Request for proposals: IT risk assessment
Issue date: 20 May 2020
Submission deadline: 1 June 2020

The International Initiative for Impact Evaluation (3ie) invites proposals for the providing IT risk assessment service for 3ie’s operations.

1. Background
The objective is to appoint a suitable, service provider that can conduct an appropriate IT risk assessment. The service provider is expected to bring a systematic and disciplined approach to evaluating and improving the effectiveness of 3ie’s information technology and management processes (data and applications).

2. Description of the work
The scope of the IT Risk assessment includes:

- **Assess information** maintained by the organization and the scope of existing infrastructure.
  - Analyze our systems and infrastructure;
  - Review documentation;
- **Understand and review the threats and vulnerabilities** that face our organization, including but not limited to:
  - System or application downtime;
  - Legal consequences;
  - Data loss;
  - Natural disasters;
  - Software failure;
  - Hardware failure;
  - Malicious human actions (interference, interception or impersonation);
  - Data backup failure; and
  - Power outages, amongst others.
- **Estimate the impact** on integrity, availability and/or confidentiality of data.
- **Determine the risk** in terms of likelihood, impact and current controls in place.
- **Create a risk management plan** that anticipates risks, estimates impacts, and outlines responses to each risk.
- **Implement controls** for high risk items — outline the possible controls that could mitigate or eliminate the identified risks. The goal of the recommended controls is to reduce the level of risk to the IT environment to an acceptable level. These controls can range from people, policy and procedure changes, to new configurations, procurements or the implementation of new technology.
3. How to apply
Proposals should contain, but need not necessarily be limited to, information regarding the following:

- Eligibility – demonstrated ability, expertise and experience in providing IT risks assessment service.
- A list of similar clients served by you or your firm;
- Detailed work plan including time frame; and
- Fee proposal to conduct this task.

Please note, your proposals should be no more than five pages. Please submit your proposal by email to 3ie@3ieimpact.org by no later than 1 June 2020.

4. Selection process
All submissions received by the specified deadline will be reviewed by 3ie for content, completeness, proposals and experience. After the review of proposals, further evaluation of the proposals and interviews of the selected candidates may be conducted as part of the final selection process. However, 3ie reserves the right to complete the selection process without proceeding to an interview phase, and may choose to select service provider based upon information supplied in the proposer’s qualification statement.

The following criteria will be used to evaluate responses:

- Responsiveness to the request and the breadth and depth of response;
- Reputation of the company or individual and key personnel;
- Satisfaction of prior and current clients (references);
- Proven experience related to project responsibilities; and
- Overall cost.