

**CRDF GLOBAL
REQUEST FOR PROPOSAL (RFP) # RFP-06-UA-2021
FOR CONSULTANT SERVICES TTX 2**

Deadline for proposals submission: April 15, 2021, 6 pm Kyiv time

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: Albania, Kosovo, and North Macedonia.

BACKGROUND ON THE PROJECT:

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 at least 60 participants from the following countries: Serbia, Albania, Bosnia and Herzegovina, Montenegro, Kosovo, and North Macedonia. The workshops will be designed in cooperation with and for the primary benefit of the National Computer Emergency Response Team/Computer Security Incident Response Teams (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.

SCOPE:

The Consultant shall ensure support, supervision, and moderation on the implementation of the series of two-day tabletop exercise (TTX 2) workshops for cybersecurity professionals from CERT/CSIRT, public sector, critical infrastructure, and private sector of the following countries: **Albania, Kosovo, and North Macedonia (host country)**. The main TTX workshops' 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 contact details; ii. List of non-governmental key-stakeholders responsible for cybersecurity in each country including persons and their contact details; iii. List of key-representatives of CERT/CSIRT in each country including contact persons and their contact details; iv. List of at least 10 (ten) critical infrastructure representatives who are 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 template provided by CRDF Global that shall 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 template provided by CRDF Global that shall 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; 	<ul style="list-style-type: none"> i. Prepared and provided a document that shall include completed 1,2,3 items specified in "TASK 3". ii. Prepared and provided agenda for TTX workshop.

	<ul style="list-style-type: none"> iii. List of best practices in the field of cybersecurity in the region from each of represented country; iv. Agenda for TTX workshops. 	
4	Support in 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 (Albania, Kosovo, and North Macedonia);
- Consultant must have proven experience in supervision/implementing/moderation cybersecurity-themed seminars/event/competitions/workshops;
- Consultant must have proven experience developing cybersecurity-themed seminars/events/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:

Date 1: RFP Released: April 2, 2021

Date 2: RFP Questions due: April 12, 2021

Date 3: RFP Q&A released: April 14, 2021

Date 4: RFP submissions due: April 15, 2021

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 dhaidenko@crdfglobal.org and akurylenko@crdfglobal.org, no **later than April 15, 2021 (6 pm, Kyiv time)** with the topic “**RFP-06-UA-2021 Consultant Services TTX 2**”.

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

Background:

Founded in 1995, CRDF Global is an independent nonprofit organization that promotes international scientific and technical collaboration through grants, technical resources, training, and services.

With offices in Arlington, VA; Kyiv, Ukraine; and Amman, Jordan, CRDF Global’s diverse staff and networks of local community and government stakeholders deliver tailored programs that meet specific regional needs in over 100 countries across the globe.

We specialize in bringing isolated scientific communities into the scientific mainstream through a variety of science engagement and capacity-building programs. CRDF Global encourages science cooperation between countries where official relations are strained.

More information is available at www.crdglobal.org

Solicitation Terms & Conditions:

Right to Select Suppliers. CRDF Global reserves the right to negotiate with and select all qualified suppliers at its own discretion and is not obligated to inform suppliers of the methods used in the selection process. CRDF Global reserves the right to dismiss any and/or all suppliers from the bid process and reject any and/or all proposals.

Obligation. This RFP does not bind nor obligate CRDF Global in any way. CRDF Global makes no representation, either expressed or implied, that it will accept or approve in whole or in part any proposal submitted in response to this RFP. CRDF Global may reward, in whole or in part, the proposal at its sole discretion.

Binding Period. Following the due date of submission of this Proposal, the pricing included in this RFP shall be binding upon the supplier for the duration of the contract.

Hold Harmless. By submitting a response to the RFP, bidder agrees that CRDF Global has sole discretion to select any and/or all suppliers. During or following the conclusion of this process, bidders waive their rights to damages whatsoever attributable to the selection process, materials provided, supplier selection, or any communication associated with the RFP process and supplier selection.

Transfer to Final Contract. The terms and conditions of the RFP, including the specifications and the completed proposal, will become at CRDF Global's sole discretion, part of the final contract (the "Agreement") between CRDF

Global and theselected bidder. In the event that responses to the terms and conditions will materially impair a bidder's ability to respond to the RFP, bidder should notify CRDF Global in writing of the impairment. If bidder fails to object to any condition(s) incorporated herein, it shall mean that bidder agrees with, and will comply with the conditions set forth herein.

Exceptions. Any exceptions to the terms and conditions or any additions, which bidder may wish to include in the RFP, should be made in writing and included in the form of an addendum to the applicable Section in the RFP.

CRDF Global Proprietary Information. Supplier agrees that all non-public information contained in this document and communicated verbally in reference to this RFP by CRDF Global shall be received for the sole discretion and purpose of enabling the supplier to submit an accurate response to this RFP. The information contained in this RFP and disclosed during the course of negotiations and communications are proprietary in nature and under no circumstances to be disclosed to a third party without prior written consent from CRDF Global.

Supplier Proprietary Information. Information contained in the response to this RFP will be considered proprietary in nature if marked "confidential" or "proprietary". Such marked documents will not be disclosed to third parties outside CRDF Global with the exception of retained consultants under contractual confidentiality agreements