



Request for Proposals: Digital Security Consultancy

RFP Sent: January 25, 2022

Responses Due By: February 11, 2022

Send proposals and any questions on the RFP to: Mia Velasco, Global Systems Manager
(miavelasco@namati.org)

Goal for Consultancy to start by: April 1, 2022

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Background:

Namati helps people understand, use, and shape the law to support and defend their communities. Since 2011, Namati has worked to build a movement of grassroots advocates worldwide, growing from a small group of big-hearted justice seekers to a global staff of more than 170 people across 6 countries (India, Myanmar, Sierra Leone, Mozambique, Kenya, and the United States).

In 2022, one of our goals is to improve the security of Namati's internal systems, technology, and processes to protect our people and the vital data and information that informs our work. We are seeking a digital security professional and/or agency to advise our Global Systems team on how to approach this critical work in a way that's grounded in our culture and the contexts we work in.

Functional Requirements:

As a consultant, you will use your digital security and technology expertise to advise Namati's Global Systems team in strengthening the organization's digital security to protect our people and the vital data and information that informs our work.

Our ideal candidate possesses a deep knowledge of digital security and the threats faced by organizations working at the grassroots level, especially in contexts where staff may face direct threats from authoritarian regimes and powerful state and corporate actors. The right person or entity for this role is knowledgeable about existing technologies and measures to protect front-line staff as well as appropriate organizational policies to implement.

In this role you will guide staff through a process of:

- Assessing digital security threats

- Identifying reasonable actions and risk management measures we can take to shore up our digital security
- Reviewing our existing technology and assessing their appropriateness for carrying out our work safely, effectively, and securely
- Developing a digital security strategy that includes organizational policies that reflect the contexts we work in, Standard Operating Procedures (SOPs) for how staff will mitigate threats identified in risk assessment, and contingency plans for how we will respond to anticipated situations
- Training staff in the basics of digital security

This is a remote position, open to any location. The person or agency hired for this role will be asked to have a flexible schedule that allows for overlap across global time zones.

After the selection process, we'll identify a discrete project to work on together to assess fit.

Evaluation Criteria:

Generally speaking, we are looking for someone with experience with all or some of the following:

- Knowledge of various security methodologies, solutions, and current trends
- Deploying security measures within organizations
- Facilitating organizational change processes
- Training people with little or no background in technology and digital security, especially in virtual settings with staff working at the field-base level
- Working with international nonprofits

Proposal Requirements:

Please submit your proposal and any questions to Mia Velasco, Global Systems Manager (miavelasco@namati.org) no later than February 11, 2022. Include the following:

- Approach and methodology for the scope of work above
- Proposed work plan and timeline to achieve the scope of work
- Relevant experience in delivering similar services and how the individual or agency meets the requirements above
- An overview of the individual or agency and qualifications of key staff who will be assigned to the project
- Detail of total costs and proposed payment terms
- 2-3 references that can speak you and/or the agency's qualifications

Criteria for Selection:

Namati will evaluate the proposals based on the following criteria:

- Technical proposal: project methodology, proposed work plan
- Management proposal: relevant experience, qualifications of proposed key staff
- Cost and contract structure

Namati will select the individual or agency whose proposal is in the best interest of Namati. Finalists will first be contacted for a phone conversation, and ultimately notified in writing of our decision.

RFP & Project Timeline Details:

RFP Sent: January 25, 2022

Responses Due By: February 11, 2022

Finalists Selected By: February 23, 2022

Finalist Conversations: February 28 - March 4, 2022

Winner Selected By: March 16, 2022

Partnership Commencement Target Date By: April 1, 2022

We envision a 4-6 months part-time engagement. We'll develop an appropriate timeline with the selected consultant.

Thank you for your interest in responding to this RFP. We look forward to your response. If you have any questions, please contact Mia Velasco, Global Systems Manager at miavelasco@namati.org.