



Request for Proposal (RFP)

for Developing Cybersecurity Training Manual

1. Introduction

The Afghan Journalists Safety Committee, hereinafter referred to as "AJSC," invites qualified and experienced consulting firms or individuals to submit proposals for the development of a Cybersecurity Training Manual specifically tailored for journalists and media workers. This RFP document outlines the scope of work, requirements, and instructions for submitting quotations.

2. Background

In an era of digital journalism and online reporting, journalists and media workers are increasingly vulnerable to cyber threats, attacks, and privacy breaches. Ensuring the safety and security of digital communications and data is essential to protect the integrity of journalism and the safety of those involved. AJSC recognizes the importance of equipping journalists and media workers with the knowledge and skills necessary to safeguard their digital presence and communications.

3. Objectives

The primary objective of this project is to revise the AJSC Safety Manual that:

- Develop a comprehensive and user-friendly Cybersecurity Training Manual tailored to the needs of journalists and media workers.
- Provide practical guidance and best practices for safeguarding digital communications, data, and online presence.
- Enhance the digital security awareness and skills of journalists and media workers to mitigate cyber threats effectively.
- Facilitate the responsible and secure use of digital tools and platforms in journalism.

4. Scope of Work

The selected consultant or firm will be responsible for the following tasks:

a) Content Development

- Develop a Cybersecurity Training Manual with up-to-date content covering topics such as secure communications, password management, data encryption, social engineering awareness, protection against digital surveillance and etc.

- Ensure that the content is accessible, easy to understand, and relevant to the media industry.

b) Practical Exercises

- Include practical exercises and case studies in the manual to reinforce key concepts and cybersecurity best practices.
- Develop scenarios and hands-on activities to simulate real-world cyber threats.

c) Secure Tool Recommendations

- Provide recommendations for secure digital tools and platforms that journalists and media workers can use for various aspects of their work, including communication, data storage, and content management.

d) Threat Response Protocols

- Include guidelines on how to respond to cybersecurity incidents, such as data breaches or online harassment.
- Offer clear steps for reporting and mitigating threats.

e) User-Friendly Format

- Ensure that the manual is presented in a user-friendly format, incorporating visuals, infographics, and clear language to enhance comprehension.
- Submit the first draft to AJSC for comments and feedbacks.
- Manual should be developed in Dari language.

f) Training Materials

- Develop accompanying training materials, such as presentation slides and quizzes for conducting cybersecurity training workshops for journalists and media workers.

g) Finalization

- Incorporate feedback from the AJSC team and finalize the manual.
- Submit the final manual, training materials, and any other deliverables to AJSC.

5. Proposal Submission Requirements

Interested consultants or firms are invited to submit their quotations in response to this RFP. Proposals should include the following:

a) Cover Letter

- A brief cover letter introducing the consultant or firm and expressing interest in the project.

b) Technical Proposal

- Technical proposal outlining the approach, methodology, and timeline for the project.
- A description of the consultant's or firm's relevant experience in developing cybersecurity training, digital journalism or other similar projects.
- An overview of the consultant's or firm's team, including qualifications and roles.
- Details of any previous similar projects completed by the consultant or firm.

c) Financial Proposal

- A clear and detailed financial proposal that includes a breakdown of costs, including fees, expenses, and any other relevant costs.

d) References

- Contact information for at least three professional references who can speak to the consultant's or firm's qualifications and previous work.

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications of the consultant or firm.
- Clarity and comprehensiveness of the technical proposal.
- Cost-effectiveness of the financial proposal.
- Ability to meet project deadlines.
- References and past performance on similar projects.

7. Submission Deadline

Proposals must be submitted no later than 20 Nov, 2023 to info@ajsc.af. Late submissions will not be considered.

8. Contact Information

All questions and requests for clarification should be directed to info@ajsc.af prior to November 15, 2023. Any changes or updates to this RFP will be communicated directly to interested parties.