

REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL EXTERNAL INDEPENDENT REVIEW ON RISK AND COMPLIANCE

EB/RFP/001/2026

April 2026

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PART 1: INVITATION TO proposal

1.1 Background

Exim Bank Group, operating in Tanzania, Comoros, Djibouti, and Uganda (the Client), proposes to engage a consultant to conduct an independent review on AML and Risk Management Framework. This Request for Proposal (RFP) is to invite proposals from consultants to quote for the scope of assignment as specified in this document. The proposal should be submitted to the office or sent electronically by email to the address adminprocure@eximbank.co.tz.

Head of Administration

Exim Bank (T) Limited
 Exim Towers, 4th floor
 Ghana Avenue (Off Ohio Street),
 P. O. Box 1431
 Dar es Salaam
 Tel: 255 22 2293332

For queries and clarification regarding the RFP, please feel free to contact us at the above-mentioned address or telephone number or email.

The Client reserves the right to change the dates mentioned in the RFP, the changes will be communicated separately.

RFP Issuance Date	08 th April 2026
Bid document Availability	Website www.eximbank.co.tz
Last date for any queries	15 th April 2026
Last Date and Time for Receipt of Bids at address/email given above	23 rd April 2026
Date and time of opening of Bid Documents	24 th April 2026- 3.00 pm
Award of Contract	15 May 2026
Contact Person	Priti Punatar Head of Administration

Part 2: Disclaimer

The information contained in this RFP document or information provide subsequently to the Bidder(s) or applications whether verbally or in documentary form by or on behalf of Exim Bank Group is provided to the Bidder on the terms and conditions set out in this RFP and all other terms and conditions subject to which such information is provided.

The RFP is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this RFP is to provide the Bidder with information to assist the formulation of their proposals. The RFP does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigation and analysis and should check the accuracy, reliability, and completeness of the information in this RFP and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules, or regulation as to the accuracy, reliability, or completeness of this RFP.

The Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

PART 3: INSTRUCTIONS FOR BIDDERS (IFC)

A. INTRODUCTION

3.1 Background

Exim Bank (Tanzania) Ltd, one of the established Banks in Tanzania since August 1997, continues to remain in the forefront of providing quality banking services across all 5 countries where it is present. Within a short span of 28 years of its existence, the bank has built strong brand equity through its relationship management and its ability to provide faster turnaround in services and in the process has built a robust loyal customer base.

Currently, the Bank has a network of 32 branches in Tanzania, 7 in Uganda, 8 in Comoros 3 in Djibouti and a representative office in Ethiopia. As of December 2025, the bank ranks as the 7th largest bank in Tanzania in terms of total assets with a total assets base of TZS 2.6 trillion.

The Bank is known as one of the most Innovative & fastest growing banks in the country and is reckoned for its professionalism and business ethics. Exim Bank provides one-stop financial services to its Corporate & Retail Customers with a range of products, most of which are customized keeping in mind the specific needs of the clients. With strong growth focus the Bank intends to expand its services in other African regions in the next 5 years.

Over the years, the Bank has exhibited through its performance that it has "An edge above the Rest". During these years, the Bank has defined the 'Edge' by positioning itself as one of the most innovative Banks in the country. The Bank is already on a journey towards digitalization and is on its way to becoming the most customer-centric bank in the region.

3.2 Scope of Requirements

The detailed TOR specifying all assignment is provided in **Appendix I** of this document.

3.3 Eligibility Criteria

	Eligibility Criteria	Bidder Remarks Complied Y/N
1	The consultancy firm should be registered in accordance with the laws of Tanzania and recognized by the professional body (IIA). Bidder to provide evidence	
2	The consultancy firm should have qualified personnel with relevant certifications (e.g., CAMS, CPA, CIA, FRM)	
3	The firm should have proven experience in conducting AML/CFT and risk management reviews for banks or financial institutions	
4	The consultancy firm should have a strong understanding of regulatory requirements in Tanzania	
	The firm should be familiar with FATF standards and international best practices	
5	The external assessment team should possess or have ready access to all the necessary technical expertise, such as governance, banking regulation Information technology, risk management, and AML framework	
8	The bidder should deliver complete Technical and financial proposals that meet the criteria detailed in the TOR	
9	The firm must demonstrate independence and the absence of conflict of interest	

