

Terms of Reference: Supply of Training Services to the European Banking Authority (EBA) (Lots 1-4)

1. Background Information

The European Banking Authority (EBA) was established by Regulation (EC) No. 1093/2010 of the European Parliament and of the Council of 24 November 2010. The EBA came into being on 1 January 2011 and has taken over all the existing and ongoing tasks and responsibilities of the Committee of European Banking Supervisors (CEBS). The EBA acts as a hub and spoke network of European Union (EU) and national bodies safeguarding public values such as the stability of the financial system, the transparency of markets and financial products and the protection of depositors and investors.

The EBA has a number of broad competences including preventing regulatory arbitrage, guaranteeing a level playing field, strengthening international supervisory coordination, promoting supervisory convergence and providing advice to the EU institutions in the areas of banking, payments and e-money regulation as well as on issues related to corporate governance, auditing and financial reporting. EBA plans to expand its activities and operations over the coming years.

In this context an important activity of the EBA is the planning, organisation and delivery of a number of training seminars and workshops located in the EU with participants from supervisory authorities and central banks located in the Member States of the EU and sometimes located in other countries worldwide. The EBA would like to complement its current training programme with additional training events organised by other organisations expert in this field. The EBA is seeking to contract training providers in order to provide relevant and cutting edge training services. This has to be seen in the context of the needed enhancement of EBA's training offer in order to meet the various learning needs as adequately as possible.

2. Contract Information

The purpose therefore of this tender procedure is to conclude framework contracts for the provision the training services specified in these Terms of Reference. A framework contract is a legal agreement between two parties, in this case, EBA and the contractor. It acts as the basis for possible future purchase of services by the EBA. The framework contract contains, inter alia, a description of the scope of services that can be purchased by EBA, methodology, timing and the fees to be respected by the contractor. It is a contract of a fixed duration but with no fixed value, only a maximum total value. The framework contract itself is not an order for services or supplies and does not constitute a financial commitment. Execution of the framework contracts will be performed through specific contracts. The EBA's intention is to sign a single framework contract for each of the four lots.

For every specific contract or order the EBA shall determine the specifications of the services required, hereinafter referred as project, and the relevant response time. The contractor shall make its offer in response to the EBA's specifications within this time limit.

3. Implementation of the Contract

Framework contracts shall be signed for an initial one year period and shall be renewable up to a maximum of three times under the same conditions. Depending on its needs EBA would then intend to issue individual and successive specific contracts over the period of validity of the framework contracts. Services shall be requested under specific contracts linked to particular activities over a given period. Specific contracts shall take the form of one of the documents provided under Annexes III.a and III.b to the framework contract. Either format may be used for implementation of the framework contract depending on the EBA's needs. The specific contract model proposed under Annex III.b to the framework contract may also be referred to as an "Order Form". The contractor shall take all necessary actions to satisfy EBA's requests of services in terms of both timing and volume. Prior to the signature of specific contracts EBA shall determine the specifications of required services, which will be planned in advance to guarantee the highest quality of deliverables.

After determining the specification of services requested, the maximum response time to any request for services shall be 12 working days (counting from the date of request) unless specified differently by the EBA on a case by case basis. It is expected that the service provider shall reply to the request for services with an offer which upon acceptance by EBA shall be used as basis for the preparation of the specific contract. It is expected that the service provider shall be able to make available the requested service within a maximum of 3 months from the date of request.

Orders for services shall be placed through specific contracts as mentioned above. They shall make reference to the relevant framework contract number, clearly indicate the name of the service provider and the type of service as well as the description of the service, amount due, duration, languages and any other information deemed necessary by the EBA. Specific contracts for services shall be duly signed by EBA and sent to the contractor for countersignature. Upon receipt of the specific contract the contractor shall countersign the specific contract and send it back to EBA within a maximum of 10 working days from the date of issuance.

NB: No legal or financial commitment shall exist on behalf of either party until the specific contract is signed by both parties.

4. Scope of the Services

The EBA has an annual training programme in place and delivers around 12 seminars every year to EU supervisors and regulators in order to facilitate an EU common supervisory culture. In addition to the current EBA annual training programme the EBA is now planning to appoint external providers for the provision of additional high quality training events at EBA offices in London or at external locations in London or in Member States of the EU. The participants at

these events will be supervisors and regulators from the EU as well as EBA staff. Participants will typically have at least two to three years work experience. Most participants will have a basic or intermediate level knowledge of the area for which the training has been ordered. On some occasions supervisors and regulators from outside the EU may be invited. In general it is expected that each training event will have between 25-40 participants and last 2 or 3 days.

These additional training seminars are divided into **four lots** with the following titles:

- **Lot 1- Implementation and Practical Aspects of Basel III/CRD**
- **Lot 2 - Understanding Bank Business Models/Risk Management**
- **Lot 3 - Accounting Issues**
- **Lot 4 - IT Issues including XBRL, Testing and SAS Training**

For each lot EBA plans to appoint a single provider. The training event must be organised and delivered within a maximum of three months after the providers have been notified by the EBA. The selection of the topics will be decided well in advance by the EBA. For some events the EBA may provide speakers for one or two sessions. A draft programme with key topics to be included will be prepared by the EBA. The training providers must work in close co-operation with the Training Coordinator at the EBA. During the planning phase the training providers must discuss teaching methods and design of the training event with the EBA Training Coordinator.

