

# REQUEST FOR PROPOSAL

## Information System Audit

**SOS Children's Villages Bangladesh**

**2023**

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## 1 About SOS Children's Villages Bangladesh

SOS Children's Villages Bangladesh is a non-governmental organization (NGO) dedicated to providing care, support, and a loving family environment for orphaned, abandoned, and vulnerable children in Bangladesh. Founded in Austria in the year 1949 and established in Bangladesh in the year 1972, it is part of the larger international SOS Children's Villages Federation, which operates in more than 138 countries and territories worldwide.

The primary goal of SOS Children's Villages Bangladesh is to ensure that every child grows up in a safe and nurturing environment, surrounded by the love and care of a dedicated SOS mother. These SOS mothers provide individualized attention, guidance, and emotional support to the children under their care, creating a sense of belonging and stability. SOS Bangladesh recognizes the importance of preserving a child's cultural and religious identity and ensures that children have access to education, healthcare, and other essential services. SOS Bangladesh believes in the importance of community engagement and works closely with local authorities, partner organizations, and volunteers to create sustainable and impactful change. SOS Bangladesh is committed to advocacy, raising awareness, and influencing policies to address the root causes of child abandonment and vulnerability in Bangladesh.

Through its holistic approach to childcare, SOS Bangladesh has positively impacted the lives of countless children, providing them with a loving home, education, and opportunities to break the cycle of poverty. The organization's dedication to ensuring the well-being and rights of every child in Bangladesh makes it a crucial force in promoting child welfare and social development in the country.

## 2 Criteria for evaluation of IS Audit Company

Following shall be the basic eligibility criteria to select the IS Audit company:

- Must be registered in the Office of Company Registrar / Dept. of Commerce / Office of Commerce etc. in bidder's country
- Experience in conducting IS audits of international organizations.
- Must be a company established over 3 years with experience in IS Audit and VAPT of more than 8 companies.
- The company should have a team of professionals with a minimum of 5 years of experience along with CISA/DISA/CISSP/CISM/ISO 27001:2013 Lead Auditor.
- The company should consist of penetration testers certified with penetration testing certifications such as CEH/ GPEN/ OSCP.
- The Company must ensure that there will no negative impact on performance and availability of business-critical services (definition) during or after the IS assessment.
- **Data protection agreement incl. NDA**, e.g. Data Security and Privacy Agreement, Data Privacy Agreement between GDPR Controller and Processor.
- ISO/IEC 27001 "Information security management systems – Specification with guidance for use", ISO/IEC Standard 27033+ "Network Security", OSSTMM "Open Source Security Testing Methodology Manual", OWASP Testing Guide, etc.

## 3 Locations of work

Information Systems Audit should cover the following locations:

- National Office (Dhaka)
- Family Like Care (Dhaka, Rajshahi, Khulna, Chattogram, Bogura and Sylhet)

## 4. Detail scope of audit

A clear determined scope of the IS audit procedure (written agreement between the company conducting the IS audit and SOS Children's Villages) is the most vital element of the overall audit planning and should address / cover:

- Documentations Review (Policies, SLAs, Network Diagrams, Previous Audit Reports, Guidelines)
- Physical and Environmental Security
- End-users computing devices
- IOT configurations and management (if any)
- Application-Level Security
- Data Security and Privacy Management
- Network Configurations and Security
- Backup and Recovery Testing
- IT Governance
- Vulnerability Assessment and Penetration Testing (VAPT)
- Physical Penetration Testing
- Outsourced Operations
- General Controls
  - Password Management
  - Clean Desk Policy
  - Cyber Security Awareness
- Operating System (Server, Systems and Networking devices)

## 5. Deadline for Submission

The proposal has to be received at the latest by **27 September 2023**. Proposals received after the deadline will not be considered. Please send your proposal via email: [national.office@sos-bangladesh.org](mailto:national.office@sos-bangladesh.org)

## 6. Rights of SOS Children's Villages Bangladesh:

- + Contact any or all references supplied by the audit firm/s.
- + Request additional supporting or supplementary data (from the consulting firm/s).
- + Arrange interviews with the consulting firm/s.
- + Reject any or all proposals submitted.
- + Accept any proposals in whole or in part.
- + Negotiate with the consulting firm that has attained the best rating/ranking, i.e., the one providing the overall best value proposal.

## 7. Evaluation of proposals

After the opening, each proposal will be assessed first on its technical quality and compliance and subsequently on its price. The proposal with the best overall value, composed of technical merit and price, will be considered for approval. Audit firms may additionally be requested to provide additional information (virtual presentation or phone interview) to SOS Children's Villages Bangladesh on the proposed services.

The criteria for selection are:

- Methodologies:* The proposed method for conducting an IS Audit is suitable
- Timetable/work plan:* The timetable/work plan is realistic and meets the scope and needs of the IS Audit process.
- Cost:* The cost of the proposal is reasonable and feasible, given the other aspects of the proposal
- Experience:* The training and experience of the audit team in IS Audit and VAPT, evaluations and recommendations from organizations for which the audit firm has previously worked.

NB: The audit firms (who fulfil all criteria) may call for an interview (if needed).

## 8. Copyright and other propriety rights

SOS Children's Villages Bangladesh shall be entitled to all intellectual property and other proprietary rights including, but not limited to, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for SOS Children's Villages Bangladesh under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for SOS Children's Villages Bangladesh.

All materials: interviews, reports, recommendations, and all other data compiled by or received by the Contractor under the Contract shall be the property of SOS Children's Villages Bangladesh and shall be treated as confidential and shall be delivered only to SOS Children's Villages Bangladesh authorized officials on completion of work under the Contract. The external consultant is obliged to hand over all raw data collected during the assessment to SOS Children's Villages Bangladesh.