



CRDF GLOBAL REQUEST FOR PROPOSAL

Seeking Research Security Subject Matter Expert (SME) for Development and Delivery of Workshop to Safeguard Dual-Use Technologies and Data During Space Program and Partnership Development in Kenya

Deadline: September 26, 2025, at 12:00 PM EST Time

Summary:

On behalf of the United States Department of State, Bureau of Arms Control and Nonproliferation, Bureau of Arms Control and Nonproliferation Office of Cooperative Threat Reduction (ACN/CTR), CRDF Global is seeking a Subject Matter Expert (SME) with expertise in ***promoting responsible and secure development of space technologies*** and experience ***delivering advanced-level training to academic or government stakeholders***, preferably in international contexts.

Scope:

CRDF Global, in partnership with ACN/CTR, is seeking a subject matter expert (SME) or consulting team to design and deliver a three-day training in Nairobi, Kenya in late November or early December 2025 for government and academic experts involved in the space technology and space program development sectors in Kenya. The program will provide targeted training on partnership governance, risk management, compliance practices, and dual-use technology protection, equipping participants with practical tools to safeguard sensitive research and innovation relating to space technology.

By the end of the training, participants should be able to:

- Apply international best practices in governance, compliance, and technology protection.
- Recognize and mitigate dual-use technology risks in research, procurement, and partnerships.
- Conduct due diligence to prevent engagement with non-trusted entities.
- Strengthen contractual and procurement processes to reduce vulnerabilities.
- Improve coordination across Kenya's public, academic, and private institutions in support of Kenya's space technology development

Tasks and Deliverables:

The contractor will be responsible for completing the below general tasks outlined for each workshop with additional details added based on the specific scope of the workshop:

Task One: Development of Workshop Agenda

The contractor will attend a kick-off meeting with CRDF Global and the U.S. Department of State. This will build familiarity with specific goals of the project and will provide a forum for Q&A, as well as introduction to members of the project team. Utilizing the feedback from this meeting, the contract will submit a draft agenda for the workshop. Following a round of feedback from CRDF Global and the U.S. Department of State, the Contractor will then submit a revised and final agenda for the workshop.



Task One Deliverables:

- Draft workshop agenda within five business days of the kick-off meeting.
- Revised workshop agenda within two business days of feedback being provided.

Task Two: Development of Workshop Materials

The contractor will then develop the materials for the workshop including PowerPoint slides, a pre- and post- workshop survey, and reference materials. The contractor will integrate the specific Kenyan context with regards to development and expansion of space technology and industry in the materials, including regional and national-specific case studies and exercises where possible. Following a round of feedback from CRDF Global and the U.S. Department of State, the Contractor will then submit a revised and final set of materials for the workshop.

Task Two Deliverables:

- Draft workshop materials, including PowerPoint slides, a pre- and post- workshop survey, and reference materials
- Final workshop materials, including PowerPoint slides, a pre- and post- workshop survey, and reference materials

Task Three: Delivery of Workshop

The contractor will travel to Nairobi, Kenya to deliver the training as per the finalized agenda and workshop materials. CRDF Global will provide travel arrangements to/from the workshop, including visa, airfare, airport transfers, lodging, per diem based on DoS rates, and travel medical insurance.

Task Three Deliverables:

- Deliver three-day training in Nairobi, Kenya
- After-Action Report detailing observations, recommendations, and any noted gaps or areas for future programming.

Task Four: Workshop Close-out, Reporting and Evaluation

The Contractor will complete and submit to CRDF Global an after-action report summarizing the technical outcomes, outlining activity successes, key observations, participant feedback, course feedback, and recommended areas for future programming.

Task Four Deliverables:

- Submit an after-action report summarizing the technical outcomes, outlining activity successes, key observations, participant feedback, course feedback, and recommended areas for future programming.

Contractor Requirements:

Evaluations will be based on CRDF Global's evaluation of the Contractor's ability to meet CRDF Global's key requirements. That includes competitive pricing, quality of proposal, past performance, and other intangible factors. CRDF Global reserves the right to accept or reject any and all proposals and to negotiate terms of any subsequent agreements at its own discretion.



Proposal Requirements:

- Statement of Interest and Technical Capabilities, including ability to travel to Kenya in late November or early December 2025 with exact dates to be determined after selection in consultation with the selected person or entity
- Cost proposal (see below table)
- CV(s)
- List of recent experience in developing and delivering advanced training on safeguarding dual-use technologies, including any applicable experience with space technology and partnership development specifically as well as any past performance in Kenya

*Please include the table below in your proposal for each workshop:

Task / Deliverable	FFP (Lump sum Cost)	Duration for Completing Task (# of Days)
Task One: Development of Workshop Agenda		
Task Two: Development of Workshop Materials		
Task Three: Delivery of Workshop		
Task Four: Workshop Close-out, Reporting and Evaluation		

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 experience in training others and expertise in space security topics and ideally experience delivering in Africa more broadly.

Evaluation Criteria Matrix

<i>Evaluation Criteria</i>	<i>Weight (%)</i>	<i>Subfactors</i>
1. Technical Approach	40%	- Understanding of the requirements - Feasibility of the approach - Alignment with project goals
2. Price/Cost	30%	- Overall cost compared to market rates - Cost realism - Price structure
3. Key Personnel and Qualifications	20%	- Relevant experience of personnel - Certifications, education, and qualifications - Availability and commitment to the project
4. Past Performance	10%	- Relevance of past projects - Performance ratings or assessments - References from previous clients



Procurement Timetable:

This procurement process is intended to follow the timeline below:

Activity	Date
1. Request for Proposal (RFP) Issued	Monday, September 15, 2025
2. Deadline for Questions & Inquiries	Wednesday, September 17, 2025
3. RFP Questions & Answers Released	Friday, September 19, 2025
4. Proposal Submission Deadline	Friday, September 26, 2025
5. Anticipated Contract Start Date	Friday, October 3, 2025

Submission:

Proposals should be submitted to Hala AbuSaoud, Procurement Manager, habusaoud@crdfglobal.org, no later than *Friday, September 26, 2025*. 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:

Global leader advancing U.S. national security by mitigating threats and enhancing opportunities 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

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.

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.