

**CRDF GLOBAL
REQUEST FOR PROPOSAL**

Subject Matter Experts on Curriculum Development for Nigerian University

Deadline: *March 9th, 2023*

Summary:

Terrorist groups such as Boko Haram and ISIS in West Africa continue to perpetrate violent attacks throughout northern Nigeria against government installations and civilian populations and may seek to produce rudimentary CW using dual-use organophosphates originally intended for agricultural use. Northern Nigeria's predominantly agricultural economy relies heavily on fertilizers imported through ports in southern Nigeria. While the Nigerian government has attempted to regulate the agrochemical market, large informal distribution networks, inadequate employee and customer vetting, and vast compliance gaps in the country's chemical transportation sector increase the risk that non-state actors will procure or divert toxic agrochemicals during their distribution to end-users. This project will create a formalized college-level curriculum on chemical security and develop future generations of chemical security advocates in Nigeria.

Scope:

CRDF Global is seeking subject matter experts (SMEs) with experience developing and delivering instructions to university students and faculty on chemical risk management best practices. This engagement will consist of three remote webinars to support 20 Nigerian academics and support their efforts to design a chemical security curriculum on chemical risk management for use by faculty members, students, and staff. The webinar series will identify gaps in current curriculum with short and long-term goals for incorporating chemical security into Nigerian technical curricula and will enable development of short courses on chemical safety and security. The first two webinars are planned to take place in June with a following third Webinar in August/September.

Tasks and Deliverables:

The SME will help develop a chemical security curriculum on chemical risk management best practices company for Nigerian academics and university staff. The SME will be responsible for presenting on chemical security and developing a university curriculum for academics in Nigeria. The first webinar will go over the basics and general overview of chemical security management in Nigeria. The second webinar will go further into dissecting Nigeria's current chemical security curriculum and identify the gaps and challenges that need to be addressed. Participants will then be trained enough to take this knowledge and share it within their institutions, each representing one of Nigeria's geopolitical zones, and develop their own curriculums to discuss and dissect their findings in the third and last webinar where a single unified security curriculum will be agreed on. The SME will be presenting alongside one local Nigerian SME, and one international SME.

After the webinar series, there will be follow-on mentorship for participants to learn from the Subject Matter Experts further in one-on-one sessions to focus on lessons learned from the webinars, addressing Nigeria's chemical security gaps and challenges. Following these discussions, participants will have a drafted and finalized a national curriculum on chemical security, approved by

the National Universities Commission (NUC) in Nigeria and will be implemented in the participants' respective institutions.

Task One: Project Coordination

The contractor will coordinate with CRDF Global by participating in conference calls, as needed.

Task Two: Training Materials – Agenda and Presentation Development

In coordination with the project team, to include CRDF Global, the Contractor will contribute to the development of a final agenda and up to four presentations covering the topics Dual-Use Chemicals, Chemical Inventory Management Systems, Insider Threats, TTX on Transport and Distribution Security, and TTX on Know-Your-Customer. The Contractor will coordinate with CRDF Global and other Contractors to ensure the workshop meets CTR's goals.

Task Two Deliverables:

- Set of materials, tailored to a Nigerian audience, to include:
 - Final agenda, to be developed in coordination with project team
 - Up to five (5) presentations

Task Three: Implementation

The contractor will guide participants to identify the gaps in the current chemical security curriculum and how to address these gaps.

Task Three: Implementation

The contractor will lead his portion of the three webinar sessions for up to 20 academics from Nigeria and will attend in full. Each webinar is expected to consist of no more than three hours, focused on providing presentations and answering participants' questions, if needed. The consultant will participate in test sessions lasting 30 minutes prior to each webinar session to ensure video/audio/text capabilities function correctly and will stay online for any extended Q&A and debrief activities for approximately 30 minutes following the end of each session.

Contractor Requirements:

The contractor will have experience developing and delivering trainings on chemical security and additional experience assisting in or leading the chemical security trainings to university students. The Consultant will assist with tasks including, but not limited to the following areas:

- Dual-Use Chemicals
- Chemical Inventory Management Systems
- Insider Threats
- TTX on Transport and Distribution Security
- TTX on Know-Your-Customer
- Review and adapt existing chemical safety and security materials provided by CRDF Global and Sandia National Laboratories (SNL);
- Develop a chemical safety and security training curriculum.
- Implement three webinars to gain university buy-in and raise awareness about the importance of chemical safety and security education among Nigerian academic stakeholders; and

- Present the training curriculum to university stakeholders and the National Universities Commission of Universities (UNC)

Subject Matter Experts shall have:

1. **Technical Experience:** At least 7-10 years of relevant professional experience. Applicable experience can include a combination of the below:
 - Chemical security; particularly consulting on university/research laboratory chemical security practices
 - Experience leading training events on chemical security in university/research laboratories
 - Experience developing and leading table-top or interactive exercises on chemical security in university/research laboratories
 - Experience leading or consulting on chemical security in university/research laboratories
 - Experience engaging university students and faculty and/or laboratory staff in regions including South Asia, Southeast Asia, Sub-Saharan Africa, Middle East and North Africa, or Latin America
2. **Past Performance:** Evidence of successful implementation of projects with similar or relevant scopes that were funded by external entities, including non-governmental organizations and international donors. Supporting materials that demonstrate timely communication, completion of tasks, and submission of deliverables should also be referenced.

Timeline:

March 9: RFP submissions due

March 9-13: Interviews with potential Contractors

March 14: Contractor Selection

Proposal Requirements:

- Statement of technical capabilities
- CV(s)
- List of recent experience in the subject matter area and applicable references/past performance
- Proposed labor rate
- If applicable, Small or disadvantaged business designations
- If applicable, NAICS Code(s):

Contractor Selection Criteria:

CRDF Global will select the contractor that provides the best value in terms of overall price and experience. The contractor should have proven international experience working with academic or chemical sector actors and Chemical Security Curriculum Development, (e.g. university students and faculty, chemical laboratory personnel).

Submission:

Proposals should be submitted to procurement@crdfglobal.org & ykhalil@crdfglobal.org , no later than March 09, 2023. Proposals should be submitted as electronic documents in PDF, Word or Excel format.

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.