

**CRDF GLOBAL  
REQUEST FOR PROPOSAL**

**Deadline: July 6, 2026**

**Summary:**

CRDF Global is seeking a chemical security subject matter expert (SME) with expertise on the Chemical Weapons Convention (CWC) to develop workshop materials for an upcoming project. On behalf of the U.S. Department of State's Bio-Chem Engagement Program (BCEP), CRDF Global will host a two (2) day regional conference in Tunis, Tunisia, to create a forum to discuss the implementation of the CWC in North Africa and related challenges. The conference will invite at least 8 representatives from North Africa's National Authorities to the CWC from Algeria, Morocco, Tunisia, Libya (i.e. approximately 2 delegates from each country) and at least 12 industry leaders and chemical association representatives (i.e. approximately 3 industry representatives from each country).

In a roundtable setting facilitated by CRDF Global, National Authority Representatives from each country will be able to discuss current obstacles to CWC implementation on an international, regional, and national scale and potential solutions to address CWC implementation challenges. Additionally, National Authorities will also have a chance to identify and discuss opportunities that are available to them through the Organization for the Prohibition of Chemical Weapons, and recognize their successes and accomplishments under the CWC. Simultaneously, industry and chemical association representatives will participate in an industry roundtable to discuss their ongoing processes to support the implementation of the CWC and challenges to CWC implementation from industry's perspective. Both government and industry representatives will also have a chance to hear from each other to bolster public-private networks and partnership to ensure their successful implementation of the CWC.

**Scope:**

The subject matter expert (SME), hereby referred to as "The Contractor" will develop course materials (approximately three presentations and facilitate breakout group activities) for the conference and travel to Tunis, Tunisia to present the course materials during the event as an SME for **North African Regional Conference on the Chemical Weapons Convention (CWC)** to be held during September 2026. The Contractor should possess extensive knowledge of CWC legislation frameworks, a strong understanding of CWC implementation efforts, and experience with government – industry collaboration for implementing the CWC.

**Period of Performance:** July – November 2026

**Tasks and Deliverables:**

**Task One: Project Coordination Materials Development**

In coordination with the CRDF Global project team, the Contractor will contribute to the development of the following materials: Conference agenda, conference materials, discussion sessions, which will include three or more sessions and/or exercises prior to the workshop.

*Task One Deliverables:*

- a. *Three or more presentations, exercises, and/or conference materials prior to the conference (due no later than 35 days before the first day of the workshop)*

**Task Two: Travel**

The Contractor will travel to Tunis, Tunisia to implement the two-day conference. The event is tentatively scheduled for September 24-25, 2026.

**Task Three: Implementation**

In coordination with the CRDF Global project team, the Contractor shall assist in the implementation of the two-day conference for North African government and chemical industry stakeholders in Tunis, Tunisia.

#### **Task Four: Reporting**

The Contractor will complete and submit to CRDF Global a brief after-action report, using CRDF Global's reporting template, summarizing technical outcomes of the activity and any recommended follow-on activities for CWC implementation efforts for North Africa.

##### Task Four Deliverables:

- a. Final report (within five days of the completion of the activity)
- b. Final invoice (within two weeks of the completion of the activity)

#### **Contractor Requirements:**

The contractor will have experience developing and delivering workshops on chemical security, CWC implementation efforts, the evolving chemical threats landscape, safeguarding access, proliferation pathways and additional experience assisting in or leading CWC implementation efforts. The contractor will also have experience in chemical security training for government and industry participants. The contractor will have a demonstrated capability to conduct workshops and mentoring in one or more of the following areas:

- Industry's role in CWC compliance
- Government's role in CWC compliance
- Chemical security best practices
- CWC legislative steps and implementation
- Elements of effective CWC legislation

#### **Subject Matter Experts shall have:**

1. Technical Experience: At least 7-10 years of relevant professional experience. Applicable experience can include a combination of the below:
  - a. Knowledge of chemical security; experience consulting on chemical security best practices and knowledge of key threat actors
  - b. Experience leading workshops targeting international audiences including biological government and industry leaders.
  - c. Experience educating on CWC legislation efforts.

Experience engaging international audiences including policymakers, government, regulators, and/or industry leaders in regions including South Asia, Southeast Asia, Sub-Saharan Africa, Europe, Middle East and North Africa, or Latin America.

#### **Proposal Requirements:**

- 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:**

July 1, 2026: RFP Questions due  
July 2, 2026: RFP Questions & Answers released  
July 6, 2026: RFP submissions due  
July 20, 2026: 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 contractor should have proven experience working with CWC compliance and implementation efforts.

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) & [jrandels@crdfglobal.org](mailto:jrandels@crdfglobal.org), no later than **Monday, July 6, 2026, by 5:00 PM ET**. 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:

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:**

**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.