



Terms of Reference for the Development of SEND Sierra Leone Data Protection Policy

Brief background of SEND Sierra Leone

SEND Sierra Leone is a non-governmental organization that collaborates with communities, traditional authorities, government institutions, and foreign partners to develop innovative solutions that alleviate poverty and enhance self-reliance in Sierra Leone. We have adopted the Sustainable Development Goals (SDGs) to guide national development planning and implementation with our strategic approach, emphasizing economic equality and social equity. Our commitment to the government is to improve the delivery of social services, strengthen gender and social inclusion, and prioritize the education sector.

As a local NGO registered in Sierra Leone, SEND Sierra Leone operates independently. Our portfolio includes community development, WaSH, education, climate change adaptation, health, nutrition/agriculture, and women's empowerment. Our intervention areas cover Kailahun, Kenema, Kono, Western Area Rural, Western Area Urban, Bonthe, and recent expansions to Port Loko, Pujehun, Kambia, Bo, and Moyamba.

Our vision is to ensure the rights and well-being of the people in Sierra Leone. To achieve this, our mission is to promote good governance, voice, accountability, essential services, and equality for women and men in Sierra Leone.

Overview of the Terms of Reference (ToR)

The purpose of this ToR is to establish a framework for the development of SEND's Data Protection Policy. The goal is to identify and recommend measures and strategies to integrate data policies throughout the organization. The document outlines the Consultancy's approach to developing the policy over a reasonable period and defines the roles and responsibilities of all parties involved. Additionally, it highlights the available resources and support services that will ensure standards and value-added to SEND Sierra Leone.

Scope of Work

SEND Sierra Leone is looking to employ a national or international consultant to lead the development of the organization's Data policy and recommend measures and strategies to integrate data protection. The Consultant will collaborate closely with the SEND Monitoring and Evaluation Manager, who will provide support through coordination throughout the process.

Objectives of the Assignment

The primary objectives of this Consultancy are to:

- Create a well-written and appropriately formatted Data Protection Policy
- Provide training to key staff who will, in turn, train the rest of the SEND staff on the importance of the policy.

Methodology

The Consultancy will encompass the following tasks:

- Conduct a literature review of local and external resources, including existing policies, related documents, and the degree of compliance with local and international standards. A review of similar practices across the sub-region will inform learning and evaluation.
- Conduct a desk study of SEND's current policies and practices, Strategic Plan, and other relevant documents that guide the organization's operations.
- Conduct Key Informant Interviews (KIIs) with the Monitoring and Evaluation unit, Project Managers, and Senior Management staff to discuss data management and quality control.
- The Consultant may propose additional methodological actions/approaches to accomplish the assignment.

Formative Research

The Consultancy will accomplish the following:

- Submit an inception report based on the consultancy ToR guidelines, which includes a timeline and detailed methodology. SEND-SL will review the report and provide feedback.
- Conduct a comprehensive review of SEND's existing policies, procedures, and systems to ensure data protection and quality control management.
- Conduct KIIs with the Monitoring and Evaluation unit, SEND program and Senior management staff.
- Develop and submit a draft of the data protection policy and quality control management plan to SEND-SL for review and incorporate inputs into the final document.
- Facilitate a day-long review meeting with SEND Staff to obtain additional inputs and finalize the Policy and quality control management plan.
- Conduct a day-long Training of Trainers (ToT) for key staff, who will train the other SEND staff.

Deliverables

The consultant is expected to deliver the following in the summary table below:

Summary of Deliverables and Timeframe

No	Deliverable	Days
1	Develop an inception report to SEND SL	1
2	Desk review of local and external resources	3
3	Conduct KIIs with the M&E unit, SEND programme and Senior management staff	4
4	Draft Data Protection Policy and implementation plan	3

5	Facilitates a day review meeting with SEND Staff for additional inputs	1
8	Complete final edits of the Data Protection Policy	2
9	Submit the final version of the policy	1
10	Training of Key SEND staff	1
Total Number of days require		16

Roles and Responsibilities

The Consultant will be responsible for the following:

- Strict adherence to contract terms, work schedule, and staff availability and communicating clearly to SEND in case of delays and lapses.
- Closely working with SEND to ensure timely, effective and efficient delivery of the assignment quality outputs.
- Execute the assignment with utmost skill and care and within a reasonable time.
- Secure the necessary equipment and transport facilities to enable the execution of the obligations under the contract.
- Ensure that all information received from SEND and other relevant persons contacted to fulfil this assignment is confidential and proprietary.
- Training of key staff who will, in turn, train the other staff

SEND will be responsible for the following:

- Provide timely feedback on the assignment methodology.
- Providing liaison assistance to obtain any other information and documents required by the Consultant is considered essential for the proper execution of the assignment.
- Assist the Consultant in contacting relevant respondents or staff involved in the meetings, preparations and consultations.
- Manage the Consultancy, including; developing and finalizing the terms of reference, reviewing and finalizing the methodology and monitoring the delivery of milestones.
- Effect payments on the accomplishment of the tasks according to contract and deliverables.

Expertise required

A national or international Data expert or specialist with a postgraduate degree in a development-related discipline in Development Studies, Economics or other relevant social science fields. A post-graduate degree is desirable but not crucial.

Relevant Experience

- Five or more years of experience in data analysis and protection within a reputable organization.
- Knowledge and substantial experience using computer office tools such as Microsoft Office, Microsoft Excel, etc. and statistical software packages.
- Willingness to travel to project locations, including remote areas
- Committed to signing SEND Safeguarding Policy
- Demonstrated experience in women's empowerment programming or research.

- Strong understanding of, and commitment to, gender equality and women's empowerment and its policy implications in the education sector.
- Excellent writing and organizational skills
- Strong understanding of adult learning and instruction delivery techniques
- Familiarity with results-based Programme management and human rights-based programming will be an asset.

Application Process

Interested candidates must submit the following documents/information to demonstrate their qualifications:

A technical proposal should include the following:

- A brief methodology on how you will approach and conduct the assignment concerning the specification in the ToR.
- A rationale of your suitability for the role, including experience in similar jobs and evidence of similar work.
- Submit two samples of previous work relevant to the assignment
- Financial proposal that includes a work plan and daily rate.
- Curriculum vitae from the lead consultant and any other team members that will assist in the assignment.
- A conflict-of-interest statement.
- Name and contact information of three referees for contact regarding relevant experience.

Payment Terms

SEND will make a 30% advance payment upon signing the contract to facilitate the work. Another 30% of the contractual sum will be paid after submitting the first draft report, and the final 40% will be made after the report is submitted, discussed, and endorsed by SEND. However, a 5.5% withholding tax or a professional Services tax of 10% will be deducted from the total contract value, as required by the laws of Sierra Leone.

To apply, interested parties should send their proposal to recruitment@sendsierraleone.com titled "Development OF SEND organizational Data Policy." If there are any questions or enquiries before submitting the proposal, contact recruitment@sendsierraleone.com.

The deadline for submission is **12th May 2023**.