.

4. Financial Proposal

Please explain the basis of the proposed fees and any other charges to GCERF and their level.

For each team member please provide their job title (e.g. team leader, data entry clerk, field data supervisor, data analyst), their daily fee, their total number of days, the breakdown of the total number of days by tasks falling within each deliverable. This can be outlined in a GANT chart.

Date