

REQUEST FOR PROPOSAL

Information System Audit

SOS Children's Villages Nepal

2022

TABLE OF CONTENTS

1	About SOS Children's Villages	1
2	Criteria for evaluation of IS Audit Company	1
3	Scope of work	1
4	Deadline for submission	2
5	Signing of the contract	2
6	Rights of SOS Children's Villages Nepal:	2
7	Evaluation of proposals	2
8	Copyright and other propriety rights	3

1 About SOS Children's Villages

SOS Children's Villages Nepal is a non - profit child focused social and non - government organization registered with the District Administration Office, Bhaktapur on 2045/09/22 B.S. The address of its registered office is Sanothimi, Madhapur – 2, Bhaktapur, Nepal. The organization was registered in the Social Welfare Council, Nepal on 29 July 1986 A.D.

The organization runs 10 SOS Children's Villages and related programs in thirteen districts of six provinces. These programs include 10 SOS Family Care, 10 SOS Youth Care, 7 SOS Educational Development Unit (registered as per the policy of the Ministry of Education, Science and Technology), 1 SOS Employment and Entrepreneurship Training Center (CTEVT affiliate), 13 SOS Family Strengthening Programs, 1 Early Childhood Development, 1 Emergency Response Program and a National Office.

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 Audit of international organization.
- Must be a company established for more than 3 years with experience in IS Audit and VAPT of more than 8 companies.
- The company should have the team of professionals with minimum 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.

3 Scope of work

Information Systems Audit should cover people, process, and technology of the following locations:

- National Office
- Family Like Care (1 Inside Valley and 1 Outside Valley)
- 1 Youth Care
- 1 Training Centre

3.1 Detail scope of audit

The audit should cover the entire information systems of the organisation as listed above with special focus on the following points:

- Documentations Review (Policies, SLAs, Network Diagrams, Previous Audit Reports, Guidelines)
- Physical and Environmental Security
- End-users computing devices
- IOT configurations and management
- 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)

4 Deadline for Submission

The proposal has to be received latest by on 15th November 2022 until 17:00. Proposals received after the deadline will not be considered.

5 Signing of the contract

SOS Children's Villages Nepal will inform the successful audit firm electronically. The successful consulting firm shall sign the contract and return it to SOS Children's Villages Nepal within seven calendar days of receipt of the contract. After the contract is signed by two parties, the successful consulting firm shall deliver the services in accordance with the delivery schedule outlined in the proposal or newly developed schedule by both parties.

6 Rights of SOS Children's Villages Nepal:

- 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 who 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 Nepal 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.

8 Copyright and other propriety rights

SOS Children's Villages Nepal 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 Nepal 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 Nepal.

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 Nepal and shall be treated as confidential and shall be delivered only to SOS Children's Villages Nepal 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 Nepal.