

**CRDF GLOBAL
REQUEST FOR PROPOSAL**

RFP-30-KZ-2025: PROMOTING KYCC AND DUE DILIGENCE PRINCIPLES IN CENTRAL ASIA

Deadline: December 25, 2025

Summary:

CRDF Global is seeking a specialized Vendor: Expert/Consultant to conduct 3 (three) training courses:

1. 3 (two) back-to-back 2-day workshops in **Central Asia** (location TBD)

Dates to conduct from **March to December 2026**

The Contract shall be signed with: CRDF Global

Target

The Contractor shall deliver 3 (three) 2-day workshops for private sector technology suppliers, distributors, wholesalers, and public sector financial intelligence unit and enforcement agencies from high-risk jurisdictions.

The Goal

To equip stakeholders with practical tools to identify, prevent, and disrupt illicit procurement attempts. Sessions will feature expert presentations, interactive exercises, and case studies focused on due diligence, "Know Your Customer's Customer" (KYCC), open-source investigations, and regional typologies of diversion.

Objectives

The workshops would focus on countering third countries' use of diversion hubs to illicitly acquire sensitive materials for its military-industrial complex.

The format would involve a mix of presentations, interactive exercises, and case studies focused on due diligence, "Know Your Customer's Customer" (KYCC), open-source investigations, and regional typologies of diversion.

The objectives of the Workshop are:

This project directly addresses those threats by engaging public and private stakeholders to strengthen compliance, enhance investigative capacity, and promote cross-border information sharing. Through regionalized workshops and sustainable partnerships, the initiative will disrupt procurement networks, reduce systemic vulnerabilities, and support U.S. leadership in nonproliferation enforcement.

Scope of Work

The Contractor will design, prepare, and deliver three (3) two-day workshops for **30 participants for each training**.

- CRDF Global will work with the Contractor to deploy up to 2 subject matter experts to Central Asia (3 trainings) to deliver the workshop and to join the engagement in-person.
- The Contractor will provide CRDF Global with resumes/CVs, contact info and links to works/articles/events done by the subject matters experts to be involved by the Contactor.
- CRDF Global will facilitate and cover all travel and logistics needs of the workshop, including venue and lodging for the Contractor. To ensure effective collaboration, the Contractor and CRDF Global will participate in regular coordination calls.

Each training course will require about 30 hours of content from the Contractor and be hosted in coordination with CRDF Global for a total of six symposium days (2 days per training), for 48 hours total.

The Contractor will:

1. Develop training materials
2. Deliver the training at the workshop
3. Lead participant engagement

4. Attend and participate in weekly and ad hoc planning calls with CRDF Global and relevant local speakers/stakeholders
5. Provide next steps and lessons-learned via an after-action report

**The training shall be conducted from a perspective relevant to Central Asia stakeholders.*

**Design and printing materials, interpretation services (if needed) will be provided by CRDF Global.*

CRDF Global will indicate to the Contractor whether the event will be publicly branded with Funder information. In the instance that this event is not branded, the Contractor will not mention Funder and will not use Funder logos.

Within seven (7) business days of completing the workshop, the Contractor will submit a comprehensive final report to CRDF Global. CRDF Global will handle necessary logistics and provide on-site support for the workshops and associated activities.

Therefore, the Contractor will:

- (1) Design and plan the regional workshop
- (2) Assist in the identification of participants
- (3) Implement the workshop
- (4) Provide reporting and evaluation after the workshop, including pre- and post-event surveys to measure participants' knowledge improvement.

Tasks and Deliverables

Task 1: Workshop Design and Planning

To ensure the effective preparation of training materials, the Contractor will participate in coordination calls with CRDF Global. These calls will focus on selecting topics relevant to the audience, providing programmatic updates, addressing changes in project implementation, and incorporating the funder's requests. The Contractor and CRDF Global will mutually agree on a day and time for these meetings.

The Contractor will design a detailed two-day workshop agenda for each workshop that includes expert presentations and panel discussions, case scenarios, and a tabletop exercise.

