



SOUTHEAST EUROPEAN LAW ENFORCEMENT CENTER - SELEC

ANNOUNCEMENT

Introduction

The contracting authority is the Southeast European Law Enforcement Center (SELEC), a law enforcement international organisation located in Bucharest/Romania, 13 September Avenue No. 1-5, Palace of Parliament, 10th Floor, Phone: +40.21.303 6009, Fax: +40.21.303 607, www.selec.org.

The Southeast European Law Enforcement Center, as Beneficiary, is launching a three offers method procedure, in accordance with its Financial Rules and Regulations, in order to contract Expert services for the development of training modules and materials for first-level and second-level training courses in Firearms trafficking investigations on the Surface Web and the Dark Net. The training materials will cover the following topics as a minimum: how the Internet works; social media; digital communication; ToR and hidden services; open-source intelligence; dark net markets; virtual cryptocurrencies; virtual machines; forensics; internet domain investigations; VPN; encryption; practical exercises; fictitious dark net market as an advantage.

This procedure is part of the implementation of ***Project SIRAS – Strengthening the fight against firearms trafficking in Southeastern Europe***, co-funded by the Internal Security Fund of the European Union.

TERMS OF REFERENCE EXPERT SERVICES

Specifications of the required services

1. The required services will consist in the development of training modules and materials for training courses in Firearms trafficking investigations on the Surface Web and the Dark Net that will be organised in the framework of Project SIRAS by SELEC, at its premises, as follows:
 - two identical 5-days first-level modules on 11-15 March 2019 and 8-12 April 2019, and
 - one 5-days second-level module on 10-14 June 2019.

2. The services will be provided for a maximum of 10 days for the first-level module and a maximum of 10 days for the second-level module.
3. The product delivered will consist in a detailed description of the design of the training sessions including the curricula, the presentations that will be used during the sessions and detailed explanations of the theoretical information and practical exercises, scenarios and any other digital materials that will serve the training delivery. In addition, the Expert should be available to assist and facilitate the delivery of the training module to the participants during the training sessions.
4. The delivery of the products will be as follows:
 - any preliminary materials and instructions, that might be necessary to the participants for their preparation before the training, will be made available at least 5 days before the beginning of each training;
 - the design of the sessions, the core presentations and materials will be made available at least 3 days before the beginning of each training;
 - any remaining materials, that might need adjustments depending on the actual deployment of the training, will be made available at least 1 day before the day when they are to be used.

Requirements for the Expert providing the services

The contracted Expert must comply with the following requirements:

Eligibility criteria:

1. Have a good command of the English language;
2. Not have a criminal record;
3. Not have any criminal procedure initiated against him/her;
4. Not be a close relative - by blood, marriage or cohabitation - with any of the members of the SELEC Management.

Technical requirements:

1. Have the necessary expertise and qualifications in the field of online investigations;
2. Be experienced in drafting materials/delivering training in the required field for the law enforcement sector, in English;
3. Have excellent communication skills (both verbally and in writing);
4. High ethics profile;
5. Capacity to assess the needs of the training courses for the given audience and to draft training materials;
6. Capacity to work constructively with the/other trainers.

Information regarding the procedure

1. This procedure shall be concluded with the signing of a contract that creates legal binding obligations on the contracting parties at the time of its signature.
2. The contract will contain a confidentiality clause.
3. The Expert must be available to start the work as soon as the contract is signed.
4. The value of the contract is up to EUR 6,000 (maximum EUR 3,000 for the first-level training and maximum EUR 3,000 for the second-level training). The mentioned amount is without VAT, since SELEC has the status of a diplomatic mission and is VAT exempted on the territory of Romania.
5. Evaluation criteria: Technical compatibility and best price.
6. Any interested Expert must submit an application consisting of:
 - written offer, in English, which must include a confirmation of availability for the indicated timeframe (3 sessions) and a proposed structure for the training modules, with a brief description of how the Expert will conduct the work. The offer will be dated and signed and will include the financial offer for the services;
 - a CV emphasizing the meeting of the requirements mentioned above, including details on previous training experience with the law enforcement sector (portfolio);
 - criminal record or signed declaration of liability regarding the criminal record (if only the declaration on liability regarding the criminal record is provided within the application, then the criminal record must be provided when the contract is signed);
 - any documents certifying the expertise in the field;
 - certificates proving the language level for English or a declaration of proficiency (template attached);
 - in case the applicant is a legal entity, a copy of the registration certificate will be included in the application documents.
7. Applications must be submitted to SELEC by e-mail, in English, **by 28 February 2019 16.00 hrs. Bucharest time**, at the e-mail address: msotirescu@selec.org.
8. Incomplete applications, applications received after the deadline and applications in other language than English will not be taken into consideration.
9. All applicants will be announced in due time about the outcome of the selection.
10. All the information collected in relation to this procurement will only be used for this purpose and will be treated as confidential.