

Expression of Interest (EOI) Information format for Consulting Firms

1. Project Data & Consulting Firm

Contract Name:	Engagement of an External Training Service Provider for Conducting Cybersecurity Capacity Building Programs
Contract Number:	CERT/GOSL/CON/CQS/2026/12
Name of Consulting Firm:	

2. Eligibility Declaration

We hereby declare that:

- (i) We have read the advertisement, and the Terms of Reference (TOR), for this assignment.
- (ii) We have not been engaged to prepare such TOR as a firm, sub consultancy, or joint venture; and
- (iii) No full-time or part-time or contracted expert employed by our firm, sub consultancy, or joint venture has been engaged to prepare such TOR.

We further confirm that, if any of one or more of our experts is engaged to prepare TOR for any resulting assignment as part of our work product under the assignment to which this advertisement relates, our firm and any such expert(s) will be disqualified from short-listing and/or participation in such follow-on assignment.

Sub-contracting is not allowed for this assignment.

Lead Firm: Name & Address	
Submitting Bids as If JV Provide JV partners details (Copy of the JV agreement should be submitted)	Single Entity ☐
JV Partner 1: Name & Address	
Signed by: Position :	

3. Management Competence (Please answer each question in one paragraph of 3-5 sentences)

- a. If you are proposing a joint venture (J/V), outline the rationale for and benefits of the “association.” Outline proposed management coordination of the “association,” including the role of each firm.

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- b. Does your firm have standard policies, procedures or practices in place that promote quality in: the workplace, your interaction with clients, and the outputs you produce? If yes, describe briefly.

- c. How will your firm ensure quality of this assignment?

- d. How will your firm deal with any complaints concerning the performance of the staff or the quality of the reports submitted for this consulting assignment? What internal controls are in place to address and resolve complaints?

4. Technical Qualifications including Experience

To be considered for this engagement, the bidding firm (or joint venture) and its proposed project team must meet the following mandatory criteria and provide verifiable evidence for each.

The selected Service Provider shall provide a complete end-to-end service for the planning, coordination, management, and delivery of Cybersecurity Capacity Building Programmes in accordance with the requirements specified by Sri Lanka CERT.

The Service Provider shall be responsible for providing, at a minimum, the following services.

No.	Requirement	Minimum Requirement
1	Project Management	Assign a dedicated Project Manager as the single point of contact throughout the assignment.
2	Programme Planning	Develop a detailed implementation plan and annual programme schedule in consultation with Sri Lanka CERT.
3	Coordination	Coordinate with Ministries, Departments, Provincial Councils, District Secretariats, and other Government institutions before each programme.
4	Trainers	Provide qualified cybersecurity trainers approved by Sri Lanka CERT.
5	Language	Deliver programmes in Sinhala, Tamil and/or English as instructed by Sri Lanka CERT.
6	Training Materials	Develop presentation slides, facilitator guides, participant handbooks, exercises, and awareness materials approved by Sri Lanka CERT.
7	Participant Management	Registration, attendance verification, participant database, and communication.

No.	Requirement	Minimum Requirement
8	Programme Delivery	Conduct approximately 40 awareness programmes for approximately 2,000 participants.
9	Assessments	Conduct pre-training and post-training assessments where applicable.
10	Feedback	Collect participant feedback using approved evaluation forms.
11	Certificates	Print and distribute certificates approved by Sri Lanka CERT.
12	Photography	Capture photographs during each programme and submit them with the completion report.
13	Reporting	Submit programme reports, monthly reports, and final completion report.
14	Quality Assurance	Maintain internal quality assurance procedures throughout the assignment.
15	Knowledge Transfer	Submit all editable training materials, source files, templates, and supporting documents to Sri Lanka CERT.

Minimum Technical Requirements for Each Awareness Programme.

Each awareness programme shall comply with the following minimum standards unless otherwise instructed by Sri Lanka CERT.

Item	Requirement
Programme Duration	Approximately 4–6 Hours (or as instructed by Sri Lanka CERT)
Participants	Minimum 50 participants
Delivery Mode	Physical / Online / Hybrid
Venue	As identified by Sri Lanka CERT
Language	Sinhala / Tamil / English
Attendance	Mandatory attendance recording
Assessment	Pre/Post assessment where applicable
Feedback	Mandatory participant evaluation
Certificate	Certificate of Participation
Report	Programme Completion Report

4.1. Firm Experience & Domain Expertise

- 4.1.1. A proven records on Infrastructure availability (Photos)
- 4.1.2. Cybersecurity/IT Training Programme Experience within the last Five (5) (years)
- 4.1.3. Evidence on Government Officer Training
- 4.1.4. Evidence on Experience on development of Curriculum and content types (adult training)

4.2. Financial and Administrative Capability

- 4.2.1. Financial Health: The firm must demonstrate financial and administrative strength. Provide detailed figures on Total Revenue, Profit Before Tax, and Profit After Tax for the last three years.
- 4.2.2. Audited Statements: Provide official, audited financial statements for the last three financial years (e.g., 2023, 2024, and 2025).

4.3. Team Qualifications, Certifications, and Capabilities

- 4.3.1. Resumes: Comprehensive CVs for all proposed staff must be included, highlighting relevant experience and copies of all claimed certifications.

Project Manager

Minimum Qualifications:

- Bachelor's degree in information technology, Computer Science, Information Systems, Cyber Security or related field.

Minimum Experience:

- Minimum five (05) years of project coordination or programme management experience.

Responsibilities:

- Overall coordination of the assignment
- Liaison with Sri Lanka CERT
- Programme scheduling
- Quality management
- Reporting

Lead Cybersecurity Trainer(s)

Minimum Qualifications:

- Bachelor's degree in information technology, Computer Science, Cyber Security or related discipline.

Professional certifications such as one or more of the following shall be considered an added advantage:

- CISSP
- CISM
- CEH
- CompTIA Security+
- ISO/IEC 27001 Lead Implementer / Lead Auditor
- CCSP
- GSEC
- Microsoft Security Certifications
- Cisco Security Certifications

Minimum Experience:

- Minimum seven (07) years in Information and Cyber Security.
- Minimum five (05) years of experience conducting cybersecurity awareness or professional training programmes.
- Demonstrated practical knowledge of current cybersecurity threats, attack techniques, cyber hygiene, and Government cybersecurity policies.
- Active contributor to cyber security domain on National and International level would be added advantage.
- Demonstrated experience implementing information security related Frameworks, Policies, Guidelines across multiple verticals would be added advantage.
- Be an active member of professional bodies in the domain of information and cyber security would be added advantage.

Additional Trainers

Where multiple programmes are conducted simultaneously, the Service Provider shall ensure the availability of an adequate number of qualified trainers with similar qualifications and experience.

All trainers shall be subject to the approval of Sri Lanka CERT.

Sri Lanka CERT reserves the right to reject any proposed trainer who does not meet the required competency level.