



**Procurement for  
Global recruitment services –  
preferred supplier agreement**

RFP document

**Procurement under Part I and III of the Regulations**

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# 1 Introduction

## 1.1 About the client

This procurement is being conducted by Norges Bank for both the Central Bank Operations, Norges Bank Administration and Norges Bank Investment Management.

Norges Bank is the Central Bank of Norway. It is a separate legal entity wholly owned by the state of Norway. As the central bank of Norway, it is an executive and advisory body for monetary, credit and foreign exchange policy. Norges Bank's activities are governed by Act no. 31 of 21 June 2019 relating to Norges Bank and the Monetary System (the Norges Bank Act). For further information, please see [www.norges-bank.no](http://www.norges-bank.no)

Since 1997, in addition to its monetary role, Norges Bank has been appointed by the Ministry of Finance as manager of the Norwegian Government Pension Fund Global (the "GPF" or the "Fund"). The GPF represents savings for future generations in Norway. The original source of the Fund's capital is the net cash flow derived by the State of Norway from petroleum activities. The State of Norway, acting through the Government of Norway, deposits the GPF with Norges Bank. Norges Bank invests that deposit in assets around the world, in accordance with the Management Mandate issued by the Norwegian Ministry of Finance.

The asset management responsibility for the Fund is allocated to Norges Bank Investment Management ("NBIM"), a department within Norges Bank. NBIM's principal office and headquarters is in the central bank in Oslo, Norway. It also has staffed offices in London, New York, Singapore and Shanghai. For further information, see [www.nbim.no](http://www.nbim.no)

## 1.2 Purpose of the procurement

Norges Bank is seeking to enter into parallel framework agreements for Global recruitment services – preferred supplier agreement. The procurement is divided into 8 main areas (LOTS). Each LOT will be evaluated separately. Up to 3 parallel framework agreements will be entered into for each of the LOTS 1 – 7. For LOT 8 there will be one framework agreement.

LOT 1 – London/New York	Real Assets
LOT 2 – London/New York	Equity Strategies – ASG
LOT 3 – London/New York	Compliance/Governance
LOT 4 – London/New York	IT, Security & Operations
LOT 5 – London/New York	HR
LOT 6 – London/New York	Finance
LOT 7 – UK/US/Spore/Oslo	Senior Manager and Leadership roles
LOT 8 – Singapore	Investment, Compliance and Governance and Tech

The assignments will consist of assistance in recruitment services and proposals for the selection of candidates for:

- Advertised recruitment services
- Advertised recruitment services with active search (search / executive search)
- Limited final assessment of candidates

This document contains tender documentation with information and requirements for those suppliers wishing to submit a tender in the competition.

## 1.3 Scope of the agreement

The total scope of the assignments to be given in the contract period across all levels, is expected to be on the order of 10.000.000 – 40.000.000 NOK ex vat for the total contract period. Please note that there is a high degree of uncertainty concerning the volume of the contract. Previous experience indicates that the need can vary widely from year to year.

#### 1.4 Duration

The duration of the contracts is two years, with option for Norges Bank to extend the contract with 2 more years. The contract may be terminated by either party with three (3) months' prior notice during the contract period.

#### 1.5 Contract type and provisions

The contractual relationship will be regulated by the attached Framework Agreement (**Appendix 8**)

#### 1.6 Mechanisms for mini-tender and assignments

In LOTS where there is more than one supplier, a MiniTender process will be instigated (LOT 1-7) For the implementation of mini-tender, the contract will be awarded to the supplier who has the best price-quality ratio. Current award criteria will be:

##### Quality

- Relevant experience from similar assignments the last two years and competence for offered consultant(s) for the assignment
- The supplier's scope assessment of the assignment (timeline)
- Availability for delivery of the assignment
- A short strategy for solving the specific assignment

With small adjustments

##### Price

- Fixed price for the assignment

The relative weightings between these two criteria will be set out in the invitation to mini-tender. Norges Bank reserves the right to conduct interviews with offered consultants prior to the award of assignments.

The choice of which criteria to use and the weighting between these may vary from mini-tender to mini-tender based on the individual assignment's nature and needs. The final choice of criteria and weighting will appear from the individual competition within the framework outlined above.

#### 1.7 Structure of the tender documents

The tender documents consist of:

Main document	Tender document (this document)
Appendix 1	Tender letter
Appendix 2	Deviations from the tender documents
Appendix 3	Self-declaration wage and working conditions
Appendix 4	Template reference task
Appendix 5	Requirement specification (separate document)
Appendix 6	Price Matrix
Appendix 7	Ethical guidelines for suppliers
Appendix 8	Framework agreement
Appendix 9	Mini tender and SOW templates
Appendix 10	Dataprocessing agreement

## 2 Rules for the procurement

### 2.1 Procurement procedure

The procurement will be carried out with respect to the Act relating to Public Procurements of 17 June 2016 (Public Procurement Act) and the Regulations relating to Public Procurements (Public Procurement Regulations) FOR 2016-08-12-974, Part III, section 13 -1 (1) – open procedure.

- Variant tenders are not allowed

In accordance with the fundamental principles of Norwegian procurement law, Norges Bank reserves the right to clarify and amend the RFP, as well as to cancel the procedure. All recipients of the RFP will be notified of any such clarifications or amendments and shall take these into consideration when preparing responses to the RFP. Norges Bank also reserves the right to seek further information and clarifications from the tenderers.

## **2.2 Publication of the procurement**

The procurement will be published in Doffin ([www.doffin.no](http://www.doffin.no)) and Tender Electronic Daily (TED) ([www.ted.europe.eu](http://www.ted.europe.eu)).

## **2.3 Timetable**

Plan to perform the procurement with respect to the timetable below. It is emphasized that the plan is tentative. Norges Bank will be able to make adjustments during the course of the process.

**Norges Bank wishes to make it clear that tenders that are delivered too late will be rejected**

<b>Milestone</b>	<b>Date</b>
Deadline for submitting questions	12 <sup>th</sup> December 2022
Deadline for delivery of tenders	22 <sup>nd</sup> December 2022 12:00CET
Notification of contract award (tentative)	Week 4 - 2023
Validity period	28 <sup>th</sup> February 2023

## **2.4 Communications, questions on the tender documentation and supplemental information**

All communications during the procurement process must take place via Mercell. In the competition in Mercell, select the "communications" tabbed sheet. Then click the "new message" icon in the menu bar. Enter the question/information and press "send". Norges Bank then receives the question/information. Any possible questions that the tenderers might have concerning the tender documentation, possibly of the pre-tender conference, must be submitted within the deadline given in point 2.3 above.

All questions will be answered in good time before expiry of the inquiry/rendering deadline in anonymous form and made available as supplemental information to everyone who has registered an interest in Mercell / those bidders who have been invited to submit tenders. Supplemental information is available under the "communications" tabbed sheet and subsequently under the "supplemental information" tabbed sheet. Tenderers who have already registered their interest will also receive notification via E-mail if supplemental information is released during the competition. The tenderers can then follow the link in the notification in order to bring up the relevant competition.

## **2.5 Correction, supplementation and/or amendment of the tender documentation**

Before expiry of the tendering deadline, Norges Bank has the right to undertake correction, supplementation and amendment of the tender documentation that are not of significance. Correction, supplementation or amendment of the tender documentation will immediately be sent to all tenderers who have registered their interest via Mercell. Information on correction, supplementation and amendment will be published electronically via Mercell. If errors are detected in the tender documentation, it is requested that this be communicated to Norges Bank via the communications module in Mercell.

## **2.6 Language**

All written and verbal communications in connection with this competition must occur in English. The language requirement also concerns the tender itself.

## **2.7 Norwegian Freedom of Information Act**

With statutory authority in the Norwegian Freedom of Information Act of 19.5.2006, section 23, third subsection, exceptions may be made for tenders and records pursuant to the code of regulations concerning public procurements until the selection of the supplier has been made. With statutory authority in the Norwegian Freedom of Information Act, section 13, cf. the Central Bank Act, section 5-2, Norges Bank has a duty of confidentiality concerning information on "the business-related conditions of others".

It is emphasized that it is the information subject to confidentiality in the document and not the document in its entirety that is subject to disclosure, cf. the Norwegian Freedom of Information Act, section 13. Tenderers are hence requested to themselves mark/censor precisely which information in the tender that must be deemed to be subject to confidentiality.

## **2.8 Duty of confidentiality**

For employees and suppliers who perform work or service for Norges Bank, the duty of confidentiality follows from the Norwegian Act relating to Norges Bank and the monetary system (Central Bank Act), section 5-2. Subcontractors and third parties who become acquainted with information from the contractual relationship must be subjected to a duty of confidentiality corresponding to the duty of confidentiality established in the Central Bank Act, section 5-2.

The duty of confidentiality also remains in effect after the agreement has been ended. Employees or others who depart from their service with one of the parties also have a duty of confidentiality after they have departed. Employees of the supplier, subcontractors and possible third parties must sign a non-disclosure declaration formulated by Norges Bank.

## **2.9 Impartiality**

Norges Bank will pose strict criteria as a basis in determinations of whether possible impartiality-compromising situations, cf. Public Procurement Regulations, section 7-5, are present. If Norges Bank based upon an assessment of the Supplier's explanation and the circumstances otherwise concludes that an impartiality conflict exists, this will result in rejection. The company is expected to have a policy and arrangement for surveying and assessing possible partiality or impartiality conflicts. An explanation must be given of precisely which impartiality conflicts may exist with a justification for why it is not viewed as being of such a nature that one is prevented from shouldering the commissioned task.

## **2.10 Police certificate of good conduct and credit assessment**

Norges Bank may, pursuant to the Central Bank Act, section 2-15 and Regulation 2019-12-17-1880, require a police certificate of good conduct for the Supplier's personnel and possibly personnel of subcontractors who are performing tasks in connection with the Delivery, if security-related considerations dictate such.

With objective grounds, Norges Bank may procure credit information on the Supplier's personnel and possibly personnel of subcontractors who perform tasks in connection with the Delivery. Norges Bank may also perform other investigations such as for example information on residential address, checks of a valid ID, verification of education and work experience and other investigations if such are relevant. If security-related considerations dictate such, personnel of the supplier must be security-approved by Norges Bank before the task is commenced. It is the tenderer's responsibility to contribute to the requisite investigations being able to be performed with respect to procedures prepared by Norges Bank. The Supplier is also obligated to sign the bank's non-disclosure declaration. In special instances, a security clearance will be required pursuant to the Act relating to preventive security services.

## **2.11 Ethical rules for contractors**

The tenderer who is awarded the commissioned task must confirm in the contract that ethical rules for contractors (**Appendix 7**) apply for personnel carrying out the work with the supplier who have access to Norges Bank's premises or information systems.

## **2.12 Advertising**

The Supplier is obligated to not conduct advertising or in some other manner to give the general public information concerning this agreement with its appendixes or the results of the agreement without the prior written approval of Norges Bank. The supplier is obligated to include a corresponding provision with respect to their subcontractors.

