

**CRDF GLOBAL
REQUEST FOR PROPOSALS (RFP)
RFP-22-UA-2022**

Seeking experts for outreaching possible partners and coordinating Cyber Hygiene and Cybersecurity Activities for public and private companies, research sectors, and academia in Brazil, Bulgaria, Chile, Croatia, Indonesia, Kenya, Lebanon, Malaysia, Romania, Serbia, Singapore, South Africa, Taiwan, Thailand, Ukraine and Vietnam

Summary

Under the project on Inculcating Cybersecurity Best Practices to Prevent Cybertheft of Sensitive Data, Research, and Technology from the Private, Research and Academia Sectors, CRDF Global will deliver cyber hygiene and cybersecurity training courses accompanied with live cross-sector sessions for compliance and cybersecurity (managers, compliance officers) and cybersecurity professionals (system administrators, IT engineers) and other relevant personnel of private and public companies and research institutions that create or develop advanced WMD-applicable or dual-use bio-convergent technologies, such as AI, biotechnologies, and quantum computing/high-performance computing in **Brazil, Indonesia, Lebanon, Malaysia, Singapore, Thailand, Vietnam**; and universities developing research and technologies in the field of aircraft and aerospace engineering, quantum computing, semi-conductor and chip manufacturing, deep space exploration, military or proliferation-sensitive technology, and artificial intelligence in **Brazil, Bulgaria, Chile, Croatia, Kenya, Romania, Serbia, Singapore, South Africa, Taiwan and Ukraine** (hereinafter – the “countries of engagement”).

For this purpose, CRDF Global seeks to develop training modules such as an asynchronous online training course with country-specific live sessions and cross-sector engagements, which will train partners to adopt measures to prevent cyber actors from obtaining intellectual property to advance military development through cyber theft. Training materials will focus on identifying risks posed by social engineering, implementing appropriate cybersecurity compliance frameworks, and coordinating with law enforcement and security authorities to better understand and prepare for specific threats and to respond quickly and appropriately if targeted. This will also include drafted response policies and protocols in the event of a cyber incident and other topic areas determined by CRDF Global and experts.

Scope, Tasks, and Deliverables:

Selected Subject Matter Experts (hereinafter - SMEs) should provide support with identifying and establishing relationships with possible partners in any, several, or all of the countries of engagement, including liaising with State and Regional government officials, stakeholders in the private sector, research sector, and academia, and provide comprehensive support at all stages of project implementation, that may include (but are not limited to): mapping of partners, moderating public events, providing technical advice, guidance, and leadership to CRDF Global assigned staff on designing and implementing technical components of the project. The SMEs selected to provide their services for the specific country(ies) of engagement are expected to complete the following tasks:

- 1) Analysis and mapping of potential partners in the specific country(ies) of engagement**

Selected SMEs shall provide support with identifying and establishing relations with private and public companies and research institutions that create or develop advanced WMD-applicable or dual-use bio-convergent technologies, such as AI, biotechnologies, and quantum computing/high-performance computing and universities developing research and technologies in the field of aircraft and aerospace engineering, quantum computing, semi-conductor and chip manufacturing, deep space exploration, military or proliferation-sensitive technology, and artificial intelligence in the countries of engagement. In particular, the successful SME will:

- Conduct research and analysis of relevant institutions that may participate in project activities;
- Provide a list of relevant institutions (including contact persons and their contact details) that may be involved in the implementation of the CRDF Global projects (at least one private sector institution, one public sector institution, university and/or research institution (dependent on a country of engagement) in each country of engagement the proponent is offering his services for).

2) Organization of introductory meetings (online) to present CRDF Global activities to selected institutions in the specific country(ies) of engagement

Selected SMEs will support and coordinate project preparation activities in the specific country(ies) of engagement. In particular, the selected vendor shall collaborate with CRDF Global's assigned staff and relevant stakeholders to organize and co-facilitate (if necessary) introductory meetings with relevant stakeholders in each country of engagement to present CRDF Global's activities showcase the training courses.

