

Call for proposals

EMSO ERIC IT Audit terms of Reference

EMSO ERIC (European Multidisciplinary Seafloor and water-column Observatory European Research Infrastructure Consortium) seeks a comprehensive IT audit to ensure the reliability, security, and efficiency of our IT infrastructure. This document outlines the call for proposals, including the scope, requirements, and tasks to be audited.

Contracting Authority

The European Multidisciplinary Seafloor and water column Observatory (EMSO) is a Research Infrastructure at fixed-point monitoring nodes connecting European marine research facilities: from the North Atlantic, to the Mediterranean and the Black Sea. It currently comprises 12 (twelve) open ocean facilities including 3 (three) shallow water test sites (see www.emso.eu for details). EMSO is a European Institution set up as an ERIC (European Research Infrastructure Consortium) by decision of the European Commission (September 29, 2016). Its Members are currently States from the European Union although it is open to other external members. Additional information is available on EMSO ERIC website: www.emso.eu

EMSO ERIC is an equal opportunity employer. As such, it does not discriminate in terms of race, age, gender, religion or sexual orientation.

This document describes the procurement process and how to submit a proposal. Information about the work to be carried out and the tenderer's responsibilities is provided in the Terms of Reference.

1. Scope

Evaluate EMSO ERIC's IT infrastructure, identify vulnerabilities, ensure compliance, and recommend improvements. Tasks to be Audited:

- IT Asset Inventory: Compilation and verification of a complete inventory of all IT assets, including hardware, software, and network components.
- Documentation Adequacy: Review documentation describing IT infrastructure.

- System Configuration Review: Detailed review of system configurations, ensuring they adhere to best practices and organizational policies.
- Vulnerability Assessment: Identification and assessment of vulnerabilities in the IT infrastructure, with a focus on critical systems and data repositories.
- Security Controls Testing: Testing of existing security controls, including antivirus software, firewalls, and intrusion detection systems, to ensure they are functioning effectively.
- Data Protection Evaluation: Examination of data protection measures, including encryption, access controls, and data retention policies.
- Compliance Audit: Assess compliance with relevant policies and regulations.
- User Access Review: Analyze user access and permissions.
- Disaster Recovery Testing: Evaluate disaster recovery plans.

2. Requirements:

- Experience: Proven IT audit track record and expertise in network security and data management and in similar auditing exercises.
- Team Composition: Profiles of team members with relevant experience.
- Methodology: Description of the audit approach, including tools and techniques.
- Deliverables: Interim and final reports with recommendations.
- Timeline to deliver: 2 months

This IT audit is crucial for identifying improvement areas and ensuring the integrity of EMSO ERIC's IT infrastructure. We look forward to receiving comprehensive and competitive proposals from qualified audit firms.

3. Estimated schedule, deadlines and submission of tender offers

Tenders shall be submitted to email address by July 19th, 2024, 6pm (CET). Only one tender will be accepted from each candidate.

Event	Deadline
Invitation to tender sent	July 9 th , 2024
Tender submission deadline	July 19 th , 2024 by 6.00pm (CET)
Opening of tenders ¹	July 22 nd , 2024
Candidate selection	July 25 th , 2024
Start of work	September 2 nd , 2024

4. Submission

Tender proposals should be submitted via pec(certified electronic mails) to the following address :

eric-emso@legal.email.it at latest July 19th, 2024 by 6.00pm (CET).

5. Communication and questions

The contact person is the recipient for all communications to EMSO ERIC. Until signing of the contract, no communication shall take place between candidates and persons at EMSO ERIC other than EMSO ERIC's contact person.

6. Contact person

Name: Angela Vulcano

E-mail: angela.vulcano@emso-eu.org

Office phone: 06-45431040

7. Language

All communication between the candidate and EMSO ERIC shall be in English. All tender

¹ Proposals will be open at and by EMSO ERIC. No public opening of proposals .

documents must be written in English.

8. Questions and answers

Questions to the procurement or documents must be e-mailed to EMSO ERIC's contact person no later than July 12th, 2024 at 12.00.

9. Corrections and changes to the tender documents

Candidates are kindly requested to notify EMSO ERIC's contact person, in writing, about any errors found in the terms of reference.

10. Rejection and cancellation

Tenders submitted after the deadline will be rejected. Tenders lacking any required information may also be rejected. EMSO ERIC will, as soon as possible, contact candidates whose tenders become rejected, with a justification for the rejection. EMSO ERIC may, at any time, cancel the tender. All candidates will be notified as soon as possible.

11. Contract

The contract is expected to be signed before September 2nd 2024. The contract is expected to end at latest by October 31st, 2024 but may be extended for an additional period of two weeks, until November 15th 2024. The maximum amount of the contract is EUR 15.000 (fifteen thousand) excluding VAT. Payments shall be made in accordance with the terms of reference.

10. Content of tender proposal

The tender shall be structured as follows:

1. CV. This part must include the curriculum vitae of the team leader, other team members, including the person responsible for quality control and the experts who will perform the tasks of this assignment. It must be demonstrated that the persons have the necessary skills to perform all tasks foreseen in the ToR. The CVs for the team leader and any experts should be, in total, no more than 3 pages in length, and in European Format.

2. Summary of experience with similar work. This section shall consist of brief descriptions of the most relevant experiences of the candidate. This section should be no more than 1 page in length.
3. Description of the applicant's approach in delivering the requested services and, if applicable, any specific methodology that will be applied in this assignment. The tenderer should explain the way in which he/she proposes to provide the communication services. This entails a clear description of the methodology that the tenderer proposes to use, including a work program explaining the way in which he/she proposes to perform the assignment, in line with all relevant specifications of the ToR. It should include a description of the tasks, an indicative work schedule and the resources that will be used to carry out the assignment.
4. Understanding of the assignment and expected results. This part should summarize the most important aspects of the assignment, as perceived by the tenderer.
5. Systems for quality assurance. This section should outline how the quality of the assignment will be assured.
6. Availability within the period September–December 2024. This part should indicate the availability of the team leader and staff within the proposed time period.
7. Price Specification, including daily rates, use of senior/junior consultants, total number of days planned and travel costs. The section should include an overview of daily rates for the proposed consultants and indicate how much time is needed for each.