If the Supplier participates in a competition pursuant to the Act and Regulations relating to Public Procurements and a client requests references from other clients, Norges Bank will upon request assess giving a reply concerning whether permission will be granted.

### **2.13 Tenderer's participation costs**

Expenses that the tenderer incurs in connection with the preparation, submission or follow-up on the tender or the procurement process in general will not be refunded.

### **2.14 Deviations from the procurement documents**

The Supplier bears the risk for unclear items in the tender, cf. Public Procurement Regulations, section 23-3 (2).

Tenders that contain significant deviations from the procurement documents must be rejected pursuant to the Public Procurement Regulations, section 24-8 (1) b. Norges Bank hence most strongly requests submitting tenders based upon those instructions and guidance that appear in this tender documentation with appendixes and possibly pose questions in the event of unclear items in the tender documentation.

## **3 Rejection grounds and Qualification requirements**

### **3.1 In general on ESPD**

In this competition, the tenderers must fill in the ESPD form that is integrated into Merccell.

### **3.2 National rejection grounds**

The rejection grounds that are ticked under ESPD Rejection Grounds point C provide as a point of departure Norges Bank only a right to reject. In the following two cases, Norges Bank nevertheless has an obligation to reject:

1. If there exists a lack of impartiality that Norges Bank cannot remedy with minor intervention measures, cf. Public Procurement Regulations, section 24-2, first subsection, letter c.
2. If the tenderer has participated in the preparation of the competition, and in so doing has attained an unreasonable competitive advantage that cannot be remedied with minor intervention measures, cf. Public Procurement Regulations, section 24-2, first subsection, letter d.

Norges Bank has in ESPD Rejection Grounds point D ticked "purely national rejection grounds". The national rejection grounds go further than what follow from the rejection grounds specified in ESPD in two cases:

1. Norges Bank must reject a tenderer when it is aware that the tenderer has accepted an optional fine or been convicted of the specified criminal conditions in the Public Procurement Regulations, section 24-2, second subsection.
2. Norges Bank may reject a tenderer when it can be documented that the tenderer has in general committed serious errors that bring about doubts as to its professional integrity, cf. Public Procurement Regulations, section 24-2, third subsection, letter i.

### **3.3 Qualification requirements**

#### **3.3.1 General**

The tenderer must answer the qualification requirements included in this document.

Note that the qualification and documentation requirements appear under the heading "Description of requirement/documentation" under the individual requirement in Merccell.

#### **3.3.2 Fulfilment of qualification requirements by the use of other enterprises**

The tenderer may choose to support itself with the capacity of other enterprises in order to fulfil the requirements for the supplier's economic and financial capacity and for technical and professional qualifications. What is meant by "other enterprises" is for example a parent company, co-operating partners, subcontractors and the like.

If the tenderer supports itself on the capacity of other enterprises in order to fulfil the qualification requirements for economic and financial capacity and/or for technical and professional qualification, then the tenderer must document that it has the requisite resources at its disposal. This can be documented by for example attaching a signed declaration of obligation from these enterprises.

Please note that Norges Bank accept maximum 1 link in the supply chain.

### 3.3.3 Concerning requirements for the economic and financial capacity of the tenderers

If a tenderer supports itself on the capacity with other enterprises in order to fulfil the requirements for the supplier's economic and financial capacity, Norges Bank may require that they are jointly and severally liable for the execution of the contract.

If the tenderer has objective grounds for not submitting the documentation that Norges Bank has requested, then the tenderer may document its economic and financial capacity by submitting any other document that Norges Bank deems to be suitable.

### 3.3.4 Requirements associated with the tenderer's suitability

Cf. ESPD form: qualification requirements, A: suitability

<b>Qualification requirements</b>	<b>Documentation requirements</b>
The tenderer shall be a legally established company	Norwegian companies: Certificate of incorporation  Foreign companies: Proof that the company has been registered in an industry registry or company registry as prescribed in the legislation in the country where the supplier was established

### 3.3.5 Requirements associated with the tenderer's economic and financial capacity

<b>Qualification requirements</b>	<b>Documentation requirements</b>
The supplier must have sufficient <b>economic and financial capacity</b> to execute the delivery/contract	The supplier's annual financial statements (including notes with reports from the board auditor) for the past 2 years. If the annual financial statements for the preceding year have not been completed by the expiry of the tendering deadline for this competition, then interim annual accounts for the preceding year must be attached in addition.  Credit rating from a recognized rating supplier (must not be more than 2 months old)  We do an overall assessment of the economic and financial standing based on the Current Ratio, Equity ratio and Interest coverage, cash flow from operating activities, annual results and auditor's report.  If the requested documentation is not available Norges Bank may accept other documentation as it finds suitable and relevant. If the financial documentation is showing a negative trend, the Self-Declaration Form should include a short explanation, including an explanation of the tenderer's liquidity risk (the risk that an entity will encounter difficulty in meeting obligations associated with liabilities)

### 3.3.6 Execution of the qualification phase

Norges Bank will assess whether the qualification requirements have been fulfilled based on the documentation the suppliers have submitted together with the inquiry on participation in the competition. Suppliers who do not fulfil one or more qualification requirements will be rejected from the competition.



## 4 For the tendering part

### 4.1 Award criteria

The contract will be awarded to the tenderer with the best conditions between quality and price based on the award criteria and percentage weighting set out in the table directly below. Normalization of score will not be used in the evaluation. Each area (LOT 1, LOT 2, LOT 3, LOT 4, LOT 5, LOT 6, LOT 7, and LOT 8) will be evaluated separately.

#### LOT 1 - REAL ASSETS (non retained)

LONDON/NEW YORK

Position types e.g., Investment Manager, Renewable Manager, Technical Manager

AWARD CRITERIA – QUALITY 70 %	DOCUMENTATION REQUIREMENT
<p><b>Understanding of the assignment</b> Norges Bank wants a supplier that has a professional recruitment process, which are effective and solution oriented. Emphasis is placed on</p> <ul style="list-style-type: none"> <li>○ Methodology</li> <li>○ The actual search / recruitment process</li> <li>○ Timeline</li> <li>○ Similar and relevant assignments elsewhere</li> </ul> <p><b>Goal</b> Norges Bank is looking for the best possible alignment between your proposal and our requirements.</p>	<p><b>Documentation requirement:</b> Please describe in a one-pager how an ideal recruitment assignment will be solved. Reference “understanding of the assignment” in the subject line.</p> <p><b>Documentation requirement:</b> Please answer all the requirements in <b>Appendix 5</b></p>
AWARD CRITERIA – PRICE 30 %	DOCUMENTATION REQUIREMENT
Norges Bank wants suppliers with competitive prices	Please fill in price matrix, <b>Appendix 6 – LOT 1</b>

#### LOT 2 - EQUITY STRATEGIES – ASG (non retained)

LONDON/NEW YORK

Position types e.g., Sustainability Analysts, FI, FX, Traders

AWARD CRITERIA – QUALITY 70 %	DOCUMENTATION REQUIREMENT
<p><b>Understanding of the assignment</b> Norges Bank wants a supplier that has a professional recruitment process, which are effective and solution oriented. Emphasis is placed on</p> <ul style="list-style-type: none"> <li>○ Methodology</li> <li>○ The actual search / recruitment process</li> <li>○ Timeline</li> <li>○ Similar and relevant assignments elsewhere</li> </ul> <p><b>Goal</b> Norges Bank is looking for the best possible alignment between your proposal and our requirements.</p>	<p><b>Documentation requirement:</b> Please describe in a one-pager how an ideal recruitment assignment will be solved. Reference “understanding of the assignment” in the subject line.</p> <p><b>Documentation requirement:</b> Please answer all the requirements in <b>Appendix 5</b></p>
AWARD CRITERIA – PRICE 30 %	DOCUMENTATION REQUIREMENT
Norges Bank wants suppliers with competitive prices	Please fill in price matrix, <b>Appendix 6 – LOT 2</b>

**LOT 3 - COMPLIANCE/GOVERNANCE (non retained)**  
 Position types e.g., Advisors, ESG, Analytics, Op Risk, Legal

**LONDON/NEW YORK**

AWARD CRITERIA – QUALITY 70 %	DOCUMENTATION REQUIREMENT
<p><b>Understanding of the assignment</b>                      Norges Bank wants a supplier that has a professional recruitment process, which are effective and solution oriented.                      Emphasis is placed on</p> <ul style="list-style-type: none"> <li>○ Methodology</li> <li>○ The actual search / recruitment process</li> <li>○ Timeline</li> <li>○ Similar and relevant assignments elsewhere</li> </ul> <p><b>Goal</b>                      Norges Bank is looking for the best possible alignment between your proposal and our requirements.</p>	<p><b>Documentation requirement:</b>                      Please describe in a one-pager how an ideal recruitment assignment will be solved.                      Reference “understanding of the assignment” in the subject line.</p> <p><b>Documentation requirement:</b>                      Please answer all the requirements in <b>Appendix 5</b></p>

AWARD CRITERIA – PRICE 30 %	DOCUMENTATION REQUIREMENT
<p>Norges Bank wants suppliers with competitive prices</p>	<p>Please fill in price matrix,  <b>Appendix 6 – LOT 3</b></p>

**LOT 4 - IT, SECURITY & OPERATIONS (non retained)**  
 Position types e.g., Developers, Cloud, Engineers, Service desk

**LONDON/NEW YORK**

AWARD CRITERIA – QUALITY 70 %	DOCUMENTATION REQUIREMENT
<p><b>Understanding of the assignment</b>                      Norges Bank wants a supplier that has a professional recruitment process, which are effective and solution oriented.                      Emphasis is placed on</p> <ul style="list-style-type: none"> <li>○ Methodology</li> <li>○ The actual search / recruitment process</li> <li>○ Timeline</li> <li>○ Similar and relevant assignments elsewhere</li> </ul> <p><b>Goal</b>                      Norges Bank is looking for the best possible alignment between your proposal and our requirements.</p>	<p><b>Documentation requirement:</b>                      Please describe in a one-pager how an ideal recruitment assignment will be solved.                      Reference “understanding of the assignment” in the subject line.</p> <p><b>Documentation requirement:</b>                      Please answer all the requirements in <b>Appendix 5</b></p>

AWARD CRITERIA – PRICE 30 %	DOCUMENTATION REQUIREMENT
<p>Norges Bank wants suppliers with competitive prices</p>	<p>Please fill in price matrix,  <b>Appendix 6 – LOT 4</b></p>

**LOT 5-HR (non retained)****LONDON/NEW YORK**

Position types e.g., Talent Acquisition, HR Business Partners, Leadership &amp; Development

