



# REQUEST FOR PROPOSAL

Provision of Consultancy Services for Developing ICT  
Policy & Strategy for Public Relations Society of Kenya

February 2020

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# **Request for Proposal**

## **Provision of Consultancy Services for Developing ICT Policy and Strategy for Public Relations Society of Kenya**

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### **1. INTRODUCTION**

The Public Relations Society of Kenya (PRSK) is the umbrella body for all Public Relations and Communication practitioners in Kenya with an overriding purpose to promote excellence performance in the practice. PRSK was established in 1971 and is registered under the Society's Act and governed by a Constitution. It is the only professional body for Public Relations and Communication practitioners in Kenya.

PRSK has over 2,000 registered members drawn from: Government Ministries & Parastatals, State Corporations, Private Companies, Corporates, Small and Medium Enterprises.

### **2. SCOPE OF WORK**

PRSK is seeking to engage a Consultant to carry out a comprehensive review and examination of its current ICT infrastructure with the overall objective of informing future strategies. The recommendations from this audit will inform the Society's ICT Policy and Strategy.

#### **Objectives**

- i. To audit ICT capabilities and vulnerabilities
- ii. To evaluate the website and membership management system security and integrity
- iii. To evaluate the strengths and weaknesses of internal controls based on the evidence gathered
- iv. To determine risks to the Society's information assets and help identify methods to minimize the risks
- v. To ensure information management processes are in compliance with IT specific laws, policies and standards
- vi. To prepare an audit report that presents weaknesses and recommendations for remediation

### **3. DELIVERABLES**

An audit report presenting weaknesses and recommendations for remediation. The report will be used to develop the Society's ICT Policy and Strategy.

### **4. PROPOSALS**

Interested individuals and/or firms to submit proposals before **Monday, 9<sup>th</sup> March 2020**. In addition, at least 3 references of similar assignments they have successfully undertaken in the last 3 years.

Any communication relating to this call for proposal or any other related issues should be addressed directly to the under signed

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**Public Relations Society of Kenya**  
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