

**CRDF GLOBAL
REQUEST FOR PROPOSAL (RFP)
RFP-04-UA-2023**

Subject Matter Expert(s) for development and delivery of the trainings on mitigating illicit advanced conventional weapons (ACWs) sales

Summary:

CRDF Global is seeking Subject Matter Experts with experience developing and delivering training on mitigating illicit state-sponsored advanced conventional weapons (ACWs) sales. Additionally, the selected SME will possess knowledge on deceptive tactics, including disinformation, marketing, and financial schemes, that sanctioned actors use to enhance their WMD programming.

Malign actors utilize a variety of operations and tools to trade and proliferate advanced conventional weapons. Investigative journalists and other media personnel work to uncover these illicit networks, and resultantly, must obtain the skills necessary to identify indicators of malign ACW systems and networks. This project will aid researchers and investigative journalists in acquiring open-source analysis methodologies and other relevant techniques useful for diminishing the proliferation and subsequent sale of ACWs.

CRDF Global will implement up to four (4) regional virtual trainings via Zoom utilizing a combination of presentations and case studies to inform participants of tangible risks associated with the transfer and development of ACWs.

Scope:

The contractor will lead four (4) virtual trainings over Zoom for at least 100 investigative journalists and researchers from civil society groups in various regions. Additionally, the contractor will provide mentorship for up to fifteen participants that received CRDF Global funded grants for independent research. The contractor will leverage relevant presentations, case studies, and interactive exercises to highlight indicators of illicit state-sponsored ACW transfer and proliferation. Further, the contractor will develop leave-behind materials and guidance for attendees to share at their own institutions.

Tasks and Deliverables:

(These tasks and deliverables will apply to each of the four workshops)

Each online training will be two (2) days long, with three-hour sessions each day. The training will convene investigative journalists, researchers, and other relevant media personnel to identify and expose instances of illicit transfer and the proliferation of advanced conventional weapons. Participants will glean essential open-source analysis skills and techniques for uncovering networks comprised of sanctioned actors.

Task 1: Engagement Preparation and Content Development

The Contractor will develop detailed workshop agendas tailored to the regions 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 CRDF Global created workshop certificate with a signature. All materials developed by the Contractor are to be submitted to CRDF Global for DOS CTR review 5 weeks prior to the agreed upon workshop 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: Online Trainings Implementation and Mentorship

The Contractor will conduct up to four (4) regional webinars in Asia, Europe, the Middle East and North Africa, and Sub-Saharan Africa. Each webinar will be three hours per day across two days.- During the webinars, The Contractor will utilize presentation slide decks accompanied with interactive elements such as a Q&A and case study simulations.

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 workshop, 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 academic level on national security with a focus on indicators of malicious state-sponsored activity, advanced conventional weapons sales and proliferation, and sanctioned networks; The contractor should have proven experience working on techniques to mitigate illicit state-sponsored advanced conventional weapons sales, as well as expertise on malign sanctions evasion activities;
- 2) Expertise on conducting institutional risk assessments and due diligence exercises for exposing sanctioned actor networks;
- 3) Prior experience working with federal agencies on topics such as nonproliferation, disinformation campaigns, red flag indicators of illicit state-sponsored activities, and sanctioned actor trade networks.

Preferred:

- 1) At least three (3) years of experience collaborating with investigative journalists and media companies on international security-related topics;
- 2) Previous experience implementing trainings, events, and/or conferences in Asia, Europe, The Middle East and North Africa, and Sub-Saharan Africa.

Proposal Requirements:

Each proposal must include:

- 1) Technical Proposal (according to the attached template)
(including Statement of Interest, list of recent technical capabilities and experience and past performance related to the preferred contractor requirements above Statement of Interest and Technical Capabilities)
- 2) Cost proposal (according to the attached template)
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.

- 3) For individual SMEs:
 - CVs of the SME(s) applying for the assignment fulfilment;

For institutions/companies/organizations:

 - General presentation of the company/organization (free form);
 - CVs of the SME(s) offered for the assignment.

- 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.
- 5) Applicable references regarding the past performance (if available);
- 6) Any Small or Disadvantaged Business Designations (Veteran Owned, HUB Zone, Women Owned, Disadvantaged Businesses);
- 7) NAICS Codes:
 - o 541620 Environmental Consulting Services- Small Business Threshold - \$15 million
 - o 541690 Other Scientific and Technical Consulting Services - \$15 million

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 with CC to mkoshel@crdfglobal.org and lmclintock@crdfglobal.org, no later than the due date:

5:00 pm (EET) on May 01, 2023.

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

The subject line of the email must read:

RFP-04-UA-2023 – 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 with CC to mkoshel@crdfglobal.org.

The subject line of the email must read:

RFP-04-UA-2023 – Name of the Proponent – Request for clarification

CRDF Global is committed to not sponsoring single-gender panels whenever possible. We will consider the gender-balance of proposed subject matter expert teams and speakers when evaluating proposals.

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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.