3.4 Evaluation Criteria

Criteria	Description	Maximum Score
Experience	Overall capabilities of the firm supported by evidence of previous 2 similar reviews performed within the last 3 years	20
Team	Team Competence	30
Methodology	Proposed methodology aligned to the scoping areas	20
Price	Price Competitiveness	30

Duly authenticated copies of relevant documents / certificates should be submitted as proof in support of the claims made. Exim Bank reserves the right to verify / evaluate the claims made by the Bidder independently. Any decision of Exim Bank in this regard shall be final, conclusive, and binding up on the Bidder.

B. THE BIDDING DOCUMENTS

3.5 Content of Bidding Document

The scope of work expected, bidding procedures, and contract terms are prescribed in the bidding documents. The Bidding Documents include:

- a. PART 1 Invitation to Bid (ITB)
- b. PART 2 Disclaimer
- c. PART 3 Instructions for Bidders (IFB)
- d. PART 4 Bid Forms

The Bidder is expected to examine all instructions, forms, terms, and specification in the Bidding Document. Failure to furnish all information required in the Bidding Document or to submit a bid not substantially responsive to the bidding document in every respect will be at the 's risk and may result in the rejection of the Bid.

3.6 Clarification of Bidding Document

Bidders, seeking clarifications, queries, questions etc should address it to the nominated point of contact as given below through email or in writing, latest up to 5pm on 15 April 2026.

Head of Administration

Exim Bank (T) Limited
Exim Towers, 4th floor
Ghana Avenue (Off Ohio Street),
P. O. Box 1431
Dar es Salaam
Tanzania
Tel 255 22 229 3332
adminprocure@eximbank.co.tz

3.7 Amendment of Bidding Document

At any time prior to the deadline for submission of bids, the Bank, for any reason, whether, at its own initiative or in respect to a clarification requested by a prospective Bidder, may modify the Bidding Document, by amendment.

Notification of amendments will be sent / emailed to all the Bidders to whom the bid documents are provided.

In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Bank, at its discretion, may extend the deadline for a reasonable period as decided by the Bank for the submission of the Bids.

C. PREPARATION OF BIDS

3.8 Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents related to the Bid exchanged by the Bidder and the Bank and supported documents and printed literature shall be written in English.

3.9 Format and Signing of Bid

The bid will be submitted in a single envelope or Zipped file with the following as a minimum together with any other information relevant to the scope of supply and services.

1. Organization Profile – Format 4.1
2. Similar Past Experience - Format 4.2
3. Description of approach, methodology and work plan – Format 4.3
4. Staffing Schedule – Format 4.4

5. Resumes – Format 4.5
6. Bid Form – Format 4.6
7. Bid Form - Format 4.7
8. Price Schedule - Format 4.8
9. Know Your Vendor Documents - Appendix
10. Any other relevant information.

3.10 Bid Prices

The prices indicated in the price schedule shall be entered in the following manner. Items in the BOQs will need to be individually priced arriving to the total for each country separately for both air freight and sea freight with clear timelines for both. The total price quoted must be inclusive of fees and all other expenses inclusive of all taxes that will be borne by the Bank.

Price quoted in the Price Schedule as per Format 4.9 shall be valid for the contract period and shall not be subject to change.

Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and shall not be subject to variation on any account, including exchange rate fluctuations, changes in taxes, duties, levies, charges. A Bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

3.11 Bid Currencies

Bids are to be quoted in Tanzania Shillings Only for Tanzania

3.12 Period of Validity of Bids

Bids shall remain valid for a period of 3 months from the date of the opening of the Bid. A bid valid for a shorter period may be rejected by the Bank as non-responsive.

In exceptional circumstances, the Bank may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

D. SUBMISSION OF BIDS

3.13 Sealing and Marking of Bids

The Bidders shall seal the envelope containing the two copies of the Bid document in an envelope which should indicate on the cover the name and address of the Bidder.

