

CRDF GLOBAL REQUEST FOR PROPOSAL (RFP) FOR CONSULTANT SERVICES TTX 1

Deadline for proposals submission: September 16, 2020

SUMMARY:

CRDF Global is seeking a Consultant who will support the implementation of the Tabletop exercise project (TTX) for cybersecurity professionals from CERT/CSIRT, public sector, critical infrastructure, and private sector. The Consultant's activity will cover the following countries: Serbia, Bosnia and Herzegovina, and Montenegro.

BACKGROUND:

CRDF Global, with the support of the U.S. Department of State, launched the project Tabletop exercise (TTX) in the Balkans region. The main goal of the project is to implement a series of two-day TTX workshops for up to 60 participants from the following countries: Serbia, Albania, Bosnia and Herzegovina, Montenegro, Kosovo, and North Macedonia. The first event will be conducted for Serbia (host country), Bosnia and Herzegovina, and Montenegro participants. The workshops will be designed in cooperation with and for the primary benefit of the National Computer Emergency Response Team/Computer Security Incident Response Team (CERT/CSIRT).

In the framework of the TTX workshops, participants will build capacity on testing and evaluating government coordinating structures, processes, and capabilities regarding cyber event response and recovery, and provide a basis for government stakeholders to self-identify issues related to cybersecurity incident response capabilities and process gaps to be addressed. CRDF Global will engage experienced subject matter experts to prepare a customized scenario for each TTX exercise and facilitate the exercise and discussion. Customized scenarios will be established for each TTX that will reference current/recent events, websites, adversaries, threat data, companies, stakeholders and subject matter experts that are intended to represent plausible cyber emergency situations for a country. In addition, a pre-exercise theoretical course will be delivered to prepare participants for effective engagement during the exercise. By the completion of each TTX and facilitated discussions, an after-action report will document an analytical review of training events to examine actions and results from the TTX and identify both successes and gaps in capabilities.

CRDF Global is an independent nonprofit organization that promotes international scientific and technical collaboration through grants, technical resources, training, and services. CRDF Global is based in Arlington, Virginia with offices in Kyiv, Ukraine; and Amman, Jordan.

More information is available at www.crdfglobal.org.

SCOPE:

The Consultant shall ensure support, supervision, and moderation on the implementation of two-day tabletop exercise (TTX) workshops for cybersecurity professionals from CERT/CSIRT, public sector, critical infrastructure, and private sector of the following countries: **Serbia, Bosnia and Herzegovina, and Montenegro**. The main TTX workshop’s goal is to enhance cyber incident response capabilities, readiness, and coordination and provide situational awareness to participants and leadership from mentioned above countries.

Duration: 70 business days from the moment of signing the consultation service agreement

TASKS AND DELIVERABLES:

#	Task Description	Expected Deliverables
1	<p>Support on establishing relationships with representatives from the public sector, critical infrastructure, and private sector.</p> <p>In particular, the Consultant should prepare:</p> <ul style="list-style-type: none">i. List of governmental authorities responsible for cybersecurity in each country including contact persons and their contacts details;ii. List of non-governmental key-stakeholders responsible for cybersecurity in each country including persons and their contacts details;iii. List of key-representatives of CERT/CSIRT in each country including contact persons and their contacts details;iv. List of at least 10 (ten) critical infrastructure representative who responsible for cybersecurity in each country including contact persons and their contact details;v. List of key stakeholders from the private sector working in the field of cybersecurity in each country, including contact persons and their contact details.	<ul style="list-style-type: none">i. Prepared and provided a document according to the form provided by CRDF Global that will include a sheet with all the completed 5 (five) items specified in “TASK 1” divided into sub-items: sector, position, country, contact details, as well as comments related to the specifics of communication.
2	<p>Ensure support on identification participants for the TTX workshop (30 participants)</p> <p>In particular, the Consultant should prepare:</p> <ul style="list-style-type: none">i. List of possible participants from government/non-government institutions, private sector and sector of critical infrastructure.	<ul style="list-style-type: none">i. Prepared and provided a document according to the form provided by CRDF Global that will include possible participants for TTX workshop disaggregated into sector, position, country, and contact details

		ii. The letter of interest from each of the possible participants about participation in the TTX workshop
3	<p>Research on the identification of a list of the most critical cybersecurity topics.</p> <p>In particular, the Consultant should prepare analytical documents that will reveal:</p> <ul style="list-style-type: none"> i. Most important cybersecurity issues topics for discussion on TTX workshop disaggregated by sector; ii. Most important cybersecurity issues topics for discussion on TTX workshop disaggregated by country; iii. List of best practices on the field of cybersecurity in the region from each of representative's country; iv. Agenda for TTX workshops 	<ul style="list-style-type: none"> i. Prepared and provided a document that will include completed 1,2,3 items specified in "TASK 3". ii. Prepared and provided agenda for TTX workshop.
4	Support on developing scenarios with CRDF Global team for the TTX workshop	i. Prepared recommendations for the TTX workshop scenario.
5	Supervision and moderation on conducting the TTX workshop	i. Prepared and provided a report on the event, including achievements, feedback, possible consequences and further steps for the development of the project.

CONSULTANT REQUIREMENTS:

- Consultant must have proven experience in research and development cybersecurity, information security fields in the Balkans region (Bosnia and Herzegovina, Serbia, and Montenegro);
- Consultant must have proven experience in supervision/implementing/moderation cybersecurity-themed seminars/event/competitions/workshops;
- Consultant must have proven experience developing cybersecurity-themed seminars/event/competitions/workshops;
- Consultant preferably needs to have proven experience working in donor-funded projects, especially for the U.S. government or multilateral institutions.

PROPOSAL REQUIREMENTS:

Each proposal must include:

- Resume or curriculum vitae (CV);
- Statement of interest that addresses the tasks and deliverables;
- Budget and project plan divided by hours spent on each task according to the project timeline; *
- List of proven recent experience designing and implementing cybersecurity programs, hosting cybersecurity-themed conferences, and hosting cybersecurity themed competitions/events/seminars;

- At least 3 references of former employer.

**The duration of the project should not exceed 70 business days;*

**All travel expenses during the project will be covered by CRDF Global and must be excluded from the budget;*

**The budget may include additional direct and indirect costs associated with the implementation of the project tasks;*

**Budget should include proposed fee/hourly rates.*

TIMETABLE:

*Tuesday, September 3, 2020: **RFP Released***

*Friday, September 11, 2020: **RFP Questions due***

*Monday, September 14, 2020: **RFP Q&A released***

*Wednesday, September 16, 2020: **RFP submissions due***

CONSULTANT SELECTION CRITERIA:

By conducting an RFP, CRDF Global may pursue engagements with the respondent(s) that provides the best value in terms of overall price, knowledge and experience, availability, and the proposed approach.

Submission:

Proposals should be submitted as electronic documents in PDF, Word, or Excel formats to ukraine@crdfglobal.org & iandrusyk@crdfglobal.org, no later than Wednesday, September 16, 2020 (6 pm, Kyiv time) with the topic "Consultant Services TTX 1".

Applications that do not meet all requirements will not be considered.