

TERMS OF REFERENCE

Anti Bribery & Corruption Risk Assessment Consultancy

1. Introduction

KCB Bank Burundi (hereinafter referred to as “the Bank”) is the leading Commercial Bank in Burundi owned by The KCB Group and renowned for its leadership, diversity and growth.

The Bank is operating in an environment characterized by increased focus on anti-bribery and Corruption practices by the government, international institutions, correspondent banks, partners and investors. The KCB Group holds a zero-tolerance position to all forms of corruption, bribery and unethical business practice at the workplace.

1.1 The Scope of Work

In line with leading best practice, the bank intends to conduct an Anti-Bribery and Corruption (ABC) Risk Assessment for KCB Bank Burundi. The selected Consultant shall be tasked to provide this service to the bank. The scope of the exercise shall include carrying out a detailed ABC Risk Assessment and issuing relevant reports with recommendations as specified below. The outputs shall be discussed with Senior Management for mutual clarification.

1.2. Expected Output.

The Consultant shall undertake the Anti-Bribery and Corruption Risk Assessment and shall be expected to:

1. Identify a representative set of internal and external respondents.
2. Gather and analyze information to identify bribery and corruption risks.
3. Evaluate the risks against the existing controls.

4. Develop and share the Bank's ABC Risk register with prioritized ranking of inherent bribery and corruption risk sources, controls effectiveness, and residual risk exposures.
5. Issue a report on the overall ABC Risk profile and Heat Map, with recommendations for Risk Response Strategy and Plan, and recommendations for any additional mitigating controls and resource considerations as may be required.
6. Socialize the findings with key stakeholders to obtain buy-in and any clarification regarding the recommendations made.

2.0 The Technical Proposal

The technical proposal shall include the following:

- Provide a company profile including a brief background of the firm, capabilities, processes, and resources.
- Demonstrate a general understanding of the aims and objectives of this consultancy
- The firm's Legal registration and professional affiliations.
- Length of time in the relevant area of work/specialization – indicate the number of years your firm and the lead engagement consultant (separately) have been providing ABC Risk Assessment services, and indicate the organizations to which similar services have been provided.
- Detailed methodology/approach for conducting the ABC Risk Assessment and sample report templates, including brief description of the international best-practice sources against which the ABC Risk Assessment shall be bench-marked
- Clarify how results shall be validated.
- Detailed work plan with clear timelines for this consultancy.

- Certified Technical Resources in the relevant area i.e. Profile of the personnel to be involved in the work, with emphasis on academic qualifications, professional qualifications, and experience in respect of the stated scope of work.
- Any other information/documents that may be considered necessary or useful for this TOR.
- This engagement and output shall be subject to a strict Non-Disclosure Agreement.

3.0 The Financial Proposal

The Financial Proposal should include a breakdown of the cost for carrying out the assignment.

- All costs associated with the consultancy services shall be included in the financial proposal, for example, the number of resources, rate per man-day, number of days, etc.
- Reimbursable costs should be clearly indicated and included as part of the financial proposal.
- The cost should be inclusive of applicable taxes (VAT and withholding Tax), and these should be clearly indicated.

4. DEADLINE FOR SUBMISSION OF PROPOSALS

5.

The bid documents shall be addressed to the following address and dropped at the tender box on the **1h Floor, KCB Bank Burundi Limited, Avenue Pierre Ngendandumwe, num 1 on or sent on following mail**

~ burundiprocurement@bi.kcbgroup.com before the closing date on **5th September 2025 by 3.00 pm.**

Note: For financial proposal documents sent by email; please ensure the documents are password-protected. (The password will be requested on the day of the opening of the bids).

Procurement Department

KCB Bank Burundi Limited

Avenue Pierre Ngendandumwe

Email: burundiprocurement@bi.kcbgroup.com

The envelope should be marked **“Anti-Bribery & Corruption Risk Assessment Consultancy”**