3) Launch and implementation of the developed/customized cyber hygiene and cybersecurity training course among selected stakeholders in the specific country(ies) of engagement.

Each selected SMEs will cooperate closely with the selected institutions to ensure the completion of the specific training courses and participation in the live cross-sector sessions (at least six selected institutions and 50 participants in each country of engagement the SME is contracted to provide the services for). The target number per country may vary based on the availability and relevance of respective institutions (decreased/increased for a particular country). In particular, each selected SMEs will:

- Establish regular cooperation with the relevant institutions via emails and/or coordination calls;
- Provide regular weekly updates on the progress of the project course implementation;
- Submit to the CRDF Global team data on individuals who registered/completed the course to ensure compliance with the project timeline and target indicators – on a weekly basis;
- Assist with participant outreach as requested.

4) Assist in preparing and holding the cross-sector sessions for relevant institutions.

Selected SME(s) will work closely with the cross-sector session facilitator and contribute to the successful implementation of the event by ensuring participation of the relevant institutions' staff and engaging appropriate law enforcement, security, regulatory authority stakeholders, and other relevant experts from the specific country(ies) of engagement.

In particular, the each selected SME will:

- Contribute to the development of the agenda of the cross-sector session by engaging relevant law enforcement, security, and regulatory authority stakeholders;
- Coordinate the date and time of the cross-sector session, and ensure participation of individuals from relevant institutions (at least six selected institutions and 50 participants in each country).
- Participate in live cross-sector sessions and presentations, provide expert opinion during discussions, moderate Q&A sessions (if requested), and collect pre- and post-event surveys.

5) Develop an evaluation report assessing completed work and participants’ learning outcomes in the short/medium term, providing recommendations and lessons learned.

The report must include:

- The report must reflect the scope of completed tasks, including meeting dates and agenda (online or phone calls); agenda for live sessions with summary per each event, indicating dates, times, number of participants, etc.
- The Conclusion(s) and Recommendation(s) section shall reflect observations, key conclusions and recommendations, lessons learned, good practices, and opportunities for other project interventions, including identification of institutional champions among the participating institutions, assessment of their current level of cybersecurity and cyber hygiene, and needs that can be met by further CRDF Global’s activities and grants provision.

Tentative schedule of performance:

Task	Tentative date of completion
1	October 2022
2	October 2022
3	November-December 2022
4	November-December 2022
5	December 2022

NOTE: The schedule above is for reference purposes and is subject to change resulting from the negotiations between the selected SME(s) and CRDF Global, and also subject to change in the course of the assignment fulfilment.

Selection Requirements and Criteria:

This RFP is open for individual SMEs (physical persons), as well as for entities/organizations, offering a single SME or a team of experts to provide the required services.

Selection will be based on CRDF Global’s evaluation of the Contractor’s ability to meet CRDF Global’s requirements described below, as well as factors such as competitive pricing, quality of the proposal, past performance, and other intangible factors. CRDF Global reserves the right to accept or reject any or all proposals and to negotiate the terms of any subsequent agreements at its discretion.

A successful proposal shall highlight the following qualifications, defined as the preferable requirements:

- 1) Proven extensive experience in developing, supervising, implementing, or moderating cybersecurity-themed seminars, events, competitions, or workshops (a short portfolio of the projects should be submitted). Experience in the countries of engagement will be advantage.
- 2) Good established relations and access to an extensive network of government officials, the private sector, the research sector, academia and other relevant agencies in countries of engagement.
- 3) Good understanding of local context and cybersecurity field.
- 4) Proven experience and technical expertise in cybersecurity and/or another related field.
- 5) Experience in building interagency relationships: between local government officials, private sector, research institutions, academia, and others.

- 6) Experience in creating and/or managing a community of practice or professional cross-sector network.
- 7) Fluency in English is required; local language proficiency is preferable.

Proposals will be reviewed and evaluated on a rolling basis.

