**Data Management and Protection Policy and Manual Consultation Scope of Work – ADRA International**

**Introduction/Background:**

The Adventist Development and Relief Agency (ADRA) is the global humanitarian organization of the Seventh-day Adventist Church. Through an international network, ADRA delivers relief and development assistance to individuals in more than 118 countries—regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments, ADRA is able to improve the quality of life of millions through nine impact areas.

ADRA International is seeking a qualified consultant who has experience with USAID funded projects, particularly in monitoring, evaluation, knowledge management, database management, data protection and security, to develop a Data Management and Protection Policy as well as a Manual on how to implement the policy. The ideal consultant must have a strong understanding of data management and protection procedures, especially international and donor standards (i.e. GDPR, USAID, DFID, etc.), and have previously worked as a consultant with other non-profit organizations particularly in data management and protection.

In collaboration with ADRA International’s MEAL team, the consultant will conduct an in-depth analysis of the current ADRA data management and protection system, including documents, focusing on program related data (e.g. beneficiary PII), to identify gaps. Based on needs identified, the consultant will update the policy and develop a comprehensive data management and protection manual that will include guiding principles, templates, and standard operating procedures (SOPs) for data management and protection based on international standards. The manual will also contain a set of rules and guidelines which provide principles for processing and sharing of personal data within ADRA International, ADRA network offices and outside with donors and other stakeholders.

**Objectives and Scope of Work:**

* Review and assess the current data management and protection procedures and guidelines of ADRA International to be able to provide suggestions and recommendations of improving the current ADRA data management and protection system
* Establish standards and procedures of requirements on how to share/transfer datasets within the ADRA network and outside with donors and other stakeholders
* Identify strategies and interventions as potential solutions and ways of addressing the issues within the ADRA data management and protection system
* Develop a data management and protection policy and a comprehensive and detailed data protection and management manual based on international standards, including guiding principles, templates, and SOPs.

**Main deliverables:**

* Analyze the current data management, protection and security system within ADRA to identify gaps for improvement
* Develop and update policy, manual, guidelines, principles, templates, and SOPs for effective data management, protection and security including, but not limited to:
* Formulate guidelines and procedures for quality data management, protection, and security to ensure adequacy, accuracy and legitimacy of data while considering the privacy of the project beneficiaries
* Establish guidelines and procedures for data sharing with donors, external stakeholders and other partners.
* Provide advice and instructions on how to protect data from misuse and mismanagement
* Develop procedures on how to deal with privacy breaches and misuse of beneficiaries’ data (i.e. Incident Response Plan)
* Present findings and recommendations, and train relevant units in developed and updated polices, guidelines, and procedures

**The consultant must have:**

* 10 years of experience in developing data management and protection systems and manuals
* Solid knowledge of international data management and protection laws and procedures (i.e. USAID, EU GDPR, etc.)
* Familiarity with data management systems, electronic data collection and storage
* Ability to handle confidential information

**Preferred:**

* Masters/PhD in data management system development
* Knowledge of data processing operations in the developmental sector
* In-depth knowledge of USAID policy and the EU’s GDPR
* Work experience in USAID and other donors’ data protection and legal compliance

**Proposed Timeline**

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| **Deliverable** | **Due Date** | **Notes** |
| Consultancy Start Date | June 1, 2020 |  |
| Analyze System | June 5, 2020 | Consultant will analyze the current data management, protection and security system within ADRA to identify gaps for improvement |
| Submission of First Draft | June 19, 2020 | Consultant will submit a first draft developed and updated policy, manual, guidelines, principles, templates and SOPs |
| ADRA Review | June 24, 2020 | ADRA will review the first draft and provide comments/edits |
| Submission of Final Draft | June 29, 2020 | Consultant will incorporate of comments/edits and submit a final draft |
| ADRA Final Review | July 3, 2020 | ADRA will conduct a final review of documents |
| Presentation and Training | July 8, 2020 | Consultant will present findings and recommendations, and train relevant units in developed and updated polices, guidelines, and procedures |

*Interested consultants should send their CVs and a workplan to* ***Fahim Safi****, Sr. Technical Advisor for MEAL, at* [*fahim.safi@adra.org*](mailto:fahim.safi@adra.org) *AND to* ***Keri Mau****, Technical Assistant for MEAL, at* [*keri.mau@adra.org*](mailto:keri.mau@adra.org) *by* ***May 20, 2020\*****.*

*\*CVs/workplans will be reviewed in order of submission. Please note, this is a short-term consultancy and thus will be conducted remotely. Consultants will need to have access to a good internet connection to use Skype and/or Zoom to communicate with the team.*