The selected training provider for each lot will be responsible for at least the following tasks:

- planning and design, preparation and organisation, and delivery of specific training events
- development and implementation of appropriate training methodology including suggestions and ideas for the training events
- mobilisation and provision of speakers and trainers for each event
- preparation, printing and delivery of all training materials including teaching aids and materials to accompany each training event
- organisation of coordination sessions between itself, the trainer(s) and EBA
- evaluation of feedback and the training events
- provision of reports on the evaluation, impact and outcomes of the training events

The training providers are required to take full responsibility for the content and quality of the training material as well as the quality standards and availability of trainers and speakers. All trainers and speakers must be fluent in spoken and written English. The training seminars will be delivered in English. The training materials must be made available in English.

Training seminars should include case studies and exercises, if appropriate, with question and answer sessions and panel discussions. Where appropriate training events which include computer-based exercises and case studies would be a major plus.

Training providers should be specialist in their fields and have in-depth practical insight of the topics.

A typical day at the training would be structured as follows:

- 8:30: Registration
- 9:00: Welcome and introduction
- 9:15: Session 1
- 10:15: Session 2
- 11:15: Coffee break
- 11:45: Session 3
- 12:45: Lunch
- 13:45: Session 4 and exercise or case study
- 15:00: Coffee break
- 15:30: Session 5 and exercise or case study
- 17:00: End

During the implementation of the framework contract sub-contracting of the services to other companies or individuals is not permitted without the prior written approval of the EBA.

5. Organisation of Training Events

The training providers will be responsible for the complete organisation of each training event. The training providers will therefore be responsible for at least the following tasks:

- registration of participants
- venue selection and booking
- event preparation, set up and hosting
- provision of training materials
- catering

The training providers must seek the prior approval of the EBA on the choice of the venue. It is expected that EBA will offer catering services if the training events are hosted at the EBA's premises. In all cases the location of the training events should be easily accessible and close to international airports and international train stations.

The venue for the training event must be adequately equipped, modern and comfortable with proper AV system. Depending on the type of seminars,

availability of syndicate rooms may be required. In this respect, appropriate information would be provided well in advance by the EBA.

It is possible that in some cases the venue might be provided by EU supervisors and regulators in the EU. If that is the case, the training provider will be informed well in advance.

6. Specific Requirements, Objectives and Volumes for Lots 1-4

EBA plans to outsource between 2-4 training events each year per lot. Some training events could be repeated a number of times in a year, if there is sufficient demand from EU supervisors. The lots are designed to cover the following broad themes:

- **Lot 1 - Implementation and Practical Aspects of Basel III/CRD**
 - Capital and leverage
 - Liquidity and funding
 - Timing and impact on market sentiment

- **Lot 2 - Understanding Bank Business Models/Risk Management**
 - Main categories of business models and their strategic rationales
 - Business models as key drivers of earnings level and mix
 - Risk components of business models
 - Bank analysis
 - Risk culture and governance
 - Risk management and control: strategies and best practices, crisis management and recovery measures
 - Risk management analysis as key element of banking supervision
 - Quantitative techniques, statistical analysis including the use of statistical software
 - Systemic risks
 - IT risks

- **Lot 3 - Accounting Issues**
 - Relevant accounting standards
 - Accounting treatment of financial instruments
 - Analysis of financial statements as component of banking supervision
 - Relevant audit standards

- **Lot 4 - IT issues including XBRL, testing and SAS training**
 - COREP AND FINREP XBRL TRAINING

- XBRL Taxonomy Development
- XBRL Formulas
- XBRL Implementation

- Using XBRL Data
- ISEB - ISTQB Advanced Test Analyst
- SAS Business Intelligence Reporting 1: Essentials
- SAS Business Intelligence Reporting 2: Additional Topics
- Analytical software (Query and Reporting e.g. Matlab, SAS)

The key objectives of the training events are to ensure that participants (i) have a good understanding of the topics (ii) assess the implications for their work (iii) develop ways of identifying the key issues and (iv) understand the practical aspects of these issues.

7. Quality Assurance and Relationship Manager

The selected training providers shall ensure that the quality of the events is continuously monitored by the use and analysis of feedback forms. Copies of feedback forms and results of the analysis of the feedback should be provided to the EBA within two weeks after each training event.

The selected training providers should appoint one relationship manager who will be responsible for the management of the relationship with the EBA. The relationship manager will act as a single point of contact between the EBA and the training provider for all the seminars. The relationship manager will work as a coordinator and can deliver some of the seminars. The relationship manager should respond to email queries and phone calls within 24 hours and resolve outstanding issues within 3 working days.

In the event that the EBA is not satisfied with the performance or behaviour of a speaker provided by the selected training providers, the providers will be obliged to supply a suitable replacement. The training provider will need to seek EBA's prior approval of the replacement based upon an examination of CVs.