The Bid envelope shall:

Be addressed to the Bank at the address given, and bear the Project Name as under:

“REQUEST FOR PROPOSAL FOR INDEPENDENT REVIEW ON RISK AND COMPLIANCE”

The envelope should indicate on the cover the name and address of the Bidder. If the outer envelope is not sealed and marked, the Bank will assume no responsibility for the Bid’s misplacement or premature opening.

3.14 Deadline for Submission of Bids

Bids must be received by the Bank at the address specified no later than the date and time specified in the Invitation to Bid.

The Bank may, as its discretion, extend this deadline for the submission of Bids by amending the Bid Documents, in which case, all rights and obligations of the Bank and Bidders previously subject to the deadline will thereafter be subject to the revised deadline.

3.15 Late Bids

Any Bid received after the deadline for submission of Bids prescribed, will be rejected and returned unopened to the Bidder.

3.16 Modification and Withdrawal of Bids

The Bidder may modify or withdraw its Bid after the Bid’s submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Bank, prior to the deadline prescribed for submission of Bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched. A withdrawal notice may also be sent by E-mail, but followed by a signed confirmation copy, postmarked, not later than the deadline for submission of Bids. No Bid may be modified after the deadline for submission of Bids.

No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form.

E. OPENING AND EVALUATION OF BIDS

3.17 Opening of Technical Bids by the Bank

The Bidder's names, Bid modifications or withdrawals and such other details as the Bank, at its discretion, may consider appropriate, will be announced at the time of technical Bid opening. No bid shall be rejected at the bid opening, except for late bids, which shall be returned unopened to the Bidder.

Bids (and modifications sent) that are not opened at Bid Opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the Bidder.

3.18 Preliminary Examination

The Bank will examine the Bids to determine whether they are complete, required formats have been furnished, the documents have been properly signed, and the Bids are generally in order.

The Bank may, at its discretion, waive any minor infirmity, non-conformity, or irregularity in a Bid, which does not constitute a material deviation.

Prior to the detailed evaluation, the Bank will determine the responsiveness of each Bid to the Bidding Document. For purposes of these Clauses, a responsive Bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning, Applicable Law, and Force Majeure will be deemed to be a material deviation.

The Bank's determination of a Bid's responsiveness will be based on the contents of the Bid itself, without recourse to extrinsic evidence.

If a Bid is not responsive, it will be rejected by the Bank and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

During evaluation of the Bids, the Bank, at its discretion, may ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the Bid shall be sought, offered, or permitted.

3.19 Delivery Schedule

The anticipated duration of completing the delivery and post-delivery scope of work will be agreed at the time of contract award.

3.20 Contacting the Bank

No Bidder shall contact the Bank on any matter relating to its Bid, from the time of opening of Price Bid to the time the Contract is awarded. Any effort by a Bidder to influence the Bank in its decisions on Bid evaluation, Bid comparison or contract award may result in the rejection of the Bidder's Bid.

F. AWARD OF CONTRACT

3.21 Final Selection

The contract will be awarded to the selected bidder based on the evaluation criteria provided in the RFP document.

3.22 Banks Rights

The Bank reserves the right to accept or reject any Bid in part or in full, and to cancel the Bidding process and reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the Bank's action.

After identification of eligible Bidder, Bank will carry out the necessary processes of contract award.

3.23 Notification of Award

Prior to expiration of the period of Bid validity, the Bank will notify the successful Bidder in writing or by e-mail, that its Bid has been accepted. The notification of award will constitute the formation of the Contract. Upon notification of award the Bank will promptly notify each unsuccessful Bidder.

PART 4 – BID FORMS

Format 4.1 Organization and Experience

1.7	Year of Incorporation	
1.8	Total number of consultants	
1.9	Total Number of Certified Auditor	
1.10	No. of clients in Tanzania for scope of similar nature as asked in this RFP	

Format 4.2 Similar Past Experience

Please provide following information for supply and service of similar work done earlier. Specifically highlight work with organizations. Use the format below to provide information for which your firm was legally contracted for carrying out similar assignment. Please mention more than one assignment under the same client if relevant. Please note that only those projects whose scope is like the scope mentioned in this project will be considered and counted against experience for checking the eligibility criteria.

