



INTER-GOVERNMENTAL ACTION GROUP AGAINST MONEY LAUNDERING IN WEST AFRICA

Terms of reference for the recruitment of a consultant for the preparation of the GIABA Annual Report 2022

Background

The Inter-Governmental Action Group Against Money Laundering in West Africa (GIABA) is an ECOWAS-specialized institution established by the authority of Heads of State and Government on 10 December 1999, by decision A/DEC.9/12/99. Its main objectives include protecting the national economies and integrity of the financial systems of Member States against money laundering, terrorist financing and proliferation financing (ML/TF & PF); improving measures and intensifying efforts to combat ML/TF & PF and strengthening cooperation amongst its Member States. GIABA provides technical support to enhance the capacity of member States and conducts typologies studies for the prevention and control of money laundering and terrorist financing in the region.

In the implementation of its mandate, GIABA regularly prepares its annual report. The report gives a detailed view of the status of play on the various programmes and projects undertaken by the organization in the period covering the immediate past calendar year. The annual report provides an opportunity to share with the various stakeholders, valuable information on the achievements and challenges of the organization. It is also a good communication tool to reach out to not only traditional partners but also potential new partners. The annual report will, without doubt, enhance GIABA's visibility and status as a transparent organization, two requirements that are essential for an organization leading the fight against money laundering.

The 2022 annual report will be of particular significance as it comes at the end of the implementation of the GIABA Strategic Plan 2016-2022 and on the heels of the launching of the GIABA 2023-2027 Strategic Plan.

Against this background, GIABA seeks to hire the services of an individual consultant to prepare the GIABA Annual Report 2022 based on information provided by the GIABA Secretariat and

other relevant information gathered by the consultant through a desk review. structure and standardize the draft report, including editing, formatting and publishing.

Tasks of the assignment

The tasks in this assignment will consist in the following:

1. Collating and reviewing all internal and external information relevant to the 2022 Annual Report, including financial information, as provided by the GIABA Secretariat, to ensure it is comprehensive and appropriate;
2. Conducting a desk review of GIABA annual programmes and providing additional inputs where necessary
- 3.
4. Suggest a format and attractive cover designs in collaboration with the GIABA Communication Unit.
5. . Make available to the GIABA secretariat the soft copies of the final report for its multiple purpose use. (Note that translation to other GIABA official languages would be handled and covered by GIABA).
- 6.

Requirements

The consultant is required to have:

1. A minimum of master's degree in Literature, Law, Economics, or any related fields to these;
2. Strong knowledge of the Anti-Money Laundering and Terrorism Financing (AML/CFT) environment;
3. Excellent knowledge of technical report writing, including the use of relevant statistical tools for the graphical illustration of data.
4. Be familiar with GIABA and GIABA Member States and main GIABA international partners;
5. Proven experience doing similar work at the level of international organisations.
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Deliverables

1. An inception report, showing among other things, the methodology to be used to deliver the assignment;
2. A draft report of the GIABA 2022 Annual Report;

3. A final report of the GIABA 2022 Annual Report, taking into account comments made on the draft report.

Duration of the assignment

The duration of the assignment is 6 weeks from the date of the signing of the contract.

Submission of Applications

Applications shall be received not later than march 10, 2023 at 12:00 p.m. GMT, Dakar Time by e-mail to the following address:

Email: procurement@giaba.org

In subject: « Recruitment of consultant for the development of GIABA annual report 2023 »