

**CRDF GLOBAL  
REQUEST FOR QUOTE**

**Subject Matter Expert(s) for development and delivery of the trainings on Promoting Nonproliferation Norms and Countering Nonproliferation Disinformation Through Policy and Partnership**

**Deadline: March 31, 2024**

**Summary:**

CRDF Global is seeking Subject Matter Experts with experience developing and delivering trainings that target development of strategies to counter disinformation that undermines nonproliferation norms and identify opportunities to strengthen policy development; provide opportunities to inoculate civil society against the Russian attacks which endanger our partners and their work; aid to identify regional security challenges and policy objectives to support negotiation and development of agreements to inform future nonproliferation policy implementation.

CRDF Global will implement one two-day in-person training in Jakarta, Indonesia tentatively scheduled in May 2024 for at least 25 representatives from the government, civil society, nonproliferation experts, policymakers, and public sector stakeholders from Indonesia, Malaysia, and the Philippines.

**Scope:**

The contractor will deliver and lead one two-day in-person training for at least 25 representatives including government, civil society, nonproliferation experts, policymakers, and public sector stakeholders from Indonesia, Malaysia, and the Philippines.

The two-day training will involve multiple formats and training methods including case studies, presentations, and tabletop exercises. The Contractor will present case studies of malign influence campaigns that seek to discredit international nonproliferation norms, such as possibly the targeted Russian disinformation campaigns surrounding US-supported laboratories in Ukraine, the Caucasus, and Central Asia, among others. CRDF Global will provide actionable next steps for EAP partners to develop strategic communications strategies to counter nonproliferation disinformation and deter state from acquiring CBR materials. The workshop will culminate with a tabletop exercise during which all participants will be prompted to identify regional security challenges and policy objectives to support negotiation and development of agreements to inform future nonproliferation policy implementation.

**Tasks and Deliverables:**

***Task 1: Engagement Preparation and Content Development***

The Contractor will develop detailed training agendas tailored to the region represented, to include learning objectives for each session, supplemental training materials, such as a fact sheet on available open-source resources, presentation slide decks for each session, and the development of an interactive exercise.

The Contractor will also contribute to a pre- and post- training survey to be distributed by CRDF Global to training participants and to CRDF Global developed training certificate with a signature. All materials developed by the Contractor are to be submitted to CRDF Global for DOS CTR review at least 4 weeks prior to the agreed upon training date.

***Task 2: Participant Outreach and Selection***

The Contractor will aid in the development of outreach material for the event registration website to include a detailed outline that specifies the event and discussion topics, SME and/or speaker biographies with professional headshots, and a summary of learning objectives to be delivered to CRDF Global on a mutually agreed upon date. Once a registration list

of participants is created, the Contractor will aid in the selection of participants to give recommendations of who is best suited to attend.

**Task 3: In-Person Trainings Implementation**

The Contractor will deliver and lead one two-day in-person training in Jakarta, Indonesia tentatively scheduled for May 2024. Each training day will last at least 6 hours long. During the training, The Contractor will utilize presentation slide decks accompanied with interactive elements such as a Q&A and case study simulations. The workshop will culminate with a tabletop exercise during which all participants will be prompted to identify regional security challenges and policy objectives to support negotiation and development of agreements to inform future nonproliferation policy implementation.

**Task 4: Communication and Reporting**

The Contractor will participate in weekly one-hour long planning calls with CRDF Global to discuss programmatic updates, relevant conversations with ISN/CTR staff, and accommodate shifts in project implementation. CRDF Global and the Contractor will identify a mutually agreed upon day and time for all parties to convene. Following the training, the Contractor will provide an After Action (AAR) subject-matter expert report (template will be provided by CRDF Global) to describe audience feedback during the webinar, provide an assessment of knowledge gained by the participants, detail the lessons learned, as well as provide recommendations for follow-on activities. SME report is due to CRDF Global no later than 10 business days following the workshop.

**Contractor Requirements:**

Required:

- 1) Prior experience developing and implementing curriculum at an advanced level with a focus on Nonproliferation Norms and Countering Nonproliferation Disinformation in Southeast Asia.
- 2) Prior experience working with the government, civil society, nonproliferation experts, policymakers, and public sector stakeholders on topics such as nonproliferation, disinformation campaigns related to nonproliferation, false claims about malicious activities that undermine public trust, Russian Federation’s attempts to disrupt nonproliferation norms, Russian disinformation campaigns surrounding US-supported laboratories in Ukraine, the Caucasus and Central Asia.

Preferred:

- 1) At least three (3) years of experience collaborating with various stakeholders on topics of Nonproliferation Norms and Countering Nonproliferation Disinformation.
- 2) Previous experience implementing trainings, events, and/or conferences in Asia and Europe.

**Proposal Requirements:**

- Statement of Interest and Technical Capabilities and experience and past performance related to the preferred contractor requirements above the Statement of Interest and Technical Capabilities
- Cost proposal
- CV(s)
- List of recent experience in the RFP Subject Matter area and applicable references/past performance
- Any Small or Disadvantaged Business Designations (Veteran Owned, HUB Zone, Women Owned, Disadvantaged Businesses)
- NAICS Codes: 541620 Environmental Consulting Services- Small Business Threshold \$15 million  
541690 Other Scientific and Technical Consulting Services – \$15 million

**Timetable:**

**March 10:**RFP Questions due

**March 11:** RFP Questions & Answers released

**March 31:**RFP submissions due

**April 14:** Contract start date

**Contractor Selection Criteria:**

CRDF Global will select the contractor that provides the best value in terms of overall price and experience.

The SMEs must demonstrate through their proposals:

- 1) Their proven experience in the subject matter expertise
- 2) Their qualification based on the Mandatory and/or Preferred requirements as listed in the Contractor Requirements Section

Their capability to fulfill the assignment described in the Scope, Tasks, and Deliverables section.

CRDF Global prioritizes a safe and collaborative work environment in which diversity, equity, and inclusion is championed and discussed. CRDF Global provides equal employment opportunities to all qualified individuals without regard to age, race, color, religion, sex, sexual orientation, and gender identity, national origin, protected veteran, or disabled status. We are dedicated to creating and maintaining a respectful work environment that is safe, engaging, and comfortable for all.

CRDF Global pledges to prioritize sponsorship of diverse events and panels of experts whenever possible.

**Submission:**

Proposals should be submitted to [procurement@crdfglobal.org](mailto:procurement@crdfglobal.org) , [vabdullina@crdfglobal.org](mailto:vabdullina@crdfglobal.org) and [nmiller@crdfglobal.org](mailto:nmiller@crdfglobal.org) no later than **March 31, 2024 at 5:00pm**. Proposals should be submitted as electronic documents in PDF, Word or Excel format.

Proposals should be submitted as electronic documents in PDF, Word or Excel format.

The subject line of the email must read:

*RFP-XXXX – Name of Proponent – Proposal*

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

In case any clarification is required regarding this RFP, please forward your request to [procurement@crdfglobal.org](mailto:procurement@crdfglobal.org) with CC to [vabdullina@crdfglobal.org](mailto:vabdullina@crdfglobal.org) and [nmiller@crdfglobal.org](mailto:nmiller@crdfglobal.org).

The subject line of the email must read:

*RFP-XXXX – Name of the Proponent – Request for clarification*

**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](http://www.crdfglobal.org).

**Solicitation Terms & Conditions:** *{Procurement Representative to customize prior to issuing/posting}*

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 RFQ 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 RFQ. 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 RFQ shall be binding upon the supplier for the duration of the contract.

Hold Harmless. By submitting a response to the RFQ, 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 RFQ, 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 RFQ, 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 RFQ, should be made in writing and included in the form of an addendum to the applicable Section in the RFQ.

CRDF Global Proprietary Information. Supplier agrees that all non-public information contained in this document and communicated verbally in reference to this RFQ by CRDF Global shall be received for the sole discretion and purpose of enabling the supplier to submit an accurate response to this RFQ. The information contained in this RFQ 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 RFQ 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.