1.1	Name of Client	
Relevant Experience (Can be more than one)		
1.2	Description of Assignment	
1.3	Duration (months) of the Assignment	
1.4	Start Date	
1.5	End Date	
1.6	Team Size	
Other Experience with the Client		
1.7	Duration of all assignments	
1.8	Scope of supply and work undertaken	
1.9	Any other relevant information	

Format 4.3 Description of Approach, Methodology and Work Plan

Bidders are requested to present their approach, methodology in the following three sections:

a. Approach and Methodology

In this section, bidder should explain their understanding of the scope of the RFP and the approach to be followed for carrying it out.

b. Work plan

The Bidder should provide the main activities to be carried out in with appropriate timelines. The firm should also lay out key milestones. The proposed work plan should be consistent with technical approach and methodology.

c. Team structure and staffing

The Bidder should propose the structure and composition of the team. It should list the main areas in the assignment. The key expert involved and proposed staff.

d. Any other relevant information

Format 4.4 Staffing Schedule

S.No	Name of Staff	Duration of Involvement

Format 4.5 Resumes

Use the format below to provide information on **people likely to lead the assignment:**

1.1	Name	
1.2	Current Position	
1.3	Nationality	
1.4	Years in the Firm	
1.5	Education	
1.6	Work Experience	
1.7	Areas of Expertise	
1.8	Relevant work undertaken	
1.9	Role of the staff	
1.10	Professional Certifications	

Format 4.6 Bid Form (Technical)

To be included in Technical Proposal Envelope.

Head of Administration

Exim Bank (T) Limited
Exim Towers, 4th floor
Ghana Avenue (Off Ohio Street),
P. O. Box 1431
Dar es Salaam
Tanzania

Dear Madam,

Having examined the RFP Document, we, the undersigned, submit our response to the RFP for independent review for Risk and Compliance Management in conformity with the requirements mentioned in said RFP documents.

We undertake, if our bid/ Proposal is accepted, to carry out the work as per the scope of work, deliverables and in accordance with the agreed time frames and payment terms.

We confirm that the information submitted by us in our Bid/Proposal is true and correct. We agree to abide by the Bid/ Proposal and the fees quoted therein.

We hereby acknowledge and unconditionally accept that Exim Bank may on its absolute discretion apply whatever criteria deemed appropriate in short listing and selecting the independent reviewers.

We declare that we have not made any alterations/changes whatsoever in the RFP document which is given by the Bank and we are fully aware that in the event of any change, the RFP document maintained at the Bank will be treated as authentic and binding and the Bid Proposal submitted by us will be liable to be rejected by the Bank in the event of any alteration made in the RFP document.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Tanzania.

We understand that you are not bound to accept the lowest, or any other Proposal, you may receive.

Dated this day of 2021

(Name and Signature) _____ (in the capacity of)
Duly authorized to sign Proposal for and on behalf of _____

Format 4.7 Bid Form (Price)

To be included in Price Proposal Envelope

Head of Administration

Exim Bank (T) Limited
Exim Towers, 4th floor
Ohio Street,
P. O. Box 1431
Dar es Salaam

Tanzania

Tel 255 22 229 3332

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, submit commercial proposal for scope of Independent review for Risk and Compliance in conformity with the said Bidding documents for the sum of (Total Proposal amount in words and figures to be mentioned separately for every country) taxes extra or such other sums as may be ascertained in accordance with the **Schedule of Prices – Format 4.9** attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to deliver the scope defined in this RFP within the required timelines.

We agree to abide by the Proposal and the rates quoted therein for the orders awarded by the Bank.

Until a formal contract is prepared and executed, this Proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Tanzania.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Dated this day of 2021

(name and signature)

(in the capacity of)

Duly authorized to sign Proposal for and on behalf of _____

Appendix I

EXIM BANK TANZANIA LTD

Term of reference

1. BACKGROUND

Exim Bank Tanzania Limited is a registered Financial Services provider incorporated in 1997 in the United Republic of Tanzania. The institution is licensed under the Banking and Financial Institutions Act to provide commercial banking services. The bank started its operations in Dar es salaam and expanded to other regions in Tanzania to the current total of 33 branches.

