

Terms of reference (ToRs) for the procurement of services below the EU threshold

Cybersecurity Trainings	Project number/ cost centre: 23.9045.8-001.00
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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

1. Context

To combat biological threats, the Federal Foreign Office launched the German Biosecurity Programme (hereinafter "the Programme") in 2013 as part of the Group of Seven - G7 in cooperation with various partner countries worldwide. The Programme is part of the Federal Government's preventive security policy and contributes to strengthening the Biological Weapons Convention. It is implemented in cooperation with GIZ and the major German institutions active in the field of infection control: the Robert Koch Institute (RKI), the Institute of Microbiology of the Bundeswehr (IMB), the Friedrich Loeffler Institute for Animal Health (FLI) and the Bernhard Nocht Institute for Tropical Medicine (BNITM). GIZ supports the implementation of the German Biosecurity Programme in Morocco, Tunisia, four Sahel countries (Mauritania, Burkina Faso, Chad, Niger) and in Ukraine, Georgia as well as Kazakhstan.

In Georgia, GIZ is working together with IMB to strengthen a Network for the Development and Consolidation of Biosafety in the Caucasus Region. In this context, GIZ supports the IMB in implementing biosecurity activities to strengthen the National Center for Disease Control and Public Health of Georgia (NCDC) and the Ministry of Internal Affairs of Georgia (MIA). Within the framework of the Programme, activities have been carried out since 2013 in cooperation with IMB. The project's focus lies on scientific cooperation with local authorities and the NCDC to strengthen their capacities in the field of biosecurity and biosafety, promote young scientists and integrate them into international research networks.

GIZ has identified "Cybersecurity" as a new area of interest in the field of biosecurity when it comes to protecting sensitive data. Due to advancing digitalization, the production and processing of biological materials and data storage in laboratories are now supported or even taken over by IT systems. While this increases the efficiency of these work areas, the digital interface also constitutes new targets that can directly endanger cybersecurity and indirectly endanger biosecurity. In order to avoid unauthorized assessment of sensitive data, trainings in cybersecurity will be offered.

By no means only cutting-edge technologies of synthetic biology or pharmacology are exposed to these potential dangers; even the theft or manipulation of the simplest laboratory and health data harbours immense security risks. For example, a bioterrorist attack could be many times more devastating if the perpetrators simultaneously attack the IT structure of diagnostic laboratories. In doing so, they could delete or manipulate patient or epidemiological data, interfere with communication channels, and thus seriously impede the authorities' ability to counteract a biological attack.

The GIZ biosecurity team sees these risks also present at our Georgian partner institutions, especially in the area of information security. Therefore, GIZ would like to offer cybersecurity trainings to our partners that imparts basic knowledge regarding cybersecurity and raises awareness towards this topic.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Conduct initial talks with the project partner (NCDC) to identify training needs;
- Develop and prepare training content for two different training sessions for employees of middle and higher management on cybersecurity relevant to the work context of NCDC;
- Conduct the trainings;
- Provide NCDC with additional materials to provide sustainable knowledge transfer.

Two different trainings shall be prepared: **Training 1** will be directed at middle management and **Training 2** will be directed at the higher management in NCDC. Both trainings will consist of two half day sessions with eight hours in total. Each training session can be attended by a maximum of 15 participants.

The specific curriculum should be need-based, i.e. the contents should be closely coordinated with the project partners. Therefore, the definite objectives and contents should be determined upon consultation with the Georgian partners. The consultant will receive technical and logistical support by the project manager at GIZ.

In consultation with the responsible GIZ project staff and the NCDC, the tasks and deliverables of the consultant are:

