



## **Terms of reference**

### **Data Protection Specialist(s) or Organizations to draft all documentation in accordance with the Law on Data Protection, to facilitate and train Megjashi's team in improving the Data Protection practices and procedures in the everyday work**

#### **I. Background**

The First Children's Embassy in the World (FCEW) Megjashi is a non-governmental, non-partisan and non-profit organization with the purpose to protect children and their rights.

The mandate of FCEW Megjashi is defending the child rights striving towards achievement of its' vision of "More just world for every child". This mandate is embodied in each and every activity, program or project that Megjashi implements, in each child rights advocacy initiative and in every service that the organization provides.

#### **II. General information about the Project**

The assignment is part of the activities of two Megjashi's programs: SIDA funded project "Let's take the rights in our hands" and the Peace Education Programme, funded by the Federal Ministry for Economic Cooperation and Development of Germany. Within these two programs an organizational capacity development related activities are supported.

With the latest amendments of the Law on Data Protection, Megjashi would need to have a written procedure/protocol to adhere to the provisions of the Law, given the nature of the work it is doing, including gathering data in its helpline for children and youth service, social media communication, finance related data etc.

To that purpose, a Data Protection Specialist or Organization/Company is needed that would establish a protocol of data protection at all levels of organization's work. This would be of great support to the Megjashi's team efforts to establish solid practical data protection procedures to ensure proper implementation in all its activities.

#### **III. Objective**

To improve the adherence of Megjashi's work with the provisions of the new Law on Data Protection through assessment and guidance of Megjashi's staff for in-depth understanding of procedures that will ensure that the data protection measures are met in all activities that Megjashi undertakes.

#### **IV. Tasks, responsibilities and timeframe**



The following tasks are required to be accomplished by the Data Protection Specialist:

No.	Tasks	Output	Days	Delivery timeframe
1	<p>Assessment of the level of harmonization of Megjashi's work with the Law on Data Protection (LDP) requirements and drafting an Action Plan with corrective measures:</p> <ul style="list-style-type: none"> <li>- Drafting assessment work plan</li> <li>- Scanning the state in context of meeting data protection requirements in Megjashi's current work</li> <li>- Interviewing the staff in charge</li> <li>- Analysis of the existing documentation</li> <li>- Analysis of existing procedures</li> <li>- Analysis of existing systems</li> <li>- Other analysis that would occur as necessary to determine the adherence with the LDP</li> <li>- Drafting a document that would list all actions needed</li> </ul>	<ol style="list-style-type: none"> <li>1. Draft Document with all actions that need to be undertaken that would be negotiated and approved by Megjashi</li> <li>2. Action plan – including detailed description of all corrective measures to achieve full harmonization with the LPD, as well as detailed time frame</li> </ol>	To be defined jointly with expert(s)	End of November 2021
2	<p>Guidance in the process of implementation of corrective measures described in the Action Plan:</p> <ul style="list-style-type: none"> <li>- consultancy in the process of implementation in terms of defining the internal procedures</li> <li>- consultancy in systemic changes, i.e. defining the</li> </ul>	<ol style="list-style-type: none"> <li>1. Internal procedures written and in place</li> <li>2. Functional changes identified</li> <li>3. All necessary acts, documents and procedures, written and in place</li> </ol>	To be defined jointly with expert(s)	Mid-December 2021



	functional changes, verification of proposed solution, drafting all necessary acts, documents and procedures			
	Testing the established procedures and policies and training of staff on implemented changes: <ul style="list-style-type: none"><li>- Testing the proposed solutions in the everyday functioning of Megjashi</li><li>- Training of the Data Protection Officer and other in charge to implement the documentation and procedures</li></ul>	<ol style="list-style-type: none"><li>1. Revised and finalized all necessary acts, documents and procedures</li><li>2. Instructions for procedures implementation</li><li>3. Final report</li></ol>		End of December 2021

#### **V. Remuneration / Terms of payment**

Megjashi will remunerate the company/organization/expert(s) according to the product, for gross amount including taxes that the company has to pay (VAT) and will make the payment in MKD through bank transfer in bank account within five (5) days after receiving complete documentation that includes a signed contract, submitted all required documents and after receiving the invoice. The payment will be 50% from project "Let's take the rights in our hands" and 50% from "Peace education program".

#### **VI. Company/Organization/Individual(s)/Expert(s) profile**

The expert(s) – Data Protection Specialist(s)/Organization should have the following essential skills and knowledge:

- Advanced university degree in law, social sciences or equivalent;
- Knowledge on data protection area, the Law on Data Protection;
- A minimum of three (3) years' experience in data protection;
- Excellent analytical, facilitation, delivering training, writing, and communication skills;
- Past Performance: Applicants must prove that they have enough experience in assignments comparable with the work they are bidding for in terms of scope and complexity and proven experience in conducting similar assignments.

#### **VII. Application**

Interested Companies/Organizations/Candidates are welcome to apply by sending their application no later than **07.11.2021** at **23:59** hours to [info@childrensembassy.org.mk](mailto:info@childrensembassy.org.mk).



- a. The Technical proposal should have the following details: Understanding of the assignment and its tasks, Methodology and approach to be used, Operational plan with clear timeline, Outline of the team that will implement the work, with CVs for key personnel and clearly specified roles for each team member (if any).
- b. Financial proposal for each product in gross amount.