**Sample In-Person Workshop A**

**Workshop Overview:**

Workshop A will gather up to 35 Lebanese and Jordanian private chemical sector stakeholders and regulators in Amman, Jordan, to promote compliance with Know-Your-Customer (KYC)/due diligence concepts and UNSCRs 1540 and 2118. The workshop will raise awareness of illicit CW procurement tactics/indicators conducted by the Assad regime to include identifying front companies, chemical supply chain management standards, and voluntary measures to prevent the sale of dual-use chemicals and CW program equipment to the regime and seek to obtain buy-in from chemical vendors to begin adopting KYC and due diligence best practices. Expert presentations, interactive discussions and a tabletop exercise (TTX) will focus on examples and lessons learned from the Assad regime’s exploitation of regulatory controls to procure materials and technologies for its CW program. In addition, the Consultant will utilize the interactive sessions and TTXs to help participants to outline details of existing enforcement mechanisms, regulatory programs and provide context on program implementation challenges. With the information gained through these sessions, participants will develop action plans to address identified challenges and improve compliance.

**Scope of Work:**

The Consultant will contribute to the development of the workshop agenda, develop and deliver presentations, as well as lead scenario discussions and a TTX. Possible presentation topics include the chemical proliferation threat and the role of industry, chemical security regulations, and know your customer/due diligence programs.

**Task One: Agenda and Presentation Development**

The Consultant(s), will contribute to the development of the workshop agenda (potentially in coordination to up to two additional consultants), develop up to four presentations and participate in regular teleconferences and email correspondence with CRDF Global. Presentation topics will include:

* Chemical Proliferation Threat and the Role of Industry
* Chemical Security Regulations for Industry
* Responsible Care and Distribution
* Know Your Customer/Due Diligence Programs
* Red Flags for Illicit Purchases
* Building a Corporate Compliance System

Task One deliverables include:

1. Development of the workshop agenda; and
2. Development of up to four presentation materials and up to two interactive exercises.

**Task Two: Workshop Implementation**

The Consultant will travel to Amman, Jordan to present, lead discussions, and participate in daily post-workshop debrief meetings.

Task Two deliverables include:

1. Travel to Workshop A location (Amman, Jordan)
2. Lead presentations and facilitate discussions at the workshop on assigned topics

**Task Three: Reporting**

Using CRDF Global’s pre-developed after action report for consultants, the Consultant will complete and submit complete report summarizing the technical outcomes of the workshop and recommending follow-on activities for promoting compliance with international chemical security regulations among Lebanese and Jordanian industry and government as applicable.

Task Three deliverables include:

1. One after action report on workshop implementation and related outcomes, to include follow-on activities and recommendations for promoting compliance with international chemical security regulations among industry, to be completed within seven calendar days of the workshop end date.

**Sample Remote Engagement B**

**Remote Engagement B:**

Remote Engagement B will gather up to 20 Indonesian chemical industry and government participants in a remote, three-day webinar to build due diligence capabilities. With emphasis on essential critical thinking skills, participants will learn laws and regulations pertaining to chemical trade sanctions related risk, due diligence and know-your-customer (KYC) best practices. At the end of the three-day remote training, the participants will be able to effectively use the internet as an open-source intelligence (OSINT), research, and investigation tool to successfully conduct due-diligence investigations and end-user verification to identify potential illicit buyers.

**Scope of Work:**

The Consultant will develop the webinar agenda, develop and deliver presentations, and lead group discussions on relevant scenarios and interactive exercises during the three-day webinar Possible presentation topics include international controls for chemical distribution and trade, red flags and typologies of high-risk companies, and OSINT best practices for investigation.

**Task One: Agenda and Presentation Development**

The Consultant will develop an agenda (potentially in coordination with one other consultant), presentations, and interactive exercises for the remote engagement. The Consultant will also participate in regular teleconferences and email correspondence with CRDF Global as needed leading up to the webinar. Presentation topics may include:

* International Legislation, Sanctions and Controls for Chemical Trade
* Consequences of Noncompliance
* Red Flags and Typologies of High-Risk Companies
* Due diligence/KYC Investigation Resources for Indonesian Stakeholders

Task One deliverables include:

1. Development of remote engagement agenda
2. Development of presentation materials and interactive exercises sufficient for a three-day webinar (three hours per day).

**Task Two: Remote Engagement Implementation**

The Consultants will deliver one, three-day remote training (three hours per day) for up to 20 participants from Indonesia. In addition, the Consultant will attend one dry-run webinar and submit daily debriefs after each day.

**Task Three: Remote Engagement Close-out**

Using CRDF Global’s pre-developed after action report template for consultants, the Consultant will submit post-training feedback summarizing the technical outcomes of the workshop and recommending follow-on activities for promoting compliance with KYC/Due Diligence best practices for chemical industry and government stakeholders in Indonesia.

 Task Three deliverables include:

1. Development of a technical report, submitted 10 days after the webinar, on the implementation and related outcomes, including follow-on activities and recommendations