Exim Bank has over the years achieved exploring the market to grow its asset base and to successfully expand its regional outreach. The bank has extended its services in Djibouti, Union of Comoros, and Uganda. The bank has also acquired majority shareholding in Core Securities Limited which is incorporated and registered in Tanzania.

The Exim Bank Tanzania Limited interest in subsidiaries as at 31st December 2026 is summarized below:

Subsidiary	Country of incorporation	% interest held by Exim Bank Tanzania Limited
Exim Bank Comoros S.A.	The Union of Comoros	100%
Exim Bank Djibouti S.A.	Djibouti	100%
Exim Bank Uganda Ltd	Uganda	65.1%
Core Securities Limited	Tanzania	80%

2. EXIM BANK RISK AND COMPLIANCE

The Exim Risk and Compliance function comprise of a team of Qualified staff for Risk and Compliance Management under the leadership of the Head of Risk and Compliance. The Head of Risk and Compliance reports to the Chief Executive Officer. The Head of Risk and Compliance has also the responsibility of supporting Risk and Compliance functions across the group.

3. INDEPENDENT REVIEW FOR RISK AND COMPLIANCE

The Risk and Compliance framework is guided by applicable regulatory requirements, recognized international good practices, and the expectations of financial sector regulators in Tanzania, including the Bank of Tanzania and the Financial Intelligence Unit Tanzania.

An independent Risk and Compliance review is required to be conducted periodically by a qualified and independent reviewer or review team to assess the adequacy, effectiveness, and maturity of the framework.

The objective of the independent review is to evaluate the extent to which the Risk and Compliance framework aligns with applicable laws, regulations, and regulatory guidelines within Tanzania, including Anti-Money Laundering and Countering the Financing of Terrorism (AML/CFT) requirements, as well as relevant international standards and leading practices. The review will also focus on identifying gaps and opportunities to enhance risk management, compliance, and AML/CFT processes; strengthen governance and oversight structures; improve policy implementation and monitoring; and provide both operational and strategic recommendations. Emphasis will be placed on key areas such as enterprise risk management, regulatory compliance, AML/CFT controls, customer due diligence, transaction monitoring, internal controls, and reporting mechanisms. Recommendations arising from the review will support continuous improvement and sustainable value creation for the organization.

The independent review will be conducted by a qualified and independent reviewer or review team comprising competent professionals under the leadership of an experienced project manager or team leader. Collectively, the team must demonstrate expertise in risk management, regulatory compliance, AML/CFT frameworks, governance structures, and financial sector regulatory requirements applicable in Tanzania.

Qualified consulting firms are therefore invited to submit proposals to conduct an independent review of Exim Bank Tanzania's Risk and Compliance framework in line with applicable Tanzanian laws, regulations, and supervisory expectations.

4. TERMS OF REFERENCE

The Independent review on Risk and Compliance will involve the following:

1. Provide an independent opinion on whether the Risk and Compliance framework aligns with applicable laws, regulations, and recognized

- international good practices, including requirements of the Bank of Tanzania and the Financial Intelligence Unit Tanzania.
2. Assess and make recommendations on how Risk and Compliance functions promote appropriate ethics, integrity, and a strong compliance culture within Exim Bank.
 3. Review the implementation of relevant policies, standards, and procedures across Risk and Compliance functions, including advisory and support roles to business units.
 4. Review the Risk and Compliance Charter, strategic plans, risk universe, and the development of annual risk and compliance plans, ensuring alignment with the Bank's business strategy, risk profile, and regulatory expectations.
 5. Evaluate the organizational structure and operating model of Risk and Compliance functions to determine whether resources are adequate and appropriately deployed to ensure effective coverage across all business areas.
 6. Assess the efficiency and effectiveness of the Risk and Compliance framework and determine whether it is fulfilling its mandate in line with Board and regulatory expectations.
 7. Assess current and emerging risk exposures, capacity constraints, and the future direction of the Risk and Compliance functions. Review the qualifications, experience, and training of staff for adequacy and relevance.
 8. Review and recommend improvements to methodologies, risk assessment approaches, compliance monitoring techniques, AML/CFT tools (including transaction monitoring and screening systems), and overall processes.
 9. Recommend and, where appropriate, support the implementation of selected leading practices within Risk and Compliance functions.
 10. Identify opportunities and guide management and staff for improving performance across Risk and Compliance activities.
 11. Assess and make recommendations on how Risk and Compliance information is communicated across the organization, including reporting to Senior management and the Board.
 12. Review compliance with applicable Tanzanian legislation and regulatory requirements, including AML/CFT obligations.
 13. Evaluate the interaction of Risk and Compliance functions with other governance functions and their role within the overall risk management framework.
 14. Determine stakeholder perceptions of Risk and Compliance functions through interviews and surveys with key stakeholders.

