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Future Minds Lab Initiative

TERMS OF REFERENCE 81-15-25-2

Repeated Call

Title: External Trainer – Vocational Training in Cybersecurity Foundations

Location: Bosnia and Herzegovina

Level of Effort: 5 training days, 5 days of mentoring (spanning across 6 month-period) and 2 preparation days

Reporting to: Project Manager, Future Minds Lab Initiative

Type of Contract: Short-term Individual Contract

1. Background

Bosnia and Herzegovina faces a persistent shortage of skilled professionals in the field of cybersecurity and digital technologies. According to international assessments such as the OECD and UNICEF, the country suffers from limited access to digital infrastructure, low levels of digital literacy, and a mismatch between education outputs and labour market needs. This digital gap is particularly evident among youth aged 19 – 29, who often lack opportunities for structured, market-relevant training that leads directly to employment in high-demand digital sectors.

At the same time, the cybersecurity threat landscape is rapidly expanding, with businesses and public institutions increasingly exposed to risks ranging from data breaches and ransomware to advanced persistent threats. Yet, the availability of trained cybersecurity professionals in Bosnia and Herzegovina remains critically low. This skills gap not only affects the security of local enterprises but also undermines the country's overall competitiveness and resilience in the digital economy.

The Future Minds Lab (FML) Initiative, implemented by the University Sarajevo School of Science and Technology (SSST) under the SEDEP program and supported by GIZ, was established to address these challenges. The Project operates across three strategic objectives:

- Enhancing industry innovation through stronger cooperation between innovators and businesses.
- Improving the enabling environment for innovation through expert advice, targeted training, and technical assistance.
- Increasing the supply of skilled entrepreneurs and digital workers through vocational training and education.

Within this third objective, the Project supports the creation of a 6-month vocational training program designed to provide market-relevant IT skills to young people. The training focuses on three high-demand tracks: Game Design, Cybersecurity, and Cloud Computing, all identified as critical for the domestic and regional labour markets.



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This Call for Proposals relates to the Cybersecurity Foundations component, which is an entry-level module aimed at equipping young participants with fundamental knowledge of cybersecurity threats, defensive principles, operating system hardening, and cryptography. Delivered through a combination of training days, mentoring sessions, and practical labs, the module will prepare participants to engage in complementary modules (advanced operations, governance, and strategy).

2. Objective

To engage a qualified external trainer to deliver hands-on, practical training modules covering cybersecurity fundamentals, security principles, and cryptography basics. The goal is to build a solid foundation for participants (youth aged 19–29) that enables further learning and development in the field of cybersecurity.

3. Key responsibilities

- Develop a detailed training curriculum and materials (presentations, labs, exercises) covering:
 - Introduction to Cybersecurity & Threat Landscape
 - Security Principles (CIA Triad, Least Privilege, Defense in Depth)
 - Offensive Security (Threat Actors, Malware, Reconnaissance Technique)
 - Operating System Security and Hardening
 - Cryptography (Symmetric/Asymmetric, PKI, Digital Signatures).
- Deliver in-person training.
- Guide participants through case studies and lab-based exercises (e.g. OS hardening, cryptography using OpenSSL or similar tools).
- Provide mentoring sessions to support participants in completing assignments and understanding real-world application.
- Adapt teaching to the varying skill levels of participants.
- Participate in progress monitoring meetings with the Project Team.
- Submit a final report summarizing content and curriculum delivered, participants' progress, and recommendations (max. 3 pages).

4. Deliverables

- **Training Curriculum – Structured game programming curriculum with learning outcomes /2 days of preparation/** (First payment: 20%)
- **Module Delivery – Facilitation of 5 one-day modules + 5 days of mentoring, total 10 days/** (Second payment: 50%)
- **Final Report – Summary of training delivered and recommendations** (Third payment: 30%)



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5. Timeline for delivery

Deliverable	Due Date
Preparation of Training Curriculum and materials	September 2025
Module Delivery	October 2025 - March, 2026
Final Report Submission	March 31, 2026

6. Qualifications

- Minimum 3 years of professional experience in cybersecurity, IT security, or related domains.
- Strong knowledge of security principles, cryptography, and OS hardening practices.
- Hands-on experience with tools such as firewalls, IDS/IPS, OpenSSL, etc.
- Ability to work with youth with mixed skill levels.
- Excellent communication and presentation skills.
- Fluency in local language; working proficiency in English.

7. Application requirements

Applicants must submit:

- CV detailing relevant experience
- Short motivation letter
- Short outline of proposed training approach (one page) including methodology, structure, tools to be used and learning outcomes
- Financial offer (daily fee rate).

8. Selection criteria

Criterion	Weight
Professional experience in cybersecurity or IT security	40%
Quality of proposed training approach	20%
Relevance to target group (youth, entry-level)	20%
Financial offer	20%

9. Language of the Assignment

Training will be conducted in the local language, while the final report must be submitted in English.

10. Submission Deadline

All interested candidates are to submit their bids with all supporting documents no later than September 26, 2025, 23:59. All bids are to be submitted electronically to the following email address:



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info@ssst.edu.ba, with the subject line: *81-15-25-2 FML External Trainer – Cybersecurity Foundations. Repeated Call*. Any inquiries regarding the opportunity may be directed to the same address and subject line.



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Financial Proposal Form – 81-15-25-2

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
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Bidders are required to prepare their financial proposals following the below format and submit it with the technical offer. Any financial information provided in the technical proposal shall lead to the Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: BAM

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate <i>A</i>	No. of Days/months/ hours <i>B</i>	Total Amount <i>C=A+B</i>
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				



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Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

Signature of authorized person:



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Inicijativa Future Minds Lab

PROJEKTNİ ZADATAK 81-15-25-2

Ponovljeni poziv

Naziv pozicije: Spoljni trener – stručno osposobljavanje iz osnova cyber sigurnosti

Lokacija: Bosna i Hercegovina

Angažman: 5 dana obuke, 5 dana mentorisanja (u periodu od 6 mjeseci) i 2 dana pripreme

Izvršavanje: Projektni menadžer, Inicijativa Future Minds Lab

Vrsta ugovora: Kratkoročni angažman pojedinačnog spoljnog trenera

1. Kontekst

Bosna i Hercegovina se suočava s kontinuiranim nedostatkom kvalifikovanih stručnjaka u oblasti cyber sigurnosti i digitalnih tehnologija. Prema međunarodnim procjenama (OECD, UNICEF), zemlja ima ograničen pristup digitalnoj infrastrukturi, nizak nivo digitalne pismenosti i izražen nesklad između obrazovnih programa i potreba tržišta rada. Ovaj digitalni jaz posebno pogađa mlade osobe od 19 do 29 godina, koje često nemaju priliku za strukturirane, tržišno relevantne obuke koje direktno vode do zaposlenja u sektorima s visokom potražnjom.

Istovremeno, prijetnje u oblasti cyber sigurnosti ubrzano rastu – od krađa podataka i ransomware napada do sofisticiranih trajnih prijetnji. Ipak, broj obučeni stručnjaka za cyber sigurnost u Bosni i Hercegovini ostaje kritično nizak. Ovaj nedostatak kadra ne utiče samo na sigurnost domaćih kompanija, već i na ukupnu konkurentnost i otpornost zemlje u digitalnoj ekonomiji.

Future Minds Lab (FML) Inicijativa, koju implementira Univerzitet Sarajevo School of Science and Technology (SSST) u okviru SEDEP programa i uz podršku GIZ-a, osnovana je kako bi se odgovorilo na ove izazove. Projekat djeluje kroz tri strateška cilja:

- jačanje inovacija u industriji kroz snažniju saradnju inovatora i poslovne zajednice,
- unapređenje okruženja za inovacije kroz ekspertske savjete, ciljane obuke i tehničku podršku,
- povećanje ponude mladih preduzetnika i digitalnih radnika kroz stručno osposobljavanje i obrazovanje.

U okviru trećeg cilja, Projekat razvija 6-mjesečni program stručnog osposobljavanja s ciljem da mladima pruži tržišno relevantne IT vještine. Program se fokusira na tri oblasti visoke potražnje: Game Design, Cybersecurity i Cloud Computing, prepoznate kao ključne za domaće i regionalno tržište rada.

Ovaj poziv za prijave odnosi se na komponentu Cybersecurity Foundations, koja predstavlja početni modul namijenjen opremanju mladih polaznika temeljnim znanjima o prijetnjama u cyber sigurnosti, principima odbrane, jačanju operativnih sistema i kriptografiji. Modul će se realizovati kroz kombinaciju obuke, mentorskih sesija i praktičnih laboratorijskih vježbi, te će pripremiti polaznike da se uključe u komplementarne module (ofanzivne i defanzivne operacije, napredne operacije, upravljanje, strategiju i druge).



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2. Cilj angažmana

Angažovati kvalifikovanog vanjskog trenera za izvođenje obuke iz osnova cyber sigurnosti, sigurnosnih principa i osnova kriptografije. Cilj je izgraditi dobru osnovu za polaznike (mlade od 19 do 29 godina) koja omogućava dalje učenje i razvoj u oblasti cyber sigurnosti.

3. Ključne odgovornosti

- Razviti detaljan kurikulum obuke i materijale (prezentacije, laboratorijske vježbe, zadatke), pokrivajući:
 - o Uvod u cyber sigurnost i prijetnje
 - o Sigurnosne principe (CIA trijada, princip najmanjih privilegija, defense in depth)
 - o Ofanzivna sigurnost (prijetnje i njihovi akteri, malware, tehnike izviđanja)
 - o Sigurnost i jačanje operativnih sistema
 - o Osnove kriptografije (simetrična/asimetrična enkripcija, PKI, digitalni potpisi).
- Izvoditi obuku uživo.
- Voditi polaznike kroz studije slučaja i laboratorijske vježbe (npr. jačanje OS-a, rad s OpenSSL ili sličnim alatima).
- Mentorisati i pružiti podršku polaznicima u izvršavanju zadataka i razumijevanju praktične primjene.
- Prilagoditi podučavanje različitim nivoima znanja polaznika.
- Učestvovati u sastancima za praćenje napretka s projektnim timom.
- Dostaviti završni izvještaj (max. 3 stranice) sa sažetkom sadržaja i kurikulumu, napretka polaznika i preporukama.

4. Rezultati angažmana (Deliverables)

- **Kurikulum obuke – strukturiran plan obuke sa definisanim ishodima učenja /2 dana pripreme/** (prva uplata – 20%)
- **Realizacija modula – 5 jednodnevnih modula i 5 dana mentorisanja /ukupno 10 dana/** (druga uplata – 50%)
- **Završni izvještaj – sažetak obuke i preporuke** (treća uplata – 30%)

5. Vremenski okvir isporuke

Rezultati angažmana
Priprema kurikulumu i materijala
Realizacija obuke
Predaja završnog izvještaja

Rok za isporuku
septembar 2025.
oktobar 2025. – mart 2026.
31. mart 2026.

6. Kvalifikacije



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- Minimalno 3 godine profesionalnog iskustva u cyber sigurnosti, IT sigurnosti ili srodnim oblastima.
- Odlično poznavanje sigurnosnih principa, kriptografije i prakse zaštite operativnih sistema.
- Iskustvo u radu s alatima poput firewalla, IDS/IPS sistema, OpenSSL i sličnih.
- Prilagoditi način rada različitim nivoima znanja polaznika.
- Odlične komunikacijske i prezentacijske vještine.
- Tečno poznavanje lokalnog jezika; sposobnost korištenja engleskog jezika u profesionalnom kontekstu.

7. Potrebna dokumentacija za prijavu

- CV sa relevantnim iskustvom
- Kratko motivaciono pismo
- Kratki pregled predloženog pristupa obuci (jedna stranica) uključujući metodologiju, strukturu, alate koji će se koristiti i ishode učenja
- Finansijska ponuda (cijena po danu).

8. Kriteriji za odabir

Kriterij	Težina
Profesionalno iskustvo u cyber sigurnost i IT sigurnosti	40%
Kvalitet predloženog pristupa obuci	20%
Relevantnost za ciljnu grupu (mladi, početnici)	20%
Finansijska ponuda	20%

9. Jezik angažmana

Obuka će se izvoditi na lokalnom jeziku, dok se završni izvještaj predaje na engleskom.

10. Rok za prijavu

Svi zainteresirani kandidati dužni su poslati svoje prijave sa pratećom dokumentacijom najkasnije do **26. septembra 2025. godine do 23:59 sati**. Prijave se dostavljaju isključivo elektronskim putem na slijedeću e-mail adresu: *info@ssst.edu.ba*, uz napomenu u predmetu e-maila: *81-15-25-2 FML External Trainer – Cybersecurity Foundations. Ponovljeni poziv*. Pitanja i pojašnjenja u vezi sa pozivom mogu se poslati na istu adresu i uz isti predmet emaila.



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Forma finansijske ponude – 81-15-25-2

Ime ponuđača	[ime ponuđača]	Datum:	Odaberi datum
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Ponuđači su obavezni pripremiti svoje finansijske prijedloge prema dole navedenom formatu i dostaviti ih zajedno sa tehničkom ponudom. Svaka finansijska informacija koja bude pružena u tehničkoj ponudi rezultat će diskvalifikacijom ponuđača.

Finansijski prijedlog treba biti usklađen sa zahtjevima iz Projektnog zadatka i tehničkom ponudom ponuđača.

Valuta ponude: KM

Tabela 1: Sažetak ukupnih cijena

	Iznos(i)
Profesionalne naknade (iz Tabele 2)	
Ostali troškovi (iz Tabele 3)	
Ukupni iznos finansijskog prijedloga	

Tabela 2: Raspodjela profesionalnih naknada

Ime	Pozicija	Tarifa <i>A</i>	Broja dana/mjeseci/sati <i>B</i>	Ukupni iznos $C=A+B$
U zemlji				
Kod kuće				
Podzbir profesionalnih naknada:				

Tabela 3: Raspodjela drugih troškova

Opis	Mjera jedinice	Količina	Jedinična cijena	Ukupni iznos
Troškovi lokalnog transporta	Paušalni iznos			
Troškovi "iz džepa"				
Ostali troškovi: (molimo navedite)				
Podzbir drugih troškova:				



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Tabela 4: Raspodjela cijene po isporuci/aktivnosti

Isporuca/Opis aktivnosti	Vrijeme (osoba/dani)	Profesionalne naknade	Ostali troškovi	Ukupno
Isporuca 1				
Isporuca 2				
Isporuca 3				
.....				

Potpis ovlaštene osobe: