

**CRDF GLOBAL  
REQUEST FOR QUOTE**

***Deadline: 09:00 EST Thursday, November 14, 2024***

**Summary:**

CRDF Global is seeking subject matter experts (SME) to support the *Enhancing Public and Private Sector Compliance and Managing Sanctions Risk to Counter Proliferation Finance Schemes in Tunisia and Libya* workshop. CRDF Global plans to host a two-day, in-person capacity-building workshop in Tunis, Tunisia, on financial sanctions-related risk management and enhanced due diligence for mid- to high-level private financial compliance professionals and public sector regulators from Tunisia and Libya. This training will aim to bolster participant organizations' compliance programs with topics covering relevant UNSCRs and enhance information sharing between public and private financial institutions. By including table-top exercises and real-world case studies, this training will aid participants in identifying roles and responsibilities in supply chain risk management, provide updates on international regulations and best practices, as well as provide open-source investigative tools for enhancing compliance practices. These topics will aim to ensure participants are able to conduct enhanced due diligence so that they are better equipped to identify, respond to, and mitigate illicit transactions from threat actors.

Topics may include but are not limited to:

- Common typologies and vulnerabilities utilized by sanctioned actors
- Illicit financing and sensitive technology procurement activities
- Money laundering and obfuscation techniques in the context of relevant sanctioned and illicit financial actors
- International compliance and due diligence requirements for participants to implement policies in line with relevant and updated FATF, UNSCRs, and OFAC recommendations
- Red flag indicators and financial compliance tools for bank investigations and financial compliance officials

**Scope:**

There will be one (1) in-person event for this series, which will consist of approximately two (2) days total. The Contractor will support CRDF Global by working with one (1) additional SME in developing an agenda for its in-person programming in support of the initiative. Once finalized, the Contractor will develop the materials for their assigned section of the agenda, assist with participant outreach, moderate and implement the specified event as defined below, foster participant engagement, and provide the next steps and lessons-learned via an after-action report. The Contractor will perform all tasks and provide all deliverables from a perspective relevant to public and private financial sector audiences in North Africa.

Additionally, the Contractor will participate in a series of ad hoc planning calls for conceptualization, scheduling, coordination, and technical discussions that result in the finalized engagement agenda, among other items. During such calls, the Contractor will contribute to the discussion, highlight concerns where relevant, review engagement materials, and take the lead in creating sections of the agenda assigned to them. The Contractor will deploy one (1) subject matter expert (SME) for the in-person workshop, which will take place in Tunis, Tunisia. CRDF Global will facilitate all the travel and

logistics needs of the in-person event. Although the dates are subject to change, these events are tentatively scheduled to take place in January 2025.

### **Tasks and Deliverables:**

Please reference *Attachment A: Tasks and Deliverables* below for details.

### **Contractor Requirements:**

The specific areas of desired expertise include UNSCRs, other relevant international regulations, Know-Your-Customer best practices, current trends and typologies of threat actors, and FATF recommendations for North African countries. However, global knowledge of this subject matter is also desired.

SMEs selected for implementation will be contracted for the following types of tasks (but not limited to):

- Facilitate dialogue with partners to develop project ideas
- Develop, review, and revise agendas for the event
- Conduct one (1), two-day, in-person training in Tunis, Tunisia
- Coordinate with other co-implementers
- Author post-activity reports
- Participant outreach support, etc.

### **Submission Requirements:**

Each submission must include:

- 1) Statement of Interest and Technical Capabilities
- 2) Completion of the CRDF Global [Contractor Data Form](#)
- 3) Cost Proposal
  - a) Cost Proposal must include a breakdown of costs per **task** referenced in the attached SOW
  - b) Cost Proposal must separate out all direct costs (e.g. labor, materials, fees, etc.) as applicable.
    - i. All travel required for the engagement will be directly handled by CRDF Global. The cost proposal does not need to include travel estimates.
    - ii. For Labor costs, hourly rates and level of effort (in hours) must be provided
      1. *This is for cost analysis purposes required by federal regulations.*
      2. *CRDF Global understands that this type of information is generally considered proprietary in nature and will handle any received information with confidentiality.*
- 4) CV(s)
- 5) List of recent experience in the specific areas of desired expertise and applicable references/past performance
- 6) Any Small or Disadvantaged Business Designations (Veteran Owned, HUB Zone, Women Owned, Disadvantaged Businesses)
- 7) [NAICS Codes](#): 541690 Other Scientific and Technical Consulting Services – Small Business Threshold \$19 million

**Timetable:**

08 November 2024: RFQ Questions due\*  
12 November 2024: RFQ Questions & Answers released (via direct email)  
14 November 2024: RFQ submissions due  
19 November 2024: Selection decision communicated to applicants  
25 November 2024: Tentative contract start date

\*Any questions should be sent via email to Donte Wilkins ([dwilkins@crdfglobal.org](mailto:dwilkins@crdfglobal.org)) and Briana Mason ([bmason@crdfglobal.org](mailto:bmason@crdfglobal.org)).

**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 working in counterproliferation finance and sanctions. Additionally, the SME will have:

- Ability/Willingness to travel internationally per USG guidelines
- Capability to respond to changes/adjustments as directed by a customer
- A demonstrated capability to prepare relevant, informational content

**Submission:**

Submissions should be sent to Donte Wilkins ([dwilkins@crdfglobal.org](mailto:dwilkins@crdfglobal.org)) no later than **09:00 EST on Thursday, November 14, 2024**. Submissions should be sent as electronic documents in PDF, Word, or Excel format and add the subject line: **RFQ Submission - SME for Enhancing Public and Private Sector Compliance and Managing Sanctions Risk to Counter Proliferation Finance Schemes in Tunisia and Libya**

*Disclaimer: All information submitted to CRDF Global pertaining to this submission may be shared with the Funder for their review on an as-needed basis.*

**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 as 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; Almaty, Kazakhstan; Manila, Philippines, 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 are 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.

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

More information is available at [www.crdfglobal.org](http://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 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 the 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 RFQ, 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, the 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 RFQ 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, the bidder should notify CRDF Global in writing of the impairment. If the bidder fails to object to any condition(s) incorporated herein, it shall mean that the 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 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 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.

## **ATTACHMENT A: Tasks and Deliverables**

*Any dates mentioned below are tentative and are subject to change*

### **Tasks & Deliverables:**

#### Task 1: Implementation Plan, Outreach and Agenda Development

The Contractor will work with the primary SME chosen by CRDF Global to conceptualize and technically finalize an agenda for the two-day training. The finalized agenda should be adapted to be appropriate for a public and private financial sector audience in Tunisia and Libya. This work can be done via email, phone, or video meetings (e.g., Zoom) on mutually agreed-upon dates and times between the Contractor, CRDF Global, and the primary SME.

For use on the registration website as well as for additional marketing, the Contractor will provide outreach materials to CRDF Global to include trainer biography and professional headshot. **These materials will be due to CRDF Global five (5) business days following contract execution.**

The Contractor will assist with participant outreach for the **private** financial sector, as applicable. With guidance from CRDF Global pertaining to selection priorities, the Contractor will utilize targeted invites and emails to leverage their networks in the region. Outreach should occur during the months of November and December 2024 to ensure the maximum number of registrants. The Contractor is to provide a list to CRDF Global of the relevant individuals contacted no later than **Friday, December 20, 2024**. Once the audience has been identified, CRDF Global will handle communications to registered participants, including event reminders, the distribution of materials following the event, and the event landing page on the program website.

#### Task 1 Deliverable(s):

1. Final agenda
2. Outreach materials
  - a. Trainer biography
  - b. Professional headshot
3. List of relevant individuals contacted, if applicable

#### Task 2: Training Material Development

Based on the final agenda, the Contractor will be responsible for developing all training materials for the Contractor's assigned sessions to include presentation slide deck(s) in PowerPoint format, one (1) region-specific case study, one (1) table-top exercise, leave-behind documents and four (4) live polling questions utilizing an online platform (e.g., Kahoot). **These materials are due to CRDF Global at least 35 days prior to the training date to allow for Funder approval and translation.** All materials should be adapted for an audience of sanctions compliance officers and financial regulators from financial institutions across Tunisia and Libya. Topics covered should include an overview of international regulations and best practices, current trends and typologies of threat actors, FATF recommendations, etc.

Contractor will confirm the name and title of the trainer traveling onsite no later than **Friday, December 13, 2024**. The trainer will be expected to sign all participant certificates onsite.



Additionally, the Contractor will review and provide input/edits as necessary to a pre- and post-training survey that will then be disseminated to participants by CRDF Global. The Contractor will provide both edited surveys to CRDF Global **no later than ten (10) business days prior to the training date.**

Task 2 Deliverable(s):

1. Training materials
  - a. Presentation slide deck(s) in PowerPoint format
  - b. One (1) region-specific case study
  - c. One (1) table-top exercise
  - d. Leave-behind documents
2. Four (4) live polling questions
3. Confirmation of trainer name and title
4. Input/edits to pre- and post- training survey (if requested)

Task 3: Training Implementation

The Contractor will deploy one (1) SME to Tunis, Tunisia, to implement and deliver the training covering the aforementioned topics. The training will consist of two, eight-hour days and will feature the Contractor and primary SME throughout both days.

The day prior to the first day of the training, the Contractor SME will make themselves available for an in-person meeting with CRDF Global staff and the primary SME at a mutually agreeable time for all parties to test audio-visual technology, sign certificates, and discuss any outstanding items.

Each day, the Contractor will arrive to the training room at minimum thirty (30) minutes prior to the start time to ensure the training is set up, as well as remain in the training room thirty (30) minutes following the conclusion of the training for a debrief meeting with CRDF Global staff and the primary SME. Upon conclusion of the training implementation, the Contractor will accommodate follow-up questions from participants **for up to fourteen (14) days**. The Contract will keep the CRDF Global Technical Officer copied on all such communications related to participant follow-up.

Task 4: Communication and Reporting

The Contractor will participate in 30-minute weekly and ad hoc planning calls with CRDF Global as reasonably required to discuss programmatic updates, recent conversations with the funder, and accommodate any shifts in project implementation details. CRDF Global and the Contractor will identify a mutually agreed-upon day and time for the parties to meet. In addition, the Contractor will attend additional meetings with interpreters and other vendors as needed.

After the implementation of the training, the Contractor will provide a Subject Matter Expert report utilizing a CRDF Global-provided template. The Subject Matter Expert report will include details, metrics, and evaluations of the outreach strategy, the audience reached, key contacts for future outreach, training content (e.g., topics covered), lessons learned, and recommendations for follow-on activities. The Subject Matter Expert report will be due to CRDF Global **within five (5) business days** following the completion of the training.

The Contractor will provide final comments and contributions to CRDF Global's final report to the Funder, if requested.

Task 4 Deliverables:

1. Subject Matter Expert Report
2. Comments/contributions to final report, if requested