15. Review coordination with regulators and other relevant external stakeholders in relation to Risk and Compliance management matters.
16. Benchmark Risk and Compliance practices against leading industry standards and peer institutions, particularly in relation to staffing, skills mix, technology enablement, and functional effectiveness.

5. REQUIREMENTS FOR BIDDERS

A qualified reviewer or review team must demonstrate competence in Risk Management, Compliance, and Anti-Money Laundering/Countering the Financing of Terrorism (AML/CFT) practices, as well as in conducting independent reviews of governance and control frameworks. Competence should be demonstrated through an appropriate combination of relevant experience, professional qualifications, and technical expertise.

All principal members of the review team must collectively possess the required competencies in risk management frameworks, regulatory compliance, AML/CFT requirements, and independent review methodologies for the team to be considered suitably qualified.

The bidders must meet the following criteria:

- The consultancy firm should be registered in accordance with applicable laws and recognized by relevant professional or regulatory bodies in Risk Management, Compliance, and/or AML/CFT.
- The team leader and Senior Management team members should be qualified professionals in Risk Management, Compliance, and/or AML/CFT (e.g., certifications in risk management, compliance, or anti-money laundering).
- Each team member should have a thorough understanding of current Risk Management and Compliance practices, including applicable regulatory frameworks, sound judgment, and strong communication and analytical skills.
- The review team should collectively possess, or have access to, the necessary technical expertise in governance, banking regulation, information technology systems, risk management, compliance monitoring, and AML/CFT controls.
- At least Senior members of the team should demonstrate strong knowledge of banking regulations and operating environments, including requirements issued by the Bank of Tanzania and the Financial Intelligence Unit Tanzania.
- The consultancy firm should demonstrate experience in conducting similar Risk and Compliance reviews, preferably within the banking sector, in the last three (3) years.

- The bidder should submit complete Technical and Financial Proposals that meet the criteria detailed in Section 6.

6. BID COMPOSITION

Interested firms are required to submit a bid comprising of a technical and financial proposal.

6.1 Technical Profile

The Technical Profile should provide the following information:

- Overall capabilities of the firm supported by evidence of previous 2 similar reviews performed within the last 3 years.
- Resume of each team member assigned to tasks
- Proposed methodology aligned to the scoping areas
- In addition to these, the following documents are also requested:
- A letter of commitment from a dedicated Senior Consultant with overall responsibility for the quality and timeliness of the similar assignment. This will be the main contact person for formal communication on the assignment between the firm and Exim Bank Tanzania.
- A full disclosure document which provides information about any perceived or actual conflicts of interest arising from current situations or existing client relationships in undertaking the assignment.

6.2 Financial Profile

The Financial Profile should provide the following:

- Evidence of the Firm's legal registration and financial capability
- Breakdown of analysis and schedule of fees.

7. ASSESSMENT OF BIDS

Exim Bank Tanzania will assess proposals on the basis of the technical and financial criteria indicated above, to ascertain value for money, along with any other specific criteria that may be deemed pertinent during the selection process. The success of the bid will be determined by the ability of the firm to competently execute this assignment, therefore reputable professional firms that are suitably qualified are welcome to submit their application proposals

Appendix II

Vendor Due Diligence Checklist

VENDOR FILE KYC CHECKLIST	
1	TIN Certificate
2	VAT Certificate
3	BRELA Annual Return
4	Certificates of Incorporation
5	Business License and other Licenses if applicable
6	Business Location
7	Tax Clearance
8	Other regulators
9	Directors, Shareholders Address Proof