<b>AWARD CRITERIA – QUALITY 70 %</b>	<b>DOCUMENTATION REQUIREMENT</b>
<p><b>Understanding of the assignment</b> Norges Bank wants a supplier that has a professional recruitment process, which are effective and solution oriented. Emphasis is placed on</p> <ul style="list-style-type: none"> <li>○ Methodology</li> <li>○ The actual search / recruitment process</li> <li>○ Timeline</li> <li>○ Similar and relevant assignments elsewhere</li> </ul> <p><b>Goal</b> Norges Bank is looking for the best possible alignment between your proposal and our requirements.</p>	<p><b>Documentation requirement:</b> Please describe in a one-pager how an ideal recruitment assignment will be solved. Reference “understanding of the assignment” in the subject line.</p> <p><b>Documentation requirement:</b> Please answer all the requirements in <b>Appendix 5</b></p>
<b>AWARD CRITERIA – PRICE 30 %</b>	<b>DOCUMENTATION REQUIREMENT</b>
Norges Bank wants suppliers with competitive prices	Please fill in price matrix, <b>Appendix 6 – LOT 5</b>

**LOT 6- FINANCE (non retained)****LONDON/NEW YORK**

Position types e.g., Accountants, auditors. controllers

<b>AWARD CRITERIA – QUALITY 70 %</b>	<b>DOCUMENTATION REQUIREMENT</b>
<p><b>Understanding of the assignment</b> Norges Bank wants a supplier that has a professional recruitment process, which are effective and solution oriented. Emphasis is placed on</p> <ul style="list-style-type: none"> <li>○ Methodology</li> <li>○ The actual search / recruitment process</li> <li>○ Timeline</li> <li>○ Similar and relevant assignments elsewhere</li> </ul> <p><b>Goal</b> Norges Bank is looking for the best possible alignment between your proposal and our requirements.</p>	<p><b>Documentation requirement:</b> Please describe in a one-pager how an ideal recruitment assignment will be solved. Reference “understanding of the assignment” in the subject line.</p> <p><b>Documentation requirement:</b> Please answer all the requirements in <b>Appendix 5</b></p>
<b>AWARD CRITERIA – PRICE 30 %</b>	<b>DOCUMENTATION REQUIREMENT</b>
Norges Bank wants suppliers with competitive prices	Please fill in price matrix, <b>Appendix 6 – LOT 6</b>

**LOT 7 – SENIOR MANAGER AND LEADERSHIP ROLES (retained)  
UK/US/SINGAPORE/OSLO**

Position types e.g., Head and Global Heads

AWARD CRITERIA – QUALITY 70 %	DOCUMENTATION REQUIREMENT
<p><b>Understanding of the assignment</b> Norges Bank wants a supplier that has a professional recruitment process, which are effective and solution oriented. Emphasis is placed on</p> <ul style="list-style-type: none"> <li>○ Methodology</li> <li>○ The actual search / recruitment process</li> <li>○ Timeline</li> <li>○ Similar and relevant assignments elsewhere</li> </ul> <p><b>Goal</b> Norges Bank is looking for the best possible alignment between your proposal and our requirements.</p>	<p><b>Documentation requirement:</b> Please describe in a one-pager how an ideal recruitment assignment will be solved. Reference “understanding of the assignment” in the subject line.</p> <p><b>Documentation requirement:</b> Please answer all the requirements in <b>Appendix 5</b></p>
AWARD CRITERIA – PRICE 30 %	DOCUMENTATION REQUIREMENT
<p>Norges Bank wants suppliers with competitive prices</p>	<p>Please fill in price matrix, <b>Appendix 6 – LOT 7</b></p>

**LOT 8 - INVESTMENT, COMPLIANCE AND GOVERNANCE AND TECH  
SINGAPORE**

AWARD CRITERIA – QUALITY 70 %	DOCUMENTATION REQUIREMENT
<p><b>Understanding of the assignment</b> Norges Bank wants a supplier that has a professional recruitment process, which are effective and solution oriented. Emphasis is placed on</p> <ul style="list-style-type: none"> <li>○ Methodology</li> <li>○ The actual search / recruitment process</li> <li>○ Timeline</li> <li>○ Similar and relevant assignments elsewhere</li> </ul> <p><b>Goal</b> Norges Bank is looking for the best possible alignment between your proposal and our requirements.</p>	<p><b>Documentation requirement:</b> Please describe in a one-pager how an ideal recruitment assignment will be solved. Reference “understanding of the assignment” in the subject line.</p> <p><b>Documentation requirement:</b> Please answer all the requirements in <b>Appendix 5</b></p>
AWARD CRITERIA – PRICE 30 %	DOCUMENTATION REQUIREMENT
<p>Norges Bank wants suppliers with competitive prices</p>	<p>Please fill in price matrix, <b>Appendix 6 – LOT 8</b></p>

## **4.2 Evaluation**

### **Evaluation of the award criteria «Price»**

Scoring and weighting of price is done according to a relative evaluation model, proportionate method. The best offer on each sub-criterion gets 10 points, the other offers get points proportionally in relation to this. The calculated points are weighted against the weight of the sub-criterion and then the weight of the main criterion. Weighted points for each sub-criteria are summed to a total sum for each offer for this criteria

### **Evaluation of the award criteria” Quality”**

“Must be met” requirement is mandatory. Please note that the tenderer will be rejected if the requirement is not confirmed and met. “Should be met” requirements will be given a qualitative score of 0-10 (10 being the best) based on the quality of the answer. The points will be summarized to a total sum for the sub-criteria, and they will be weighed against the weight of the sub-criterion and then against the weight of the main criteria. Weighted points for each sub-criteria are summed to a total sum for each offer for this criteria. For evaluation of the tenders in relation to the award criterion quality, the tenders will be awarded points on the basis of an evaluation model where the best tender receives 10 points. Other offers receive points after a relative difference from the best offer.

## **5 Tender delivery**

### **5.1 Delivery of tenders**

All tenders must be delivered electronically in Merzell within the deadline stated in clause 2.3, possibly a new deadline specified by Norges Bank.

The Supplier may, before expiry of the tendering deadline, make possible changes and submit a new tender. The last tender submitted will be regarded as the final tender.

### **5.2 Tender structure**

The tender shall follow the structure as given in Tender letter **Appendix 1**.

### **5.3 Alternative tenders and minimum requirements**

There is no ability to submit alternative tenders.

## **6 Conclusion of the competition**

### **6.1 Notification and qualifying period**

Norges Bank will inform all suppliers in writing and simultaneously of who Norges Bank intends to award the contract to as soon as the selection of the supplier has been made. The notification will contain a justification for the selection and specify the qualifying period from when the award is announced to when the signing of the contract is planned to be carried out (entry into the contract). If Norges Bank finds that the award decision is not in accordance with the criteria for the selection of a supplier, then the decision may be annulled up to when the contract is entered into.

### **Tax and VAT payments**

Norges Bank will require the selected supplier to submit a Tax and VAT-certificate issued by the city treasurer / district treasurer where the provider has its headquarters and by the tax collector in the county concerned. This only applies to Norwegian suppliers. The tax certificate must not be older than 6 months from the deadline for submitting an offer or deadline for a pre-qualification application.

### **Pay and working conditions**

Pursuant to Section 5 of the Regulation, Norges Bank requires suppliers and any subcontractors directly involved in the performance of the contract to document, upon request during the contract period, wages and working conditions for employees and contractors that contribute to the execution of the contract.

### **6.2 Cancellation of the competition**

Norges Bank may cancel the competition if objective grounds exist. cf. the Public Procurement Regulations, section 25-4.

# Template – Tender letter

# Appendix 1

Tenderers shall submit this tender letter together with the tender  
**The tenderer shall complete the table and sign below**

## Global recruitment services

We have reviewed your tender documentation for the procurement for Global recruitment services – preferred supplier agreement with any amendments/supplements. We accept that our tender will be valid until the expiry of the validity deadline stated in the progress plan in the tender documentation.

We confirm that we are bound by the terms of the tender and that Norges Bank may accept them at any point during the validity period.

We declare the following with regard to deviations from the tender documents:

Tick the correct option

We confirm that the offer does not contain any deviations from the tender documents	
Our offer contains deviations from the tender documents. An exhaustive description of all deviations is given in <b>Appendix 2</b>	

We confirm that our complete offer has been answered according to the procurement documents, and consists of:

Enclosed

Tender letter	
Completed template for description of all deviations from the procurement documents. Ref <b>Appendix 2</b>	
Completed self-declaration on pay and working conditions Ref <b>Appendix 3</b>	
Documentation in reply to qualification criteria, Ref <b>Section 3</b>	
Documentation in reply to award criteria Quality, Ref <b>Section 4</b>	
Documentation in reply to award criteria price, Ref <b>Section 4</b>	

The undersigned, who is authorised to sign on behalf of the tenderer confirms that the information provided in the tender is correct, accurate and current and that the tender is valid until the end of the validity period stated in section 2.3.

Place:

Date:

Signature:

Name of signatory with capital letters:

Position of signatory:

## Contact person for the tender

Name \_\_\_\_\_

Title \_\_\_\_\_

E-mail \_\_\_\_\_

Mobile phone \_\_\_\_\_



## Appendix 3

### Self-declaration relating to wage and working condition

*Legal authority is contained in the Act of 17<sup>th</sup> June 2016 No. 73 relating to public procurements; see also the Regulations relating to wage and working conditions in public contracts, adopted by Royal Decree of 6 February 2008*

This confirmation concerns:

Company	
Organisation number	
Address	
Postcode/place	
Country	

I confirm that all employees in our company, externally hired employees and sub-contractors directly involved in the performance of the contract are subject to/have in place wage and working conditions as follows: I confirm that the wage and working conditions accord with the applicable regulations in areas covered by the Regulations relating to general collective wage agreements; I confirm that the wage and working conditions accord with the applicable national collective wage agreement for the relevant sector in areas which are not covered by the Regulations relating to general collective wage agreements. In this context, “wage and working conditions” means provisions relating to minimum working hours, wages including overtime supplements, shift and rota supplements, and inconvenience supplements, and the coverage of expenses relating to travel, food and accommodation, to the extent that the collective wage agreement contains such provisions.

Pursuant to section 5 of the regulations, Norges Bank requires the supplier and any sub-contractors directly involved in the performance of the contract to be able to document, upon request during the contract period, the wage and working conditions of employees and externally hired employees who are involved in the performance of the contract.

If the supplier fails to comply with this duty, Norges Bank shall be entitled to retain parts of the contract sum corresponding to approximately twice the saving made by the supplier, until it is documented that the matter has been remedied. The supplier and any sub-contractors shall, upon request, document the wage and working conditions of the persons mentioned in the first paragraph.

General manager (signature): \_\_\_\_\_ Date: \_\_\_\_\_



### Form for the tenderer's description of similar deliveries

It is the provider's responsibility to document relevance through the description.

A table has been set up for 4 references

Norges Bank reserves the right to contact references if required

Delivery	
Company name / Customer	
Contact person with email and mobile	
Time and duration of delivery	
Brief description of the delivery, including information on size and complexity	
Scope of delivery	

Delivery	
Company name / Customer	
Contact person with email and mobile	
Time and duration of delivery	
Brief description of the delivery, including information on size and complexity	
Scope of delivery	

Delivery	
Company name / Customer	
Contact person with email and mobile	
Time and duration of delivery	
Brief description of the delivery, including information on size and complexity	
Scope of delivery	

Delivery	
Company name / Customer	
Contact person with email and mobile	
Time and duration of delivery	
Brief description of the delivery, including information on size and complexity	
Scope of delivery	

## Appendix 6

### Price matrix

#### **LOT 1 - REAL ASSETS** (non retained)

**LONDON/NEW YORK**

Position types e.g., Investment Manager, Renewable Manager, Technical Manager

<b>Documentation requirement</b>		
Non retained recruitment services (exclusive)	Percentages of the candidates guaranteed compensation (only one flat percentage is required, e.g., 20 %)	%
Discount when recruiting more than one candidate in the same process	Candidate two (2): Percentages of the candidates guaranteed compensation (only one flat percentage is required, e.g., 20 %)	%
	Candidate three (3): Percentages of the candidates guaranteed compensation (only one flat percentage is required, e.g., 20 %)	%

### Price matrix

#### **LOT 2 - EQUITY STRATEGIES – ASG** (non retained)

**LONDON/NEW YORK**

Position types e.g., Sustainability Analysts, FI, FX, Traders

<b>Documentation requirement</b>		
Non retained recruitment services (exclusive)	Percentages of the candidates guaranteed compensation (only one flat percentage is required, e.g., 20 %)	%
Discount when recruiting more than one candidate in the same process	Candidate two (2): Percentages of the candidates guaranteed compensation (only one flat percentage is required, e.g., 20 %)	%
	Candidate three (3): Percentages of the candidates guaranteed compensation (only one flat percentage is required, e.g., 20 %)	%

### Price matrix

#### **LOT 3 - COMPLIANCE/GOVERNANCE** (non retained)

**LONDON/NEW YORK**

Position types e.g., Advisors, ESG, Analytics, Op Risk, Legal

<b>Documentation requirement</b>		
Non retained recruitment services (exclusive)	Percentages of the candidates guaranteed compensation (only one flat percentage is required, e.g., 20 %)	%
Discount when recruiting more than one candidate in the same process	Candidate two (2): Percentages of the candidates guaranteed compensation (only one flat percentage is required, e.g., 20 %)	%
	Candidate three (3): Percentages of the candidates guaranteed compensation (only one flat percentage is required, e.g., 20 %)	%

Price matrix

**LOT 4 - IT, SECURITY & OPERATIONS** (non retained)

**LONDON/NEW YORK**

Position types e.g., Developers, Cloud, Engineers, Service desk

**Documentation requirement**

Non retained recruitment services (exclusive)	Percentages of the candidates guaranteed compensation (only one flat percentage is required, e.g., 20 %)	%
Discount when recruiting more than one candidate in the same process	Candidate two (2): Percentages of the candidates guaranteed compensation (only one flat percentage is required, e.g., 20 %)	%
	Candidate three (3): Percentages of the candidates guaranteed compensation (only one flat percentage is required, e.g., 20 %)	%

Price matrix

**LOT 5-HR** (non retained)

**LONDON/NEW YORK**

Position types e.g., Talent Acquisition, HR Business Partners, Leadership & Development

**Documentation requirement**

Non retained recruitment services (exclusive)	Percentages of the candidates guaranteed compensation (only one flat percentage is required, e.g., 20 %)	%
Discount when recruiting more than one candidate in the same process	Candidate two (2): Percentages of the candidates guaranteed compensation (only one flat percentage is required, e.g., 20 %)	%
	Candidate three (3): Percentages of the candidates guaranteed compensation (only one flat percentage is required, e.g., 20 %)	%

Price matrix

**LOT 6- FINANCE** (non retained)

**LONDON/NEW YORK**

Position types e.g., Accountants, auditors. controllers

**Documentation requirement**

Non retained recruitment services (exclusive)	Percentages of the candidates guaranteed compensation (only one flat percentage is required, e.g., 20 %)	%
Discount when recruiting more than one candidate in the same process	Candidate two (2): Percentages of the candidates guaranteed compensation (only one flat percentage is required, e.g., 20 %)	%
	Candidate three (3): Percentages of the candidates guaranteed compensation (only one flat percentage is required, e.g., 20 %)	%

Price matrix

**LOT 7 – SENIOR MANAGER AND LEADERSHIP ROLES (retained)**

**UK/US/SINGAPORE/OSLO**

Position types e.g., Heads and Global Heads

	<b>Documentation requirement</b>	<b>%</b>
Mandated search provisions	Percentages of the candidates guaranteed compensation (only one flat percentage is required)	<b>%</b>

Price matrix

**LOT 8 - INVESTMENT, COMPLIANCE AND GOVERNANCE AND TECH**

**SINGAPORE**

	<b>Documentation requirement</b>	<b>%</b>
Non retained recruitment services (exclusive)	Percentages of the candidates guaranteed compensation (only one flat percentage is required, e.g., 20 %)	<b>%</b>
Discount when recruiting more than one candidate in the same process	Candidate two (2): Percentages of the candidates guaranteed compensation (only one flat percentage is required, e.g., 20 %)	<b>%</b>
	Candidate three (3): Percentages of the candidates guaranteed compensation (only one flat percentage is required, e.g., 20 %)	<b>%</b>

### **NORGES BANK ETHICAL RULES FOR CONTRACTORS ENGAGED BY THE GOVERNOR'S AREA OF RESPONSIBILITY**

These ethical rules were laid down by the General Counsel of Norges Bank on 17 November 2014 and were last amended on 16 September 2020. The rules are based on the ethical principles adopted by Norges Bank's Executive Board on 19 October 2011 (last amended on 24 June 2020) and the supplementary ethical rules of conduct for employees in the Governor's area of responsibility adopted by the Governor of Norges Bank on 25 June 2020.

These rules apply to contractors with access to the Bank's premises or systems. Contractors are responsible for ensuring that staff performing services or work for Norges Bank are familiar with these ethical rules.

If a contractor breaches these rules, the contract may be terminated.

#### *1. Common rules for all contractors*

##### *1.1. General*

Norges Bank as the central bank has been given considerable authority and trust. Contractors shall contribute to safeguard Norges Bank's reputation by maintaining a high level of ethical awareness and integrity.

##### *1.2. Human rights and labour rights*

Contractors shall:

- respect human rights
- comply with internationally recognised UN and ILO conventions concerning human rights and labour rights
- adhere to the national legislation of the countries in which the contractor operates, including labour rights legislation.

##### *1.3. Illegal acts and corruption*

Contractors or third parties acting on behalf of a contractor:

- shall not commit illegal acts, including all forms of corruption
- must not, on their own behalf or on behalf of others, demand, receive or accept an offer of undue advantage in connection with the contractor's assignment
- must not provide or offer undue advantage to another party in connection with the contractor's assignment for Norges Bank.
- shall not contribute to any form of agreement or transaction associated with proceeds from criminal activity (money laundering) or associated with terrorist activity.

##### *1.4. Discrimination*

Norges Bank does not accept any form of discrimination, harassment or bullying by persons involved in Norges Bank's activities.

##### *1.5. Duty of confidentiality*

Anyone performing services or work for Norges Bank shall be obliged to prevent unauthorised persons from gaining access to, or knowledge of, any information that comes to his or her knowledge in the performance of his or her duties with regard to the business affairs of the Bank or others, or the personal affairs of anyone (cf. Section 5-2 of the Central Bank Act).

The duty of confidentiality remains in force after the completion of the assignment or service contract, and violation is subject to a penalty. Contractor employees who perform work or services for Norges Bank and who have access to the Bank's premises or systems shall sign a declaration of confidentiality.

### *1.6. Conflicts of interest*

Contractors must not engage in any actions that may create or may appear to create, a direct or indirect conflict of interest between their own interests and the interests they are to protect as contractors engaged by Norges Bank. Contractors shall notify Norges Bank of any potential conflicts of interest.

### *1.7. Gifts*

Contractors must not give any form of gifts or personal benefits to Norges Bank employees or close associates of Norges Bank employees. The term "close associates" is defined as in Section 2-5, subsections 1, 2 and 4, of the Securities Trading Act (for example, spouse, children under the age of 18 or companies where the contractor has determinative influence).

## *2. Specific rules*

### *2.1. Scope*

The rules below are special rules that apply to contractor employees:

- when these employees act on behalf of Norges Bank
- when these employees through their assignment for Norges Bank have inside information or other confidential information

The more specific application of these rules can be agreed on as necessary.

### *2.2. Personal trading*

A contractor employee:

- may not at any time purchase, establish, sell, submit trading orders, redeem or refinance financial instruments, foreign exchange products or fixed rate products if the employee through his or her work for Norges Bank has – or has access to – information that is not publicly available relating to circumstances that may affect market prices
- with access to inside information concerning the policy rate setting process or the process of preparing advice on the countercyclical capital buffer may not purchase, establish, sell, submit trading orders, redeem or refinance financial instruments, foreign exchange products or fixed rate products designated in NOK during the 21 calendar days immediately preceding the date of publication of the policy rate decision and the decision basis for the advice concerning the countercyclical capital buffer, or until the advice has been published
- may nonetheless engage in the necessary exchange of currency in connection with travel or relocation across countries using different currencies
- who through his or her work for Norges Bank may have access to confidential information concerning a financial institution is not permitted to acquire or dispose of Norwegian transferable securities (cf. definition in Chapter 2-4 (1) of the Securities Trading Act) that are issued by financial sector undertakings or derivatives of such securities.

A contractor employee who in his or her work for Norges Bank:

- manages portfolios or make transactions in financial instruments or otherwise takes decisions concerning financial instruments is not permitted to conduct transactions for their own account in the same financial instruments specified in the management mandate.
- has – or has access to – information about Norges Bank's decisions concerning trading in financial instruments is not permitted to make transactions for his or her own account in the same type of financial instrument until the information has been made publicly available
- normally, in the performance of his or her duties, has insight into or whose work involves management of financial instruments or foreign currency for Norges Bank may not:
  - trade in derivatives or exchange-traded notes (ETNs).
  - use counterparties in personal trading that regularly and on a significant scale provide services for Norges Bank Central Banking Operations, unless trading takes place electronically and is based on standard terms and conditions

- is in possession of insider information or other confidential company information regarding NBIM's investment activities shall in all circumstances avoid using such information for personal trading or for providing investment advice to others or passing on such information to unauthorised persons (cf also Section 2.3).

### *2.3. Handling of inside information and other confidential company information*

Contractor employees who in their work for Norges Bank acquire knowledge of inside information (cf. definition in the Securities Trading Act) or other confidential information must not misuse such information. Whoever is in possession of inside information or other confidential company information must:

- not abuse it to trade in financial instruments, either directly or indirectly, for his/her own account or for the account of another, or encourage others to engage in such transactions
- not pass such information on to unauthorised persons
- exercise due care to ensure that the information does not come into the possession of unauthorised persons or is abused
- not advise unauthorised persons on trading in the financial instruments concerned.

The abuse of inside information constitutes a criminal offence according to the Securities Trading Act.