Technical evaluation of the proposals received will be performed to conclude if the proponent is qualified to fulfil the assignment (as per the selection criteria listed above).

Financial evaluation of the technically qualified proponents will be performed to conclude if the offered budget is responsive to the scope and volumes of the required services, and also adequate to the market.

In case several proposals are received for the same countries of engagement – this proposals will be evaluated, compared, and the highest evaluated proponent will be awarded the contract.

CRDF Global reserves the right to full or partial acceptance of the proposals received in response to this RFP.

Proposal Requirements:

Each proposal must include at least:

- 1) Technical Proposal (according to the attached template);
(including Statement of Interest, the list of RFP-related capabilities and applicable experience).
Technical Proposal shall be provided in accordance with the attached template and may also be accompanied by the proponent's own standard form of proposal;
- 2) Cost proposal Description of the pricing and cost factors (e.g., hourly rates, fixed-cost pricing on standard services, etc.) that the Contractor would be willing to negotiate – according to the attached template;
- 3) For individual SMEs:
 - CVs of the SME(s) applying for the assignment fulfilment;For companies/organizations:
 - General presentation of the company/organization (free form);
 - CVs of the SME(s) offered for the assignment fulfilment;
- 4) Any other information and/or documents (certificates, authorizations, reference letters, etc.) that may help to properly assess the proponent's qualifications, skills and experience relevant to the subject of this RFP.

Proposal Submission:

Proposals must be submitted as electronic documents in PDF, Word, or Excel format. Proposals should be submitted to procurement@crdfglobal.org with CC to mkoshel@crdfglobal.org and klytvynenko@crdfglobal.org

The subject line of the email must read:

RFP-22-UA-2022 – Name of the Proponent – Proposal

Proposals will be reviewed and evaluated on a rolling basis, but will not be considered after **October 10, 2022**.

Early applications are encouraged.

In case any clarification is required regarding this RFP, please forward your request to procurement@crdfglobal.org with CC to mkoshel@crdfglobal.org.

The subject line of the email must read:

RFP-22-UA-2022 – Name of the Proponent – Request for clarification

CRDF Global reserves the right to disqualify any or all proposal submitted after the deadline.

Background:

CRDF Global is an independent nonprofit organization founded in 1995 in response to the collapse of the Soviet Union and the threat of large-scale proliferation of weapons technology from the region. With support authorized by the Nunn-Lugar Act of 1991 and the Freedom Support Act of 1992, as well private foundation contributions, CRDF Global embarked on bolstering the global scientific community and fostering alternatives to weapons research.

In the past 25 years, our work has expanded to address ever-changing global concerns, but our commitment to ensuring the success of our partners remains the same. We are a leading provider of flexible logistical support, program design and management, and strategic capacity building programs in the areas of higher education, CBRNE security and nonproliferation, border security, cybersecurity, global health, technology entrepreneurship, and international professional exchanges.

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.

Vision Statement:

Our world, healthy, safe, and sustainable.

Mission Statement:

Safety, security, and sustainability through science, innovation, and collaboration.

Values:

We do the right thing.

We care about each other and the people we work with.

We work together to deliver excellence

CRDF Global provides equal opportunities to all qualified individuals without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran, or disabled status. We are committed to prioritizing an inclusive and collaborative space in which diversity and equity is discussed, championed, and supported. We acknowledge and honor the fundamental value and dignity of all individuals. We pledge ourselves to creating and maintaining an environment that respects diverse traditions, heritages, and experiences.

More information is available at www.crdfglobal.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.

Notification. CRDF Global will notify bidders following completion of the evaluation process, as to whether or not bidders have been awarded the contract. The only information regarding the status of the evaluation of proposals that will be provided to any inquiring bidder shall be whether or not the inquiring bidder has been awarded the contract. CRDF Global may, at its sole discretion, inform any inquiring bidder of the reason(s) as to why it was not awarded the contract.

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 the selected 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.