

# **TERMS OF REFERENCE FOR A CONSULTANCY TO UNDERTAKE TRAINING ON CYBER SECURITY FOR ACT**

## **1. Background**

Act Change Transform (Act!) is a Kenyan Non-Governmental Organization registered in September 2001 as Pact Kenya. It rebranded in September 2011 to become a fully autonomous Kenyan NGO. Act!'s mission is to enable citizens and communities in Kenya and neighboring countries to live a life of dignity by strengthening individuals and organizations to be effective agents of positive change whilst its vision is 'responsible citizens enjoying equitable development in a clean and secure environment. Act! focuses on supporting and strengthening the capacity and capability of individuals, groups and organizations so that they can have the assets, ability and opportunity to more effectively work on and achieve their own development goals. Act! mainly supports local organizations which themselves can provide much needed services to many other local community based organizations. Act! mainly does this through capacity building, organizational development and through grant making and grant management. In executing its mandate, the organization works around four main strategic areas. These are democracy and governance, conflict transformation, environment and natural resources and women empowerment.

## **2. Scope**

This consultancy assignment is commissioned by Act Change Transform (Act!), seeking to engage a consultant to develop a curriculum and offer a 3 day training on Cyber security for ACT.

The consultant's proposal should present an understanding of the assignment, a breakdown of topics to be covered during the training, the training methodology, and a financial proposal, in a logical manner.

## **3. Objectives of the Consultancy**

The Consultancy main objective is to build the capacity of ACT staff and selected partner organizations skill and knowledge on risks and vulnerabilities in cyberspace and mitigation measures to take to guard against the same. The consultant will ensure that the consultancy addresses the following objectives of the training:

1. Raise awareness about risks and vulnerabilities in cyberspace
2. To familiarize employees on the importance of safe and secure online computer and mobile device practices
3. To provide information regarding current and growing threats posed by the proliferation of internal and external individuals, States and competitors to the organization's infrastructure.
4. Identify methods of secure methods of data access, data destruction, data storage, and data protection methods
5. To empower employees to easily determine the risks of their activities while on the internet

#### **4. Specific Tasks**

- Develop and administer the Training Needs Analysis (TNA) forms to participants.
- Incorporate feedback from TNA into the design of the training content
- Develop the training content and the program for the entire duration of the training period.
- Decide on the most appropriate training methodology for effective delivery of the assignment.
- Advise ACT on the tools required for each session of the training.
- Satisfactorily facilitate the training sessions ensuring active engagement of all the participants.
- Support participants to develop a plan of action to ensure skills gained are incorporated into an organizational action plan.
- Provide resource materials for further reading and reference by participants.
- Compile and submit a training report to ACT
- Submit a training curriculum on the subject matter to ACT

#### **5. Deliverables**

Specific deliverables under this assignment will include the following:

- Inception report outlining the methodology, timeframe and step by step process for the delivery of this assignment
- 3 day training on Cyber Security
- Training report, including summary of evaluation of the training
- Curriculum on Cyber Security

#### **6. Duration**

Act! anticipates that the whole assignment will last a total of 8 days, as shown below:

- Pre-training preparation- 3 days
- Training delivery - 3 days
- Report and curriculum compilation- 2 days

#### **7. Required Qualifications**

The consultant or consultancy firm should possess a rich mix of the following qualifications and expertise

- An advanced degree in appropriate fields such as IT Information Systems
- Must be a certified Information Systems Auditor (CISA) certified
- At least 5 years professional working experience with substantial recent work experience in Information Systems Security specializing in Cyber Security.
- Excellent training and facilitation skills, especially in training design, delivery and evaluation
- Excellent report writing and presentation skills

#### **8. Selection Procedure**

Qualified consultants or consultancy firms are requested to submit a 5- page proposal to Act!  
**Interpreting the terms of reference, elaborating the assignments methodology and design, detailed CV**

**of the key consultant(s), at least three reference organizations where similar assignments were successfully undertaken and the professional fees.**

The proposal submitted via email (in PDF format) should reach Act! **not later than 4.00 p.m. Friday 25 April 2014** through: [hr.admin@act.or.ke](mailto:hr.admin@act.or.ke)

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