### *2.4. Gifts*

Contractor employees must not accept gifts or personal benefits for themselves or others from the Bank's business contacts or from others when performing work or service for Norges Bank that may constitute a personal advantage for the employee or that could, or may be intended to, influence the employee's performance of his or her duties. The prohibitions in this provision apply irrespective of the financial value of the benefit and even if the giving of the benefit is deemed customary in the relevant social setting, country or culture.

### *2.5. Invitations*

Costs related to travel, participation in external seminars etc. for Norges Bank incurred by a contractor employee will as a main rule be covered by Norges Bank or by the contractor himself where this is agreed and appropriate.

Contractor employees acting on behalf of Norges Bank may accept meal invitations from Norges Bank's business contacts only if the meal naturally forms part of a meeting or other type of event that is connected to an engagement for Norges Bank, or where the purpose is clearly not to obtain a contract with or special benefits from Norges Bank.

If expenses are otherwise regulated in a clause in the contract between the contractor and Norges Bank, the contract clause takes precedence over the provision in this section.

### *2.6. Lectures and educational activities*

Contractor employees are not permitted to accept compensation for external lectures directly linked to Norges Bank's activities unless the total value of the compensation is less than NOK 500. Compensation in the form of cash or deposit money may nonetheless not be accepted.

Norges Bank shall cover travel and subsistence expenses in connection with external lectures held by or with the contribution of the contractor employee in his or her service for Norges Bank. The host organisation may cover seminar fees etc. and meals included in the seminar fee when the lecture is part of the seminar. In special cases, Norges Bank can provide prior approval for additional expenses to be covered by the host organisation if it is deemed unobjectionable to make an exception. If expenses are otherwise regulated in a clause in the contract between the contractor and Norges Bank, the contract clause takes precedence over the provision in this section.

### *3. Right of inspection*

In the contract period, the contractor has a duty to be transparent vis-à-vis Norges Bank with regard to issues related to the contractor's compliance with these ethical rules, in particular with regard to control and follow-up.

### *4. Disclosure of wrongdoing*

Contractors that have knowledge or suspicion of breaches of these ethical rules shall notify internal audit at Norges Bank at email address: [IR-Varbling@Norges-Bank.no](mailto:IR-Varbling@Norges-Bank.no).

Contractor employees are encouraged to disclose possible wrongdoing related to the implementation of the agreement with Norges Bank. If it is not appropriate to use ordinary reporting procedures, the contractor employee may report such circumstances directly to internal audit at Norges Bank at email address: [IR-Varbling@Norges-Bank.no](mailto:IR-Varbling@Norges-Bank.no). Such disclosures may apply to circumstances at Norges Bank and the contractor.

### *5. Exceptions from the rules*

Any exceptions from these rules in individual cases are subject to the prior written approval of Norges Bank.





# FRAMEWORK AGREEMENT

Norges Bank

and

XXXXX

Global recruitment services –  
preferred supplier agreement  
LOT XX

## 1 Contract documents

The following documents are included in the contract:

1. This contract document
2. Ethical guidelines for suppliers
3. Minitender and SOW template
4. RFP
5. Tender
6. Data processor agreement

In the event of a conflict, the documents apply in the above order

## 2 Duration

The duration of this contracts is two years, XX.XX.XX – XX.XX.XX, with option for Norges Bank to extend the contract with 2 more years. The contract may be terminated by either party with three (3) months' prior notice during the contract period.

## 3 Purpose and scope

Norges Bank has entered into parallel framework agreements for Global recruitment services – preferred supplier agreement. The procurement is divided into 8 main areas (LOTS). Each LOT will be evaluated separately. Up to 3 parallel framework agreements will be entered into for each of the LOTS

1 – 7. For LOT 8 there will be one framework agreement.

LOT 1 – London/New York	Real Assets
LOT 2 – London/New York	Equity Strategies – ASG
LOT 3 – London/New York	Compliance/Governance
LOT 4 – London/New York	IT, Security & Operations
LOT 5 – London/New York	HR
LOT 6 – London/New York	Finance
LOT 7 – UK/US/Spore/Oslo	Senior Manager and Leadership roles
LOT 8 – Singapore	Investment, Compliance and Governance and Tech

The assignments will consist of assistance in recruitment services and proposals for the selection of candidates for:

- Advertised recruitment services
- Advertised recruitment services with active search (search / executive search)
- Limited final assessment of candidates

This is a parallel Framework Agreement for LOT xx. This LOT has been awarded to XX providers.

The total scope of the assignments to be given in the contract period across all levels, is expected to be on the order of 10.000.000 – 40.000.000 NOK ex vat for the total contract period. Please note that there is a high degree of uncertainty concerning the volume of the contract. Previous experience indicates that the need can vary widely from year to year.

## 4 Assignments on the Framework Agreement

Norges Bank will enter Statement of Work (assignments) during the framework agreement period. Each assignment should agree separately and describe scope, delivery description and price. Assignments to the framework agreement must be made within the framework agreement period, but the termination of assignments may extend beyond the expiry of the framework agreement.

## 5 Termination of assignment

Unless otherwise agreed, Norges Bank may terminate the assignment in writing with 14 days' notice. Then the assignment will be terminated, and the fee will be settled pro rata in accordance with the stipulated payment terms, which include a 14-day supplement to ensure a considerate termination for candidates involved. Norges Bank may cancel assignments with immediate effect if the consultant does not comply with Norges Bank's ethical guidelines, or contract terms.

## **6 Mechanisms for mini-tender and assignments**

During the framework agreement period, the assignments where there are parallel framework agreements (LOT 1-7) will be awarded after the completion of mini-tender. For the implementation of mini-tender, the contract will be awarded to the supplier who has the best price-quality ratio. Current award criteria will be:

### Quality

- Relevant experience from similar assignments the last two years and competence for offered consultant(s) for the assignment
- The supplier's scope assessment of the assignment (timeline)
- Availability for delivery of the assignment
- A short strategy for solving the specific assignment

With small adjustments

### Price

- Specified price elements for the recruitment assignment

The relative weightings between these two criteria will be set out in the invitation to mini-tender. Norges Bank reserves the right to conduct interviews with offered consultants prior to the award of assignments. The choice of which criteria to use and the weighting between these may vary from mini-tender to mini-tender based on the individual assignment's nature and needs. The final choice of criteria and weighting will appear from the individual competition within the framework outlined above.

## **7 Police certificate of good conduct and credit assessment**

Norges Bank may, pursuant to the Central Bank Act, section 2-15 and Regulation 2019-12-17-1880, require a police certificate of good conduct for the Supplier's personnel and possibly personnel of subcontractors who are performing tasks in connection with the Delivery, if security-related considerations dictate such.

With objective grounds, Norges Bank may procure credit information on the Supplier's personnel and possibly personnel of subcontractors who perform tasks in connection with the Delivery. Norges Bank may also perform other investigations such as for example information on residential address, checks of a valid ID, verification of education and work experience and other investigations if such are relevant. If security-related considerations dictate such, personnel of the supplier must be security-approved by Norges Bank before the task is commenced.

It is the tenderer's responsibility to contribute to the requisite investigations being able to be performed with respect to procedures prepared by Norges Bank. The Supplier is also obligated to sign the bank's non-disclosure declaration. In special instances, a security clearance will be required pursuant to the Act relating to preventive security services.

## **8 Norwegian freedom of Information Act**

With statutory authority in the Norwegian Freedom of Information Act of 19.5.2006, section 23, third subsection, exceptions may be made for tenders and records pursuant to the code of regulations concerning public procurements until the selection of the supplier has been made.

With statutory authority in the Norwegian Freedom of Information Act, section 13, cf. the Central Bank Act, section 5-2, Norges Bank has a duty of confidentiality concerning information on "the business-related conditions of others". It is emphasized that it is the information subject to confidentiality in the document and not the document in its entirety that is subject to disclosure, cf. the Norwegian Freedom of Information Act, section 13. Tenderers are hence requested to themselves mark/censor precisely which information in the tender that must be deemed to be subject to confidentiality.

## **9 Duty of confidentiality**

For employees and suppliers who perform work or service for Norges Bank, the duty of confidentiality follows from the Norwegian Act relating to Norges Bank and the monetary system (Central Bank Act), section 5-2. Subcontractors and third parties who become acquainted with information from the contractual relationship must be subjected to a duty of confidentiality corresponding to the duty of confidentiality established in the Central Bank Act, section 5-2.

The duty of confidentiality also remains in effect after the agreement has been ended. Employees or others who depart from their service with one of the parties also have a duty of confidentiality after they have departed. Employees of the supplier, subcontractors and possible third parties must sign a non-disclosure declaration formulated by Norges Bank.

## **10 Impartiality**

Norges Bank will pose strict criteria as a basis in determinations of whether possible impartiality-compromising situations, cf. Public Procurement Regulations, section 7-5, are present. If Norges Bank based upon an assessment of the Supplier's explanation and the circumstances otherwise concludes that an impartiality conflict exists, this will result in rejection.

The company is expected to have a policy and arrangement for surveying and assessing possible partiality or impartiality conflicts. An explanation must be given of precisely which impartiality conflicts may exist with a justification for why it is not viewed as being of such a nature that one is prevented from shouldering the commissioned task.

## **11 Pay and working conditions and working conditions**

In areas covered by the Regulations relating to general collective wage agreements Norges Bank sets requirements for pay and working conditions to be in accordance with the applicable regulations in areas covered by the Regulations relating to general collective wage agreements.

In areas that are not covered by regulations on generalized collective agreements, we set requirements for wages and working conditions in accordance with the current nationwide collective agreement for the industry in question. In this context, "wage and working conditions" means provisions relating to minimum working hours, wages including overtime supplements, shift and rota supplements, and inconvenience supplements, and the coverage of expenses relating to travel, food and accommodation, to the extent that the collective wage agreement contains such provisions.

If the supplier does not fulfill this obligation, Norges Bank has the right to withhold parts of the contract amount, corresponding to approximately twice the savings for the supplier, until it is documented that the situation has been rectified. The supplier and any subcontractors shall, upon request, document wages and working conditions for persons mentioned in the first paragraph.

## **11 Advertising**

The Supplier is obligated to not conduct advertising or in some other manner to give the general public information concerning this agreement with its appendixes or the results of the agreement without the prior written approval of Norges Bank. The supplier is obligated to include a corresponding provision with respect to their subcontractors. If the Supplier participates in a competition pursuant to the Act and Regulations relating to Public Procurements and a client requests references from other clients, Norges Bank will upon request assess giving a reply concerning whether permission will be granted.

## **12 Ethical rules for contractors**

The tenderer who is awarded the commissioned task must confirm in the contract that ethical rules for contractors apply for personnel carrying out the work with the supplier who have access to Norges Bank's premises or information systems.

### **13 Norges Bank's obligations**

Norges Bank is obliged to arrange that the Supplier can carry out its work in an efficient manner.

### **14 The supplier's obligations**

The supplier is obliged to treat Norges Bank as a priority customer.

