

Request for Quotes: Digital Security Training Services – MENA Region

Tender Title: Procurement of Digital Security Training Services for Civil Society Activists in the MENA Region

Tender Reference Number: PT2004-08

Date Issued: November 5, 2024

Submission Deadline: November 29, 2024

1. Background

Binda Consulting International (BCI) seeks a qualified and experienced digital security specialist with comprehensive knowledge of digital security practices, tools, and techniques. The objective is to prepare and deliver comprehensive remote training sessions to civil society activists in the MENA region. The training sessions aim to enhance activists' understanding and capabilities in safeguarding their digital communications, data, and online presence within the unique operational landscapes of MENA countries. Two trainings will be held in December and January, although dates may change based on participant availability and BCI's timeline.

2. Scope of Work

The selected digital security specialist will be responsible for the following tasks:

2.1 Preparation of Training Materials:

- Develop a detailed agenda for the training session, to be approved by BCI.
- Create informative, engaging presentations covering the relevant digital security topics.
- Ensure that all training materials are prepared in Arabic and are specifically tailored to address the challenges faced by CSOs in the MENA region.

2.2 Delivery of Training:

- Conduct two remote training sessions, lasting four hours.
- Use interactive methods to engage participants, enabling hands-on learning and practical application of digital security measures.
- The trainings will occur in December 2024 and January 2025 at a mutually agreed date with BCI.

2.3. Topics to be Covered:

- Introduction to digital security and its importance for CSOs.
- Basics of online privacy and data protection.

- Secure communication practices, including encryption and safe messaging apps.
- Managing and mitigating risks associated with digital activities.
- Best practices for device security, account management, and secure data storage.
- Case studies and real-world examples relevant to CSOs in the MENA region.

2.4. Reporting:

- Provide BCI with copies of all training materials, including the agenda and presentations.
- Submit a brief report summarizing the training session, including participant feedback, learning outcomes, and recommendations for future digital security training.

3. Qualifications and Experience

The successful applicant must meet the following criteria:

3.1. Digital Security Expertise:

- Demonstrated experience in digital security training, ideally within the CSO sector.
- In-depth knowledge of digital security threats and protection strategies for high-risk environments.

3.2. Language Proficiency:

- Fluent in Arabic, with excellent written and oral communication skills.

3.3. Training Experience:

- Proven track record of conducting effective remote training sessions.
- Ability to develop clear, engaging, and practical training materials tailored for a non-technical audience.

4. Proposal Submission Requirements

Interested applicants should submit a proposal including the following:

4.1. Technical Proposal:

- Detailed CV highlighting relevant experience and qualifications.
- Description of the proposed training methodology, with a sample agenda.
- Examples of previous similar work or references from past clients.

4.2. Financial Proposal:

- Provide a daily rate, in USD, for professional fees
- Fees should include three days of preparation, one day for training, and one day of reporting.

4.3. Supporting Documents:

- Any relevant certifications in digital security.
- Any additional relevant documents supporting the application.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Relevant Experience and Qualifications: 40%
2. Quality of Technical Proposal: 30%
3. Cost-effectiveness of Financial Proposal: 20%
4. References and Supporting Documents: 10%

6. Submission Instructions

Proposals must be submitted electronically to info@bindaconsulting.org by November 20, 2024. For any queries regarding this tender, please contact info@bindaconsulting.org.

7. Terms and Conditions

- BCI reserves the right to accept or reject any or all proposals without providing reasons.
- All materials produced during the training will become the property of BCI.
- The successful candidate will be required to sign a contract outlining the terms of the engagement.
- Only short-listed candidates will be contacted.