- The design and development of a concrete curriculum of **Training 1** after consultation with GIZ and the NCDC on the fundamentals of cybersecurity (building upon already existing knowledge). This includes:
 - o Training 1 should be aimed at raising awareness about fundamental issues of cybersecurity and newly emerging cybersecurity threats. In order to meet the needs of the participants, the knowledge level of the target group should be identified through a prior exchange with the NCDC focal point. The training can include topics such as: the standardized requirements in the field of information and communication technologies and cyber security e.g. types of cybersecurity threats; cybersecurity at the working place; biometrics data, electronic digital signature, encryption of personal data; dangers by social media, false information, sharing of images, usage of USB sticks, dangers of Internet connection of crucial devices, etc.);
 - o In accordance with the needs of the NCDC, training elements, structure, and an agenda are to be determined;
 - o Training modules and materials including presentations, handout material; and trainings exercises are to be developed;
 - o Conducting the training.
- The design and development of a concrete curriculum of **Training 2** after consultation with GIZ and the NCDC on the relevance of cybersecurity on institutional level. This includes:
 - o Course 2 should be aimed at raising awareness about the importance of cybersecurity on institutional level, discussing possible entry points and methods to incorporate cybersecurity at institutional level, suggest concrete next steps for higher management;
 - o In accordance with needs and interests of NCDC, the implementation of next steps can be discussed with participants.
 - o Conducting the training.
- After conducting the training, the contractor shall develop and provide **additional materials** (e.g. posters, handouts, other items) to raise awareness about cybersecurity measures in coordination with and based on the needs of NCDC. This shall ensure sustainable knowledge transfer to participants.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible
Conducting initial talks with NCDC to identify training needs	30.07.2024 / Tbilisi / contractor
Preparing training content for two different trainings (middle and higher management)	31.08.2024 / Tbilisi / contractor
Conducting two trainings for NCDC	12.10.2024 / Tbilisi / contractor
Development and provision of additional training materials	31.10.2024 / Tbilisi / contractor
Submitting final invoice fore 2024	15.11.2024 / Tbilisi / contractor

Period of assignment: from 01.07.2024 until 15.12.2024.

3. Personnel concept

On the basis of their CV (see Chapter 6), the expert shall be suited to filling the position described, the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Tasks

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Regular informal reporting to NCDC and the GIZ project manager in accordance with deadlines

Qualifications

Education/training (2.1.1): university degree (German 'Diplom'/Master) in a STEM-related field of study (Science, technology, engineering, and mathematics)

- Language (2.1.2): B2-level language proficiency in English, C2-level language proficiency in Georgian
- General professional experience (2.1.3): six years of professional experience in the cybersecurity sector
- Specific professional experience (2.1.4): six years in teaching on cybersecurity
- Leadership/management experience (2.1.5): six years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): six years of experience in projects in Caucasus (region)
- Other (2.1.8): experience in working in international cooperation, professional experience in the Georgian state sector.

4. Costing requirements

Fee days	Number of experts	Number of days per expert	Total	Comments
Preparation and debriefing of training	1	4	4	
Conducting trainings	1	2	2	
Preparation of additional material	1	3	3	
Other costs	Number	Price	Total	Comments
Procurement of materials and equipment	1	1000 GEL	1000 GEL	The budget of up to 1000 GEL is allocated to produce / procure additional material for NCDC to raise awareness for cybersecurity measures (e.g. posters, handouts, other items).

Workshops and training

- The trainings will take place on NCDC premises.
- Time and exact location within the institute are to be determined in cooperation with the NCDC focal point.
- No travel expenses will arise since the trainings takes place at the usual workplace of the participants.

Since no venue will be booked and no catering will be organized, the GIZ rules on sustainable event management do not apply.

5. Inputs of GIZ or other actors

GIZ and/or the NCDC are expected to make the following available:

- A conference room on NCDC premises
- Logistics to conduct the workshop (projector, flipchart, moderation equipment)

6. Requirements on the format of the tender

The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

The CV of the expert proposed in accordance with Chapter 3 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CV shall not exceed 5 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long.

Please calculate your financial tender based exactly on the parameters specified in Chapter 4 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule, which is required to be used for the preparation of the financial offer.

7. Option

After the services put out to tender have been completed, important elements of these tasks can be continued or extended. Specifically:

Type and scope

The contractor is responsible for providing the following optional services:

- Providing additional consulting sessions
- Providing up to two additional follow-up trainings

Requirements

Exercising the option will depend on the availability of project budget in 2025 and the expressed needs on the side of the partners. The decision on continuation is expected to be made in the period between 01.12.24 and 30.04.2025. If the option is exercised, it is anticipated that the contract term will be extended to 31.12.2025.

The option will be exercised by means of a contract extension on the basis of the individual approaches already offered.

Quantitative requirements for the optional services

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of Expert	1	9	9	
Other costs	Quantity	Price	Total	Comments
Procurement of materials and equipment	1	1000 GEL	1000 GEL	The budget of up to 1000 GEL is allocated to produce / procure additional material for NCDC to raise awareness for cybersecurity measures (e.g. posters, handouts, other items).