



**REQUEST FOR PROPOSAL(RFP) FOR CONSULTANCY SERVICES TO UNDERTAKE CYBERSECURITY
ASSESSMENT FOR RICTA INFRASTRUCTURE.**

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**CYBERSECURITY ASSESSMENT FOR RICTA
INFRASTRUCTURE**



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2 INTRODUCTION

RICTA (Rwanda Internet Community and Technology Alliance) is not-for profit organization representing the interests of Rwandan Internet Community. Its primary mandate is to manage the .RW country code top level domain (commonly known “dot RW”) and the Rwanda Internet Exchange point (RINEX). More details can be found on the below link: <https://ricta.org.rw>

RICTA is undertaking a project to carry out RICTA’s security Infrastructure Assessment in order to identify vulnerabilities and minimize gaps in security, facilitate compliance with strict standards and regulations. It also aims to keep key stakeholders, donors and Board members in-the-know on the organization’s cybersecurity posture, making it possible to make more informed decisions about how security strategies can be implemented into day-to-day operations.

i. Title:

REQUEST FOR PROPOSAL (RFP) FOR CONSULTANCY SERVICES TO UNDERTAKE CYBERSECURITY ASSESSMENT FOR RICTA INFRASTRUCTURE.

ii. Client: Rwanda Internet Community and Technology Alliance - RICTA

iii. Location: Kigali, RWANDA

iv. Expected duration of assignment: One (1) month

v. Bidding language: English

3 BACKGROUND

RICTA is seeking to hire competent consultancy services for carrying out RICTA’s Internal vulnerability assessment, web & application security assessment, external penetration testing and do a cybersecurity awareness training for RICTA’s staffs.

4 SCOPE OF SERVICE

The Scope and objective of this consultancy will be:

- To assess the Internal vulnerabilities of RICTA infrastructure
- To carry out an external penetration testing
- To perform RICTA web & application security assessment
- To offer cybersecurity awareness training program to RICTA’s staffs.

The terms of reference of the scope of service shall include but not limited to the following:

4.1 Consultant responsibilities and deliverables

- i. Consolidated Final Report comprising of:
 - a) Internal Vulnerability Report
 - b) A Penetration Testing Report
 - c) Web & application security assessment Report
 - d) Cybersecurity Training Report
- ii. Preparation of a work plan and an appropriate Assessment Framework.
- iii. Actively engaging with staff.

- iv. Production of deliverables in accordance with the requirements and timeframes of the terms of reference
- v. Consultative meetings with RICTA technical staff
- vi. Regular progress reporting.

5 QUALIFICATIONS

In selecting the right candidate for this consultancy service, the consultant will submit both technical and financial proposals to RICTA including the following information:

5.1 Technical proposal Requirements

- a) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate among others, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.
- b) Background and experience in carrying out cybersecurity Assessment exercises.
- c) Description of the methodology and work plan for performing the assignment.

NB: CV of consultant/-s involved in the project and examples of previous work should accompany the technical proposal.

5.2 Financial Proposal requirements

- i. All costs associated with the assignment
- ii. The terms of payment
- iii. The Consultant shall express the price of their services in Rwanda Francs.
- iv. The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges and where appropriate, these costs should be broken down by activity.

5.3 Mandatory requirements

Each potential supplier should provide to RICTA the following documents:

- A detailed company/individual profiles.
- A valid copy of the company's certificate of registration.
- A copy of the National Identity card/passport
- A valid copy of Rwanda Revenue Authority (RRA) tax compliance certificate
- Evidence of compliance to other statutory requirements like RSSB/NSSF, etc...

6 PROJECT TIME FRAME

This assignment will be carried out within a period of not more than one (1) month from the date of signing the contract.

7 SPECIAL PRESCRIPTIONS

7.1 General Obligations

- The firm will accomplish its duties according to regulations and in conformity with the clauses of the contract and instructions from RICTA.
- The firm will be given access to all information that may deem necessary, associated with RICTA.

- During and after the contract processing, the firm and its personnel will keep all information, documents at their hand confidential.

7.2 Consultant's Liabilities

- The firm is liable for any damage caused by his personnel while carrying out this contract.
- The firm is liable for any mistakes in carrying out this exercise
- The firm will constantly keep in touch with RICTA technical personnel

8 EVALUATION OF PROPOSALS

RICTA will evaluate proposals on a qualitative basis. This includes the firm's completeness and timeliness in its response, understanding the requirements, service delivery and expectations.

9 SUBMISSION OF PROPOSALS

- The proposals are sent by email, the financial proposal shall be password protected and the password shall be separately called for by RICTA in due course.
- Last date of submission of proposals is **19th November, 2021, 5:00 PM (CAT)** and addressed to;

Chief Executive Officer
Rwanda Internet Community and Technology Alliance- RICTA LTD
Mobile No: +250 781151371
Email: info@ricta.org.rw