

**INVITATION FOR EXPRESSION OF INTEREST
FOR
Know Your Customer (“KYC”) Outsourcing services**

Funding source:	Asian Infrastructure Investment Bank (AIIB)
Sector:	Office of the Controller
Project Name:	Know Your Customer (“KYC”) Outsourcing services
Project No.	AIIB CP – 237
Deadline:	October 14, 2018

Date: September 11, 2018

1. The Asian Infrastructure Investment Bank (AIIB) invites qualified suppliers, to submit an Expression of Interest (EOI) to provide Know Your Customer (“KYC”) outsourcing services. The selection will follow AIIB’s draft Corporate Procurement Policy and relevant rules and procedures. Depending on the number of the EOIs received and the qualifications of the suppliers, AIIB may or may not shortlist all firms who have submitted EOIs.
2. The EOI should provide information about the supplier’s technical qualifications and experience in providing Know Your Customer (“KYC”) outsourcing services in the past five (3-5) years. Please provide the information requested in Annex B.
3. Consulting firms should submit all related documents as required under Annex A and B to the following Client’s Email address in PDF format, before **24:00, September 26, 2018 (Beijing time)**.
4. Contact information:

Corporate Procurement Division
E-mail Address: procurement@aiib.org
Facilities and Administration Services Department
Asian Infrastructure Investment Bank
B-9 Financial Street, Xicheng District
100033 Beijing, China

Annex A – Simplified Terms of Reference

Annex B - EOI Form

Annex A

Simplified Terms of Reference

Terms of Reference – Outsourcing Service for Know Your Customer (KYC)

1 Introduction

Asian Infrastructure Investment Bank (the “Bank” or AIIB) seeks Expression of Interest of Know Your Customer (“KYC”) outsourcing services. The intention is to appoint an external market proven vendor with professional knowledge, competence and experience to perform KYC process on AIIB’s customers (FI and NBF) and counterparties on behalf of AIIB in accordance with the Anti-Money Laundering (“AML”) standards and practices set out by International Organizations (IO) and Multilateral Development Banks (MDB).

2 Services required

A Objective

The Bank seeks to outsource the KYC process to ensure the KYC measures applied to customers and counterparties are adequate and consistent with the practices of other IOs and MDBs.

B Scope of Work

The scope of work involves two main requirements:

a) Implementation of KYC process and procedures

- Working in partnership with the Bank’s personnel to establish a customer risk assessment methodology and formulate procedures in relation to KYC. The selected vendor will provide advice on adequate KYC process and procedures based on established procedures of other IOs and MDBs.

b) KYC services

- Verification of customers and counterparties by reviewing and assessing supporting documents on the customer, including, but not limited to:
 - Legal entity: Legal documents like place of incorporation, business license, official documents from financial/banking supervision by the relevant regulatory authorities (if any);
 - Key personnel of the legal entity;
 - Beneficial owners and shareholders of the legal entity;
 - Certificate of incorporation;
 - Banking license etc.
- Performance of customer risk assessment using the agreed customer risk assessment methodology.
- Detection of relevant money laundry (ML) /terrorist financing (TF) concerns of customers and counterparties by performing name screening and adverse news checking on customer and connected parties, including:
 - Links to sanctions/sanctioned entities;
 - Credible allegation/investigation/conviction for serious crimes or other illegal activities;
 - Concerns with regards to the source of wealth and origin of funds;

- Material interests of or affiliation with Politically Exposed Person (“PEPs”);
- Involvement with or association with criminal organizations, money laundering or terrorism; and
- Regulatory fines and investigation particularly in the remit of AML/CFT.
- Assessment and documentation of the assessment of the ML/TF concerns.
- Performance of Enhanced Due Diligence (“EDD”) for customers and counterparties which present higher ML/TF risks by considering whether additional identification information of customer is required, and/or whether additional aspects of the customer’s identity needs to be verified.

3 Qualifications

- 1) Track Records of providing AML/KYC related consulting or due diligence services to international global banks (especially MDB)
- 2) List of purporting internal teams to provide relevant services
- 3) In-house professionals relevant CVs to be AIIB’s dedicated team
- 4) Internal regulations of how to deal with client’s private customer data

Annex B: EOI Form

[Expressions of interest are subject to a 10-page limit, including any attachments.]

Expression of Interest (EOI) by Consulting Firm

Date: [dd/mm/yyyy]

Dear Mr./Ms. [copy the AIIB's representative's name, designation and department as indicated in the EOI],

We have read carefully your Invitation for Expression of Interest for the captioned assignment/project and find the Terms of References (TOR) match our firm's capacity for providing the services required in the TOR. We would like to express our interest for being considered for the Shortlist. We understand that AIIB does not have an obligation that we must be shortlisted.

Our firm's profile and information relevant to this EOI are in provided below:

I. Consulting Firm Profile

Firm's Name:	
Country of Incorporation:	
Firm's Address: (Street name, City, State/Province, Country, ZIP code) Fax No.: Phone No.: Email: Website:	

II. Specific Qualifications and Experience

[Notes to consultant: Highlight the technical qualifications and experiences of your firm in undertaking tasks in any of the areas of focus, as indicated in the REOI].

III. Methodology of Work

[Notes to consultant: Describe the methodology to provide relevant services. This is an opportunity for the firm to demonstrate its understanding about the scope of this work]

IV. Other Information

[Notes to consultant: Provide other information that you consider to be useful for the AIIB in its consideration of your candidacy for the shortlist].

V. Project References

[Notes to consultant: Please select at least three of the most relevant projects to demonstrate the firm's technical qualifications and experience.

Period	Client	Project	Country	Role of the Firm (As lead firm or partner?)	Contract Value

VI. Eligibility Declaration

We, the undersigned, certify to the best of our knowledge and belief:

- We confirm that the project references submitted as part of this EOI accurately reflect the experience of our firm.
- We confirm our firm has ever been convicted of an integrity-related offense or crime related to theft, corruption and fraud.
- We confirm our firm and all the personnel indicated in the EOI have met the requirements of Corporate Procurement Policy of AIIB, which can be found on https://www.aiib.org/en/policies-strategies/_download/corporate-procurement-policy/corporate-procurement-policy.pdf
- We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the EOI or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with AIIB's Policy on Prohibited Practices (PPP), which can be found on https://www.aiib.org/en/policies-strategies/_download/policy-on-prohibited-practices/policy_on_prohibited_practices.pdf

Signature:

Name and Title of the firm's authorized representative: