



## CALL FOR APPLICATIONS

### Request for consultancy to develop Caritas Africa Data Protection (Information Disclosure) Policy

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### **TERMS OF REFERENCE**

#### **1. Background on Caritas Africa**

Caritas Africa is the social pastoral ministry of the Catholic Church in Africa. It is a network of 46 National Catholic Charity Organizations in 46 African countries, including adjacent islands in the Indian Ocean and the Atlantic Ocean.

In May 2023, the Caritas Africa General Assembly, held in Rome, adopted a 7-year strategic plan for the period of 2024-2030. The plan, titled "Building Together Resilient Communities in Africa," provides strategic direction across four orientations: Upholding Caritas as an expression of the organized charity of the Church in Africa, Reinforcing the effectiveness and resilience of Caritas Africa member organizations, Saving lives and reducing the impact of humanitarian crises in the Africa region, and Engaging Caritas Africa Member Organizations in transforming unjust structures for a fair and fraternal world.

Caritas Africa has partnered with Catholic Relief Services to implement the second strategic orientation. The objective of this partnership is centered on Objective 2.1 of its strategic plan: *To improve the organizational and financial resilience of the Regional Executive Secretariat (SERCAF)*. The desired outcome is that the Regional Executive Secretariat has strategic capabilities to provide quality services to its Member Organisations.

#### **2. The Caritas Internationalis Management Standards as a basis for Policy Review**

Since January 1, 2019, the Caritas Internationalis Management Standards have been established as the official tool for organizational assessment and development within Caritas Internationalis. The Management Standards aim to support the growth and professionalism of all members of the CI Confederation. At the same time, the Catholic Social Teaching remains one of the foundations of Caritas Work (read more: <https://www.caritas.org/wordpress/wp-content/uploads/2021/03/Revised-Caritas-Internationalis-Management-Standards-2021.pdf>).

The external assessment of Caritas Africa against the CIMS recommended that Caritas Africa should develop a comprehensive data protection (information disclosure) policy.

Based on this recommendation from the CIMS assessment report, Caritas Africa would like to engage a consulting firm to facilitate development of its data protection (information disclosure) policy.

### **3. Overall purpose of the consultancy**

The purpose of this consultancy for Caritas Africa is to improve its efficiency and productivity. This will be achieved through a review of its policies and procedures, aiming to build resilience and sustainability. By taking a holistic approach to growth and transformation, Caritas Africa will establish a strong foundation for long-term success. Additionally, this process will foster a culture of learning and continuous improvement within the organization and at the member organization level.

### **4. Objective for the Consultancy**

**The main objective** of this assignment is to facilitate the development of Caritas Africa data protection (information disclosure) policy that ensures *the safety and security of stored information and protects personal data, including sensitive information.*

### **5. Scope of Work**

In coordination with the Regional Executive Secretariat (SERCAF) and with the Institutional Development Committee of Caritas Africa, the consultant will be guided by the following scope of work.

#### **a. Assess Caritas Africa data requirements**

- i. Map the Caritas Africa potential/necessary input and output data.
- ii. Disaggregate the data sets between personal and non-personal data.
- iii. Clearly identify the data set that falls under the laws of Togolese Data Protection Act.

#### **b. Undertake gaps of Caritas Africa Secretariat data protection**

- i. Map potential Caritas Africa data consumers, either raw or other forms.
- ii. Assess Caritas Africa data acquisition, processing, transmission, sharing retention and disposal processes.
- iii. Identify risks associated with personal data handling in the context of (5.a.i) and (5.a.ii) above.
- iv. Identifying gaps between Caritas Africa data handling processes and best practice.
- v. Develop recommendations to reduce existing compliance risks and to enhance compliance

#### **c. Draft data protection policy and its related elements (information sharing and disclosure)**

- i. Review all Caritas Africa Network Terms of Use and Privacy Policies and make recommendations to enhance Compliance with the Togolese Data Protection Act.

- ii. Develop the SERCAF Data Protection policy that is in line with the Togolese law;
- iii. Advise on related policies and implementation actions (in Safeguarding, HR, etc.).
- iv. Develop data sharing, consent and disclosure processes and templates and advise on how they may be digitally implemented.

## 6. Reports and Deliverables

The assignment will be carried out over 30 working days.

Successful performance of this assignment will be based on the production and timely submission of the following reports and deliverables.

- a. A detailed inception report and work plan and budget
- b. Draft assignment report with all deliverables covering the specific objectives of the assignment.
- c. Finalized policy with all deliverables covering the specific objectives of the assignment.

## 7. Minimum Qualifications

The consultant will have the following minimum qualifications

- a. A qualified specialist in Data Protection fluent in French and/or English;
- b. A degree in Law, Political Sciences or related fields;
- c. Sound knowledge in the Togolese Legal Framework for Data Protection;
- d. Proven experience in developing digital compliance policies;
- e. Demonstrated knowledge and experience in conducting and facilitating organizational development including feasibility studies and sustainability modelling, for NGOs;
- f. Verifiable proof of previous engagements in similar activities/assignments;
- g. Excellent communication, analytical, documentation and report writing skills;
- h. Knowledge in using participatory approaches and innovative techniques, with organizational leadership.

## 8. Budget

Caritas Africa invites interested consultants to submit a detailed budget proposal, including all consultancy fees and other costs incidental to the assignment. **Note:** This consultancy will entirely be online.

## 9. Mode of application

Interested consultants are invited to submit their proposals, including a detailed CV/s and a cover letter, outlining their approach to the consultancy, addressed to the Regional Executive Secretary, no later than **20 August 2024** on [recrutement@caritas-africa.org](mailto:recrutement@caritas-africa.org) and [secaf@caritas-africa.org](mailto:secaf@caritas-africa.org). Only successful candidates will be contacted.