The agenda and content will be tailored to reflect the specific threat landscape of Central Asia . The Contractor will also develop and submit comprehensive training materials, including slides, case studies, exercise guides, participant handbooks, and reference documents, incorporating region-specific tactics, and techniques.

Task 1.1 Deliverables:

- **Deliverable 1: Curriculum and Agenda for first Central Asia workshop**
 - Design a detailed two-day workshop agenda that includes:
 - expert presentations and panel discussions.
 - case studies of diversion in SCA (electronics, dual-use goods, defense components)
 - Risk-management and due-diligencetools/skills to disrupt illicit procurement networks
 - Ensure the content is tailored to the regional threat landscape and participant profile.
- **Deliverable 2: Training Materials for first Central Asia workshop**
 - Develop and submit training slides, case studies, exercise instructions, participant handbooks, and reference materials. In addition, the contractor will develop a pre-post survey/test to assess knowledge gains and awareness of the subject matter, this will also include self-assessment of participants.

- Include region-specific TTPs.

Task 1.2 Deliverables:

- **Deliverable 3: Curriculum and Agenda for second Central Asia workshop**
 - Design a detailed two-day workshop agenda that includes:
 - expert presentations and panel discussions.
 - case studies of diversion in SCA (electronics, dual-use goods, defense components)
 - Risk-management and due-diligence tools/skills to disrupt illicit procurement networks
 - Ensure the content is tailored to the regional threat landscape and participant profile.
- **Deliverable 4: Training Materials for second Central Asia workshop**
 - Develop and submit training slides, case studies, exercise instructions, participant handbooks, and reference materials. In addition, the contractor will develop a pre-post survey/test to assess knowledge gains and awareness of the subject matter, this will also include self-assessment of participants.
 - Include region-specific TTPs.

Task 1.3 Deliverables:

- **Deliverable 5: Curriculum and Agenda for third Central Asia workshop**
 - Design a detailed two-day workshop agenda that includes:
 - expert presentations and panel discussions.
 - case studies of diversion in SCA (electronics, dual-use goods, defense components).
 - Ensure the content is tailored to the regional threat landscape and participant profile.
- **Deliverable 6: Training Materials for third Central Asia workshop**
 - Develop and submit training slides, case studies, exercise instructions, participant handbooks, and reference materials. In addition, the contractor will develop a pre-post survey/test to assess knowledge gains and awareness of the subject matter, this will also include self-assessment of participants.
 - Include region-specific TTPs.

Task 2: Workshop Implementation

The Contractor will lead all workshop training activities, including lectures, facilitated discussions, and practical simulations, ensuring participants are actively engaged throughout. They will guide the tabletop exercise, conduct structured debrief sessions, and adapt the delivery to accommodate varying levels of technical expertise and language proficiency. The Contractor will also design a realistic and regionally relevant case scenarios that spans multiple countries and critical sectors. To support the exercise, they will provide all necessary datasets, scripts, and materials for role-playing and coordinated response activities.

Task 2.1 Deliverables:

- **Deliverable 7: Facilitation and Delivery (first workshop Central Asia)**
 - Lead all training activities, including lectures, discussions, and case scenarios.
 - Facilitate tabletop exercises and guide debrief sessions.
 - Ensure active engagement of all participants, adjusting delivery style as needed for language or technical understanding.
- **Deliverable 8: Simulation Scenario Development (first workshop Central Asia)**
 - Create a realistic, regionally relevant case scenario involving multiple countries and sectors.
 - Provide necessary datasets and scripts for role-playing and response coordination.

Task 2.2 Deliverables:

- **Deliverable 9: Facilitation and Delivery (second workshop Central Asia)**
 - Lead all training activities, including lectures, discussions, and case scenarios.
 - Facilitate tabletop exercises and guide debrief sessions.

- Ensure active engagement of all participants, adjusting delivery style as needed for language or technical understanding.
- **Deliverable 10: Simulation Scenario Development (second workshop Central Asia)**
 - Create a realistic, regionally relevant case scenario involving multiple countries and sectors.
 - Provide necessary datasets and scripts for role-playing and response coordination.

Task 2.3 Deliverables:

- **Deliverable 11: Facilitation and Delivery (second workshop Central Asia)**
 - Lead all training activities, including lectures, discussions, and case scenarios.
 - Facilitate tabletop exercises and guide debrief sessions.
 - Ensure active engagement of all participants, adjusting delivery style as needed for language or technical understanding.
- **Deliverable 12: Simulation Scenario Development (second workshop Central Asia)**
 - Create a realistic, regionally relevant case scenario involving multiple countries and sectors.
 - Provide necessary datasets and scripts for role-playing and response coordination.

Task 3: Reporting and Evaluation

The Contractor will submit a comprehensive final report within seven (7) business days of conclusion of the workshop. The report will include an overview of the workshop content and participation, key findings, participant feedback, and a summary of regional threat intelligence needs. The report may (if specifically requested by CRDF Global) also provide actionable recommendations for sustaining the regional resilience network and include a draft protocol for continued threat intelligence sharing. An annex will accompany the report, containing all final materials such as the agenda, handouts, presentation slides, and event photos. Additionally, the Contractor will design and administer pre- and post-workshop self-assessments to evaluate learning outcomes and analyze changes in participant knowledge, skills, and confidence.

Additionally, the Contractor will participate in a debrief call with CRDF Global. The date for the call will be mutually agreed upon but must occur no later than the end of the performance period.

Task 3.1 Deliverables:

- **Deliverable 13: Post-Workshop Report (first workshop Central Asia)**
 - Submit a comprehensive final report including:
 - Overview of workshop content and participation
 - Key findings and participant feedback
 - Summary of regional threat intelligence needs
 - Recommendations for sustaining the regional resilience network
 - Draft protocol for continued threat intelligence sharing
 - Include an annex with all final materials (e.g., agenda, handouts, slides, photos).
- **Deliverable 14: Evaluation and Assessment (first workshop Central Asia)**
 - Develop and administer a pre/post workshop test and self-assessment for participants.
 - Analyze feedback to measure changes in knowledge, skills, and confidence.
 - Highlight success stories

Task 3.2 Deliverables:

- **Deliverable 15: Post-Workshop Report (second workshop Central Asia)**
 - Submit a comprehensive final report including:
 - Overview of workshop content and participation
 - Key findings and participant feedback

- Summary of regional threat intelligence needs
 - Recommendations for sustaining the regional resilience network
 - Draft protocol for continued threat intelligence sharing
- Include an annex with all final materials (e.g., agenda, handouts, slides, photos).
- **Deliverable 16: Evaluation and Assessment (second workshop Central Asia)**
 - Develop and administer a pre/post workshop test and self-assessment for participants.
 - Analyze feedback to measure changes in knowledge, skills, and confidence.
 - Highlight success stories

Task 3.3 Deliverables:

- **Deliverable 17: Post-Workshop Report (third workshop in Central Asia)**
 - Submit a comprehensive final report including:
 - Overview of workshop content and participation
 - Key findings and participant feedback
 - Summary of regional threat intelligence needs
 - Recommendations for sustaining the regional resilience network
 - Draft protocol for continued threat intelligence sharing
 - Include an annex with all final materials (e.g., agenda, handouts, slides, photos).
- **Deliverable 18: Evaluation and Assessment (third workshop in Central Asia)**
 - Develop and administer a pre/post workshop test and self-assessment for participants.
 - Analyze feedback to measure changes in knowledge, skills, and confidence.
 - Highlight success stories

Task 4: High Level Project reporting

Task 4 Deliverables:

The Contractor will submit a comprehensive high level project report within fifteen (15) business days of conclusion of the last workshop. The report will include similarities, differences, next steps and overall progress. Additionally, the Contractor will participate in a debrief call with CRDF Global. The date for the call will be mutually agreed upon but must occur no later than the end of the performance period.

Task 4 Deliverables:

- **Deliverable 13: High level Report (all three trainings)**
 - Submit a comprehensive high-level report including:
 - Overview of 3 workshop main similarities and difference
 - Next steps for each region
 - Regional threat analysis based in the feedback from participants
 - Overall project progress

Timeline

The Contractor will implement their Scope of Work in alignment with the following delivery schedule:

Kindly include this information in the proposal

Task	Deliverable		Expected Completion Date
Task 1	Central Asia		TBD 2026
			TBD 2026
Task 2	Central Asia		TBD 2026
			TBD 2026

Task 3	Central Asia		TBD 2026
			TBD 2026
Task 4	Central Asia		TBD 2026
			TBD 2026

This delivery Schedule may be revised and updated by CRDF Global and/or the Contractor during the period of performance if mutually approved.

Financial Information

Since the project budget is not yet defined, **we require a proposal detailing the Level of Effort (LOE) and the proposed hourly rate.** If the proposal involves a team, please list the LOE and hourly rate for each expert. Payment is contingent upon the factual delivery of services within the agreed Milestones. **Please also include a table of proposed Milestones.**

Direct Costs: Labor (CR)			
Milestones/Tasks	Hours / Level of efforts	Hourly Rate in USD	Amount in USD
Task 1: Workshop Design and Planning			
<i>Task 1.1 First workshop CA</i>			
<i>Task 1.2 Second workshop CA</i>			
<i>Task 1.3 third workshop CA</i>			
Task 2: Workshop Implementation			
<i>Task 2.1 First workshop CA</i>			
<i>Task 2.2 Second workshop CA</i>			
<i>Task 2.3 Third workshop CA</i>			
Task 3: Reporting and Evaluation			
Task 4: High Level Project reporting			
Total, Direct Costs: Labor			

Contractor Requirements:

CRDF Global will evaluate proposals based on the Contractor's ability to meet the listed requirements and provide the best value in terms of expertise, experience, and proposed approach.

Mandatory Requirements:

- Proven expertise in defence sector due diligence, “Know Your Customer’s Customer” (KYCC), open-source investigations, and regional typologies of diversion
- Experience conducting workshops or simulations, preferably in multi-country contexts
- Familiarity with international non-proliferation frameworks, especially in Central Asia
- Strong facilitation and communication skills in English

Key requirements:

1. The Contractor must have a minimum of two years of experience managing workshops.
2. The Contractor must demonstrate expertise of programs of a similar scale and scope.
3. The Contractor must demonstrate strong relationships with specialized marked players of the topic of the workshop.

4. Preferably, the Contractor should have experience working on donor-funded projects, especially those funded by the U.S. government or multilateral institutions.
5. The Contractor must have the capability to begin supporting the project promptly upon selection.
6. The Contractor must be a legal entity, officially registered in the country of placement.

Proposal Requirements:

Each proposal must include:

- Statement of Interest and Technical Capabilities
 1. A detailed description of the services offered aligns with the RFP Scope and Tasks section.
 2. Provide a well-structured event strategy that aligns seamlessly with the specified tasks and objectives. The strategy should detail the approach for workshop conduct
 3. List of recently developed similar projects, references
- Cost proposal
- CV(s) of the project team members responsible for the project implementation.

Participated stakeholders are kindly asked to reflect the compliance with the above-mentioned requirements at their proposal/statement of interest.

Contractor Selection Criteria:

CRDF Global will select the contractor that provides the best value in terms of overall price and experience. The Contractor is expected to have demonstrated experience in managing complex promotion and outreach campaigns targeting specific audiences.

Evaluation Methods: Best Value for money, on where the Price and technical factors are of equal importance

Submission:

Proposals should be submitted to aabenova@crdfglobal.org & procurement@crdfglobal.org & YNikolova@crdfglobal.org, no later than **December 25 2025, 18:00 Astana Time**. Proposals should be submitted as electronic documents in PDF, Word or Excel format.

Please indicate the RFP number in the “subject” line of your request: # RFP-30-KZ-2025