The supplier shall provide consulting services as described in the call with any appendix. The consulting services shall be performed in a professional manner in accordance with the norms and guidelines that always apply in the industry. It is a prerequisite that the Supplier maintains a high professional level and always stays up to date in the subject area for those concerned the services. Norges Bank decides whether the assistance is to be carried out under the direction of Norges Bank or under the direction of the Supplier.

The supplier is responsible for the agreed consulting services being provided by the consultant (s) who the parties to the call have designated for the assignment. If the person quits their position at the supplier, reports sick, takes care leave or is absent due to of other conditions outside the Contractor's right of control, the Contractor is immediately obliged to replace the consultant with one alternative consultant with relevant competence background. Any costs of such exchange, e.g., for training, shall be covered by the Supplier. By training is also meant the time that passes to sit inside the work. Norges Bank may exempt the Supplier from providing replacement personnel in the event of absence, if the progress of the work indicates that the Supplier's personnel is not required during the current period.

Norges Bank does not assume employer responsibility for the personnel the Supplier uses to work for Norges Bank.

### **15 Prices and price adjustment**

To be completed when entering into the agreement

#### **Price adjustment**

Prices can be adjusted up to once a year, for the first time at least one year after the agreement is entered into. Price adjustment must be in accordance with the consumer price index, the total index, and be notified in writing at least one month in advance with documentation of new prices.

If the supplier by written notice received by Norges Bank has not demanded a price adjustment within 6 months after the right to promote such a claim arose, the right to a price adjustment for this calendar year lapses.

### **16 Requirements for invoices to Norges Bank**

To ensure efficient and correct processing, invoices sent to Norges Bank must be marked with at least **Cost center and Contact person**

It must be clearly stated in the invoice what is invoiced. The invoice must be due 30 days, in electronic trading format (EHF) to organization number: 937884117. Pending an EHF invoice the invoice can be sent by e-mail to: [invoice-management@Norges-Bank.no](mailto:invoice-management@Norges-Bank.no). In the event of a claim for default interest, Norges Bank only pays the default interest rate applicable at any given time stipulated in the Act on interest in the event of late payment, etc., of 17.12.76. Invoices to Norges Bank shall not be charged an invoice fee or any other form of fee.

### **17 Power of attorney**

Power of attorney The Supplier has no authority to bind Norges Bank by agreement in relation to third parties unless there is an express written power of attorney for this.

**18 Defaults / disputes**

In the event of non-compliance that is not specifically regulated in this agreement, the Purchase Act applies. Disputes between the parties regarding the interpretation or legal effects of this agreement shall be resolved through negotiations. If such negotiations do not take place within two months, each of the parties may bring the dispute before the courts for a decision. Lawsuits concerning disputes arising out of this contract shall be brought before The Oslo District Court.

**19 Representatives of the parties**

The supplier’s representatives

Norges Bank’s representatives

**20 Signature**

This agreement document has been prepared in two copies, of which the parties retain their respective.

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## Appendix 9

### MINI-TENDER STATEMENT OF REQUIREMENTS TEMPLATE

#### **MINI-TENDER FOR [INSERT SERVICES] SERVICES – [INSERT NAME OF MINI-TENDER]**

In accordance with Clause 1.6 of the Agreement between NB and the Consultancy Company, we communicate our need for Services through invitation to participate in Mini-Tenders.

The same invitation will be sent to all the counterparties with whom we have engaged through parallel Agreements.

Capitalized words and expressions in this Mini-Tender shall have the same meaning attributed to them in the Agreement.

#### **DESCRIPTION OF THE SERVICES**

#### **KEY RESPONSIBILITIES AND TASKS**

#### **MAIN QUALIFICATIONS AND SKILLS REQUIRED**

#### **LOCATION**

#### **INDICATED START DATE**

#### **ESTIMATED DURATION OF THE ASSIGNMENT**

#### **REQUIRED MINI-TENDER RESPONSE INFORMATION**

#### **AWARD CRITERIA AND WEIGHTING**

#### **FORMAT FOR SUBMISSION OF MINI-TENDER RESPONSE**

#### **DEADLINE FOR SUBMITTING MINI-TENDER RESPONSES**

#### **INTERVIEW DATE (IF REQUIRED)**

#### **VALIDITY OF OFFER**

#### **ADMINISTRATIVE INFORMATION**

# STATEMENT OF WORK TEMPLATE

## STATEMENT OF WORK

[Insert provider] incorporated and registered in [insert country] with Company Number [Insert] whose registered office is at [Insert address] (the “**Consultancy Company**”)

and

**Norges Bank** of Bankplassen 2, P.O. Box 1179 Sentrum, NO-0107 Oslo, Norway (“**NB**”) have entered into a framework agreement dated [insert date] (the “**Agreement**”) regarding the purchase of Services.

This Statement of Work is dated [**INSERT DATE**].

Capitalized words and expressions in this Statement of Work shall have the same meaning attributed to them in the Agreement. The terms of the Agreement shall apply to all Services provided under this Statement of Work.

### 1. DESCRIPTION OF THE SERVICES

[●]

### 2. START DATE, ESTIMATED DURATION OF THE SERVICES AND OPTION FOR NB TO EXTEND

[●]

### 3. LOCATION FOR PROVISION OF THE SERVICES

The Consultancy Company shall make the Consultant available to provide the Services at [●].

### 4. NAMES OF ASSIGNED PERSONNEL

[●]

### 5. FEES

[●]

### 6. EXPENSES AND BILLING

[●]

### 7. WORKING HOURS

[●]



8. REPORTING DETAILS AND CONTACT AT NORGES BANK

[●]

9. NORGES BANK'S RESPONSIBILITIES

Norges Bank's responsibilities are set out in the Agreement.

10. TERMINATION

This Statement of Works may be terminated by the parties in accordance with Clause 5 (Termination) of the Assignment

This Statement of Work may be executed in counterparts.

Signed by the parties

Consultancy Company

Norges Bank

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



NORGES BANK

Governor's area of responsibility

# Data Processing Agreement

between

Norges Bank  
(hereafter the “**Controller**”)

and

[COMPANY]  
(hereafter the “**Processor**”)

## **1 Purpose**

The Processor shall provide services to the Controller pursuant to the agreement entered into [on date], [title] between the Processor as service provider and the Controller as client (hereafter the “Master Agreement”). Performance of the services under the Master Agreement requires the Processor to process personal data on behalf of the Controller.

This data processing agreement (hereafter the “Agreement”) regulates the processing of personal data. The Agreement is intended to ensure that personal data are processed in accordance with the requirements laid down in:

- Acts and regulations relating to the processing of personal data
- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (the General Data Protection Regulation, hereafter “GDPR”)

(hereafter collectively “Privacy Regulations”).

In the event of any conflict between the Master Agreement and the Agreement with regard to the processing of personal data, the Agreement shall prevail. Annex 5 shall take precedence over all other documents with respect to damages for harm caused by breach of Privacy Regulations.

The Agreement includes the following annexes:

**Annex 1:** Purpose of data processing and subcontracting processors

**Annex 2:** Contact information for the parties

**Annex 3:** Schematic overview of data flows

**Annex 4:** Personal data protection level

**Annex 5:** Supplementary protective measures

**Annex 6:** Change of subcontracting processors

The Processor’s services are described in the Master Agreement.

## **2 Guarantee**

Through the Agreement, the Processor guarantees that suitable technical and organisational measures will be implemented to ensure compliance with Privacy Regulations.

## **3 Duties of the Controller**

The Controller shall ensure that there is statutory authority for all processing of personal data and shall define the purpose and method for the processing of personal data by the Processor pursuant to the Agreement. The Controller shall treat personal data in accordance with the Privacy Regulations in force at any given time.

## **4 Duties of the Processor**

### **4.1 Routines and instructions**

The Processor shall only process personal data in the manner described in the Agreement. The Processor shall follow the processing routines and instructions the Controller has decided shall apply at any given time. The Processor may not process personal data beyond what is necessary to provide services pursuant to the Master Agreement, unless otherwise stated in the Controller’s documented instructions.

If a change is made to Privacy Regulations which it is reasonable to assume will have a negative impact on the Processor’s ability to comply with the provisions of the Agreement, the Processor shall notify the Controller of the change without undue delay as soon as the Processor becomes aware of the change. The same shall apply if the Processor is likely to become unable to comply with the obligations in the Agreement. However, this disclosure duty shall not restrict the Processor’s independent duty to comply with Privacy Regulations.

The Processor shall provide the Controller with reasonable assistance to ensure that the Controller complies with provisions in Privacy Regulations. The Processor shall notify the Controller without delay if, in the Processor's opinion, the Controller's instructions breach Privacy Regulations.

A change in the location where personal data are stored shall require prior written approval from the Controller before implementation.

The Processor shall without undue delay reply to queries from the Controller regarding the processing of personal data. Further, the Processor shall assist the Controller with access to personal data as necessary. Queries concerning the Agreement submitted to the Processor by third parties, including any queries from data subjects regarding access, rectification, erasure and other rights, shall be forwarded to the Controller as quickly as possible.

The Processor shall ensure that personal data that are processed for the Controller are kept logically separate from the Processor's own and third-party data.

The Processor shall have documented internal controls in place for its processing of personal data and shall submit this documentation to the Controller.

The Processor agrees that the Processor shall be fully liable to the Controller for compliance with the Agreement by the Processor's personnel, and that the Processor shall be fully liable in damages to the Controller for any loss, use or release of personal data, activities involving personal data and accessing or acquisition of personal data which the Processor's personnel cause and which is contrary to the Processor's obligations under the Agreement.

#### **4.2 Physical access and access to data**

The Processor shall maintain an overview of employees and any contractors granted access to the information system, areas containing personal data or equipment on which personal data are stored. Access shall be restricted to employees with a work-related need for the information. All use of the information system shall be logged.

The Processor shall grant the Controller access to its security documentation. Unless otherwise agreed or required by law, the Controller shall have the right to access, physically and otherwise, personal data processed by the Processor and the systems used for this purpose. The Processor shall provide the necessary assistance in this regard.

The Processor shall assist the Controller with any access requests and other requests from data subjects related to the processing of personal data.

A corresponding right of verification and access shall be granted to the Norwegian Data Protection Authority (Datatilsynet) and any other relevant supervisory body authorised to demand access to the Controller's activities. The right of verification and access shall include the power to conduct on-site inspections. Further, the Processor shall respond to direct queries and provide documentation.

#### **4.3 Duty of confidentiality**

The Processor and its employees, including consultants and others engaged by the Processor, shall have a duty of confidentiality with respect to matters of which they become aware during the term of the Agreement. Such information shall be kept confidential.

The Processor shall ensure that all persons with access to personal data are familiar with applicable Privacy Regulations and the obligations set out in the Agreement, including the duty of confidentiality.

This provision shall continue to apply after cessation of the Agreement.

#### **4.4 Transfer of personal data outside the European Economic Area (EEA)**

The Processor shall not transfer personal data to a country outside the EU/EEA that is not covered by a European Commission equivalence decision (a "Third Country") without the Controller's

written prior approval. "Transfer" includes situation where an entity (data exporter) stores, sends for processing or otherwise makes personal data accessible to another entity in a Third Country (data importer), for example by remote access from a Third Country.

If a transfer to a Third Country is to occur, the Processor shall, before the transfer begins, verify the existence of

- (i) a valid basis of transfer (hereafter "personal data transfer mechanism" or "transfer mechanism"), including on request, or if other transfer mechanisms do not exist, cooperating with the Controller to enter into data transfer agreements based on the EU's Standard Contractual Clauses (SCC)/the EU's standard data protection terms for transfers of personal data to processors and/or controllers established in a Third Country and
- (ii) documentation showing compliance with the conditions for the transfer of personal data in the Privacy Regulation, including
  - a. assessments of the Third Country's laws and practices and
  - b. supplemental measures to ensure a satisfactory protection level for the personal data in the Third Country.

The Processor shall submit the documentation to the Controller for assessment before any approval is granted. Further information on assessments and protective measures shall be included in Annex 4 to the Agreement.

Further, the Processor shall enter into such written agreements and sign such written declarations as are necessary (in the Controller's view) to comply with Privacy Regulations relating to transfers of personal data to a Third Country, whether to or from the Processor.

## **5 Use of subcontractors**

The Processor may only use subcontractors pursuant to what is agreed in Annex 6 to the Agreement. Any use of subcontractors entailing transfer of personal data to a Third Country requires the Controller's express written prior approval (see Annex 4 and Clause 4.4). If any processing of personal data is carried out by a subcontractor, the subcontractor shall be made subject to the same obligations and restrictions as apply to the Processor pursuant to the Agreement.

The Processor shall be liable for the performance of services and duties under the Agreement by subcontractors in the same manner as if the Processor itself had performed these, including for infringements of regulatory provisions and breaches of the Agreement.

The Processor shall maintain an overview of subcontractors used pursuant to the Agreement. The overview of subcontractors shall be included in Annex 1 to the Agreement.

## **6 Information security**

The Processor shall comply with requirements regarding security measures imposed by applicable Privacy Regulations.

The Processor shall implement satisfactory technical, physical and organisational security measures to protect personal data covered by the Agreement against unauthorised or unlawful access, changes, erasure, damage, loss or inaccessibility.

The Processor shall document its own security organisation, its guidelines and procedures for security work, its risk assessments, and its established technical, physical and organisational security measures.

All transmission of personal data between the parties – whether in the form of computer files or in another manner – shall be satisfactorily secured against unauthorised access. The same shall apply to agreed transmission or disclosure to a third party.

The Processor shall put in place continuity and contingency plans to deal with security incidents effectively.

The Processor shall provide its own employees with sufficient information on and training in information security to ensure the security of personal data processed on behalf of the Controller.

Documentation of compliance with information security requirements pursuant to the Agreement shall be made available to the Controller on request.

## **7 Discrepancies**

Personal data breaches and other security breaches shall be treated as “Discrepancies”. This shall include use of personal data or the information system in breach of established routines, the Agreement or Privacy Regulations. The Processor shall have in place routines and systematic processes for following up on Discrepancies.

If a Discrepancy is discovered, or if there is reason to believe that a Discrepancy has arisen, the Processor shall report the Discrepancy to the Controller immediately, without undue delay and under no circumstances later than 24 hours after the Discrepancy has arisen.

The report shall describe the Discrepancy, summarise the consequences of the Discrepancy – including its scope and what personal data are affected – and specify the remedial measures implemented by the Processor.

The Processor shall immediately implement necessary and recommended remedial measures, and shall cooperate fully with the Controller and make all reasonable and lawful efforts to prevent, minimise or remedy the Discrepancy, including by:

- a) investigating the Discrepancy and carrying out analyses to identify the cause of the security breach;
- b) alleviating the effects of the Discrepancy; and
- c) giving the Controller reasonable assurance that such a Discrepancy is unlikely to recur.

The Processor shall have procedures and systematic processes in place for following up on Discrepancies, ie for re-establishing normal status, eliminating the cause of a Discrepancy and preventing recurrence.

The Processor shall submit a written report to the Controller as soon as possible. The report shall detail the measures implemented by the Processor to re-establish normal status, eliminate the cause of the Discrepancy and prevent recurrence. The Processor shall provide the Controller with all information the Controller needs to comply with applicable Privacy Regulations, and shall enable the Controller to answer questions from supervisory authorities. The content of folders, communications, notifications, press releases and reports relating to the Discrepancy shall be approved by the Controller before being published or communicated

## **8 Liability**

The liability in damages of the parties for harm caused to a data subject or other natural person through breach of Privacy Regulations is governed by the provisions in Article 82 GDPR. Any limits on damages included in the Master Agreement shall not apply to liability under Article 82 GDPR.

The parties shall be severally liable for any administrative fine imposed pursuant to Article 83 GDPR.

## **9 Security audits**

Security audits of systems and the Processor’s duties under the Agreement shall be conducted by the Processor at the written request of the Controller. Ordinary security audits pursuant to the Agreement may only be conducted once per calendar year. The Controller may conduct additional security audits in response to incidents or suspected incidents involving a security breach.

The Processor shall make available all information necessary for demonstrating compliance with the provisions of the Agreement.

The Processor shall permit the Controller and the Controller's internal and external auditors to observe the Processor's performance of the Agreement. This shall also apply to all other matters which the Controller and/or the Controller's auditors consider to be of potential importance for the performance of the Processor's obligations, or which are necessary to verify that work routines and procedures are being implemented as specified in, and pursuant to, the requirements of the Agreement.

The Processor shall be entitled to request that a different auditor be used if it can be documented that this is necessary for competition-related reasons.

A corresponding right of verification and access shall be granted to the Norwegian Data Protection Authority (Datatilsynet) and any other relevant supervisory body authorised to demand access to the Controller's activities. The right of verification and access shall include the power to conduct on-site inspections. Further, the Processor shall respond to direct queries and provide documentation.

The parties shall bear their own costs associated with the conduct of audits unless an audit uncovers faults and deficiencies in the Processor's services. In such case, all costs shall be borne by the Processor.

## **10 Duration of the Agreement**

The Agreement shall remain in force as long as the Processor processes personal data on behalf of the Controller.

## **11 Communications and messages**

Communications and messages pursuant to the Agreement shall be sent in writing to the persons specified in Annex 2.

## **12 Notification, suspension and termination**

The Processor shall notify the Controller without undue delay if the Processor is likely to become unable to meet its obligations under the Agreement.

Upon receipt of such notification, or if the Agreement is breached, the Controller shall be entitled – at its sole discretion – to suspend the Processor's right to process personal data pursuant to the Agreement with immediate effect and until the Processor can prove satisfactory compliance, or to terminate the Agreement with ten (10) working days' written notice.

## **13 Cessation**

Upon cessation of the Agreement, the Processor shall erase and return – in accordance with best practice at the relevant time – all personal data, including copies of such personal data, which have been processed on behalf of the Controller and which are covered by the Agreement.

The Processor shall erase or appropriately destroy all documents, data, storage media, etc. containing (copies of) information or data which are covered by the Agreement and which the Processor is not obliged to store pursuant to law. This shall also apply to any back-up copies.

The Processor shall document in writing that erasure and/or destruction has been carried out in accordance with the Agreement within a reasonable period after termination of the Agreement.

## **14 Choice of law and legal venue**

The Agreement shall be governed by Norwegian law and the parties have adopted Oslo District Court as the legal venue [unless otherwise specified in the Master Agreement]. This shall continue to apply after the cessation of the Agreement.

\*\*\*

Two (2) originals of this Agreement have been prepared, of which each party shall retain one (1)

Place and date

Controller

Processor

.....

.....

[Place/date]  
[Name]  
[Title]

[Place/date]  
[Name]  
[Title]



# ANNEX 1 – Purpose of data processing and subcontracting processors

Provide a brief description of the Processor's processing of personal data

### Purpose of the processing

- |   |  |
|---|--|
| <input type="checkbox"/> HR and personnel-related   | <input type="checkbox"/> Controls  |
| <input type="checkbox"/> Bank operations  | <input type="checkbox"/> Protection of assets and security measures      |
| <input type="checkbox"/> Compliance with statutory requirements and protection of legal interests | <input type="checkbox"/> Research and analysis                           |
| <input type="checkbox"/> Other (please specify):  | <div style="border: 1px solid black; width: 480px; height: 20px;"></div> |

### Data subjects

- |  |  |
|--|--|
| <input type="checkbox"/> Employees of Norges Bank              | <input type="checkbox"/> Employees' related parties                      |
| <input type="checkbox"/> Lessees                               | <input type="checkbox"/> Protection of assets and security measures      |
| <input type="checkbox"/> Visitors                              | <input type="checkbox"/> The general public                              |
| <input type="checkbox"/> Other data subjects (please specify): | <div style="border: 1px solid black; width: 480px; height: 20px;"></div> |

### Personal data

- |  |  |
|--|--|
| <input type="checkbox"/> Name  | <input type="checkbox"/> Contact information                             |
| <input type="checkbox"/> Date of birth                               | <input type="checkbox"/> National identity number                        |
| <input type="checkbox"/> Employee information                        | <input type="checkbox"/> Information on personal assets                  |
| <input type="checkbox"/> Recruitment and hiring/employment documents | <input type="checkbox"/> Copy of identification documents                |
| <input type="checkbox"/> Attendance and absence                      | <input type="checkbox"/> Physical access and access logs                 |
| <input type="checkbox"/> Use of mobile phones                        | <input type="checkbox"/> Use of computer systems and internet            |
| <input type="checkbox"/> Travel information                          | <input type="checkbox"/> Photo/video                                     |
| <input type="checkbox"/> Microdata                                   |  |
| <input type="checkbox"/> Other (please specify):                     | <div style="border: 1px solid black; width: 480px; height: 20px;"></div> |

### Sensitive personal data

- |  |   |
|--|---|
| <input type="checkbox"/> Racial or ethnic origin           | <input type="checkbox"/> Political opinions, philosophical or religious beliefs |
| <input type="checkbox"/> Health                            | <input type="checkbox"/> Sex life or sexual orientation                         |
| <input type="checkbox"/> Trade union membership            | <input type="checkbox"/> Genetic or biometric data                              |
| <input type="checkbox"/> Criminal convictions and offences | <input type="checkbox"/> Not applicable   |

**Personal data transfer mechanism/ Basis of transfer (if transfer to/accessing from a country outside the EEA)**

- Adequacy decision [specify country]
- European Commission standard agreements/Standard Contractual Clauses (SCC)
- Binding corporate rules (BCR)
- Other: [Specify in more detail here, eg additional transfer mechanism, Article 49 GDPR, etc.]
- Not applicable

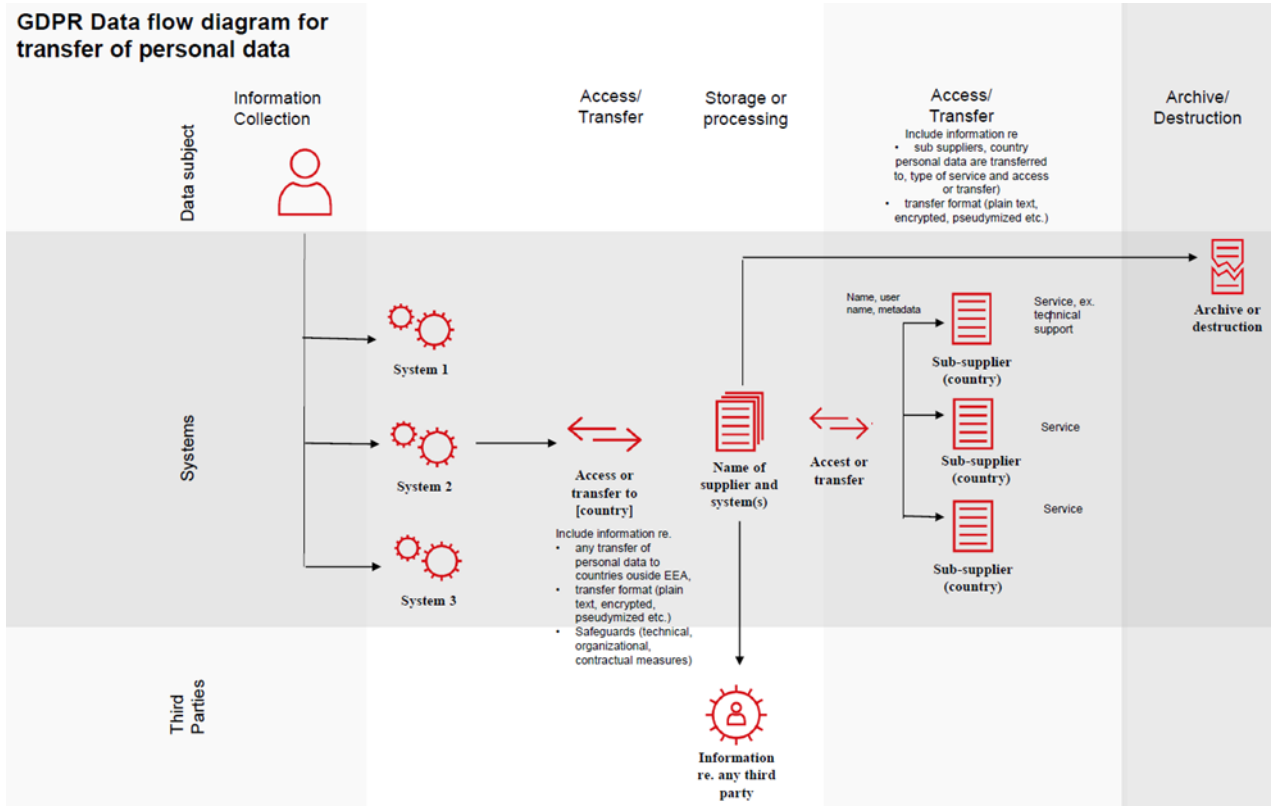
If personal data are to be transferred outside the EEA, Annex 4 must be completed. ("Transfer" includes remote access from outside the EEA.)

## ANNEX 2 – Contact information for the parties

	<b>For the Controller</b>	<b>For the Processor</b>
Name		
Job title		
Telephone		
Email		

Email queries shall be cc'd to [personvern@norges-bank.no](mailto:personvern@norges-bank.no).

# ANNEX 3 – Schematic overview of data flows



## ANNEX 4 – Personal data protection level

### Summary of protection level assessment:

[The annex must be completed with a list of measures implemented to ensure an adequate level of personal data protection; see Article 32 GDPR.

If personal data are processed outside the EEA, a summary must also be included of the country assessment from the Transfer Impact Assessment (TIA). Note that “transfer” also includes remote accessing of personal data stored in the EEA to/from a Third Country, for example for maintenance and error-correction purposes.]

#### **Country assessment:**

[To be completed only if personal data are transferred to or remotely accessed from a Third Country] The country assessment shall contain an assessment of whether the transfer mechanism will be effective in the light of the circumstances of the transfers, including whether practices in Third Countries may affect how the data exporter or importer processes personal data under the transfer mechanism and whether the laws and practices result in a lower level of protection in practice than in the EEA. The country assessment shall contain all necessary assessments that are required in Step 3 of the European Data Protection Board (EDPB) Recommendations].

**Supplemental measures:** [Shall always be completed with details of measures pursuant to Article 32 GDPR, not with generic descriptions. Alternatively, if a basis of transfer is used, reference may be made to specific annexes to the basis of transfer in which the measures are listed, for example new SCC, Annex 2. The description of supplemental measures shall contain all necessary assessments required in Step 4 of the EDPB Recommendations.

- Technical measures: [Copy of the supplier’s response to requirements in the tender to be included here.]
- Organisational measures: [Copy of the supplier’s response to requirements in the tender to be included here.]
- Legal measures: [Copy of the supplier’s response to requirements in the tender to be included here.]

## **ANNEX 5 – Legal measures**

[Note: This annex describes legal measures and will apply in the event of transfers to/accessing from countries outside the EEA.]

### **1. Protection against release and disclosure of data**

If the Processor is ordered by a third party to disclose data and/or personal data transferred in accordance with a basis of transfer, the Processor shall:

- (a) make all reasonable efforts to redirect the third party to request data directly from the Controller;
- (b) immediately notify the Controller unless doing so is prohibited by legislation applicable to the requesting third party and, if notification of the Controller is prohibited, make all lawful efforts to secure a right to waive the prohibition against communication so that the Controller receives necessary information as quickly as possible; and
- (c) implement all lawful measures to challenge the disclosure order based on lack of legal grounds pursuant to the legislation applicable to the requesting party, or relevant conflicts with EU legislation or applicable member state legislation.

It is emphasised that “lawful measures” does not include actions that would result in civil or criminal penalties, such as contempt of court, pursuant to the laws of the jurisdiction in question.

### **2. Notification of changes**

The Processor agrees and guarantees that there is no reason to believe that the legislation applicable to the Processor or the Processor’s subcontracting processors – including in countries to which personal data are transferred either by the Processor personally or via a subcontracting processor – prevents fulfilment of instructions received from the data exporter or its obligations under the Agreement, the annex or the basis of transfer, and that in the event of a change in legislation which is expected to have a negative effect on the guarantees and obligations in this annex or the basis of transfer the Processor will immediately notify the Controller of the change as soon as it becomes known, in which case the Controller shall be entitled to stop the transfer of data and/or terminate the contract.

### **3. Cessation**

This annex shall automatically cease to apply if the European Commission, a competent supervisory authority in a member state or a competent court in the EU or a member state approves a different lawful transfer mechanism which will apply to data transfers covered by the basis of transfer (and if this mechanism only applies to some data transfers, this annex shall only cease to apply to such transfers) and which does not require the supplementary protective measures specified in this annex. Cessation shall be conditional on the parties formally establishing a lawful transfer mechanism applicable to processing under the Agreement.

### **4. Interpretation/priority**

This Annex 5 shall take precedence in the event of any conflict between the Agreement, the Master Agreement and other agreements between the parties.

#### **\*Indemnity provisions that may be considered for inclusion in some agreements:**

Note: use of these provisions shall be in exceptional cases and shall always be cleared with NBA Legal in advance.

**\* Indemnity**

Pursuant to Sections 3 and 4, the Processor shall indemnify the Controller in respect of all tangible and intangible harm caused to the Controller and/or a data subject by the Processor's disclosure of the data subject's personal data – as transferred pursuant to the basis of transfer – in response to an order issued by a state body from outside the EU/EEA or a prosecuting or intelligence body (a "**Disclosure**").

**\*Conditions of indemnity**

The indemnity pursuant to Section 2 shall be conditional on the Controller establishing that:

- (a) the Processor has made a Disclosure;
- (b) the Disclosure was made in response to an official order issued against the Controller or the data subject by a state body from outside the EU/EEA or a prosecuting or intelligence body; and
- (c) the Disclosure caused the Controller tangible or intangible harm, for example in the form of a claim by the data subject or fines/fees.

Notwithstanding the above, the Processor shall have no obligation to indemnify the data subject pursuant to Section 2 if the Processor establishes that the relevant Disclosure was not made in breach of GDPR obligations.

**\*Scope of harm**

Indemnification pursuant to Section 2 above shall be limited to tangible and intangible harm as specified in the GDPR and the Personal Data Act, and shall exclude consequential losses and all other harm not due to the Processor's breach of the GPDR.

The indemnity shall not be subject to any liability limitation which may otherwise have been agreed with the Processor.

## ANNEX 6

### Change of subcontracting processors

#### 1. Approved subcontracting processors

The following subcontracting processors have been approved:

Org. name	
Address	
Country	
Org. no.	
Basis	<b>[If transfer to/accessing from a country outside the EEA: the data transfer mechanism pursuant to Chapter V GDPR.]</b>
Processing	<b>[The personal data to be processed and the purpose of processing.]</b>

Org. name	
Address	
Country	
Org. no.	
Basis	<b>[If transfer to/accessing from a country outside the EEA: the data transfer mechanism pursuant to Chapter V GDPR.]</b>
Processing	<b>[The personal data to be processed and the purpose of processing.]</b>

- The Processor does not use subcontracting processors to process personal data.



## 2. Change of subcontracting processors

Unless otherwise stated in the table below, the Processor may only implement changes in the use of subcontracting processors after the express prior written approval of the Controller. The subcontracting processor may not process personal data before such approval has been given. Approval may not be denied without just cause.

The Controller also gives consent that the Processor may make changes in the use of subcontracting processors:

Tick	Alternatives
	<p><b>Subcontracting processor domiciled in the EEA</b> The Processor may use subcontracting data processors established in EEA countries, assuming that the Processor notifies the Controller and gives the Controller the opportunity to oppose the changes. Such notification shall be received by the Controller no later than one month before the change becomes effective, unless otherwise agreed between the parties in writing.</p> <p>If the Controller opposes the change, the Processor shall be informed as soon as possible. The Controller may not oppose the change without just cause.</p>
	<p><b>Subcontracting processor in the same corporate group domiciled in the EEA</b> The Processor may use a subcontracting processor in the same corporate group (parent, fellow subsidiary or subsidiary) established in an EEA member state. The Processor shall notify the Controller of the use of such a subcontracting processor before the change takes place.</p>

## 3 Subcontracting processors established in a Third Country

Any use of subcontracting processors that entails the transfer of personal data to a Third Country requires prior written approval (see Clause 4.4).

If a change or use of subcontracting processors entails a transfer of personal data to a Third Country, Norges Bank shall receive the information necessary to make the required assessments pursuant to Clause 4.4 of the Agreement by no later than 60 days before the change is to take place. Notice and documentation shall be given to the contact person stated in the Agreement.

## 4 Subcontracting processors that provide standardised third-party services

If the Processor uses subcontracts (third-parties) that provide standardised third-party services (typically cloud services) and with which the Processor has concluded a direct data processing agreement, a change of subcontractor to the third party will follow the provisions of the third party's data processing agreement.