



Accelerating peace by disrupting the cycle of violence.

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| Consultancy Title | Short Term Consultancy - Data Protection & Privacy Consultancy |
| Reports to | Senior Technical Specialist, Monitoring and Evaluation |
| Supported by | International Programs Director and Chief Operations Officer |
| Background | <p>War Child Canada is an international charity organization registered in Toronto, Canada, dedicated to helping children and their communities overcome the devastating effects of conflict. Its vision is “accelerating peace by disrupting the cycle of violence” and its mission is “driving generational change for the hardest hit by investing in the power of local communities.”</p> <p>Since being founded in 1999, War Child Canada has worked in 20 countries across the world, and we are currently operational in Afghanistan, Yemen, Sudan, South Sudan, Democratic Republic of Congo and Uganda. During the past five years, War Child Canada reached over 2,500,000 conflict-afflicted children and adults; 985,000 people benefitted from War Child’s educational initiatives; 480,000 people were helped to climb out of poverty and 1,075,000 people learned more about their rights and had better access to justice systems.</p> <p>War Child Canada supports the most vulnerable people living in the most complex humanitarian environments around the world. For this reason, the protection and privacy of our project participants’ personal data is of utmost importance. Protecting the personal data of individuals, especially in conflict settings, is a vital aspect of protecting people’s lives, dignity, and integrity. This consultancy will play an essential role in ensuring that War Child Canada is effectively ensuring the protection and privacy of personal data of its project participants and stakeholders.</p> |
| Consultancy summary | <p>The objectives of this data protection and privacy consultancy are to:</p> <ul style="list-style-type: none"> • Conduct a data management mapping exercise in each country. • Review existing and potential data protection and management risks/challenges (along the data life cycle), proposing ways forward for the collection, processing and storage of participant and project data related to War Child Canada’s international programming. • Provide the organization with guidelines for programming-related data collection and data management processes for use by all offices, with special consideration for the technical and contextual factors where the organization operates. • Provide training sessions and materials on data protection and privacy guidelines for War Child Canada staff. |
| Approach and Deliverables: | <p>The consultant/team will conduct a thorough review of War Child Canada’s current data protection and privacy mechanisms and practices, including the methods and storage of personal data collection and project records. The consultant will highlight the risks arising to project participants, stakeholders, staff, and/or donors from data processes and offer recommendations for improvement.</p> |



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| | <p>The consultant will be responsible for design of the review and applicable tools, coordination and execution of data analysis, and reporting. The consultant/team will provide the following deliverables:</p> <ul style="list-style-type: none"> • Inception report summarizing approach and any tools to be used during the mapping and review. • Synthesis report summarizing the findings of the review and mapping, including detailed recommendations for strengthening War Child Canada’s data protection and privacy processes. • Draft and final versions of data protection and privacy guidelines for War Child Canada. • Training for key staff on data protection and privacy guidelines. <p>The assignment is planned to start in October 2023, with final deliverables provided no later than March 2024.</p> <p>The budget for this assignment should not exceed \$5,000 CAD.</p> |
| <p>Experience, skills</p> | <p>Experience:</p> <ul style="list-style-type: none"> • Experience working in data protection within the non-profit field. • Experience with INGOs working in complex contexts preferred. • Experience in design and development of policies and procedures. • Knowledge of data protection standards, legal frameworks on data protection and privacy, and human rights. Specific knowledge of protection and privacy in relation to data management. Knowledge of child protection standards and practices is considered an asset. <p>Skills:</p> <ul style="list-style-type: none"> • Consultant/team must have strong research, data analysis, and excellent report writing skills in English. • Good understanding of existing and new technical solutions for information management in humanitarian and development contexts. |
| <p>Travel</p> | <p>No travel required. Work will be conducted remotely.</p> |
| <p>Application process</p> | <p>Interested applicants/firms are invited to submit the following:</p> <ul style="list-style-type: none"> ▪ Proposal including confirmation of availability (October 2023 to March 2024), approach, work plan, and cost breakdown (7 pages maximum) ▪ Curriculum vitae of consultant or key consultant team members <p>Email: jobs@warchild.ca</p> <p>Please ensure your submission email has the subject heading: “<i>External Data Protection Consultancy</i>”</p> <p>Final candidates will be vetted in accordance with War Child Canada’s Child Safeguarding Policy, including appropriate references and security checks.</p> <p><u>Only those applicants selected for an interview will be notified.</u> For more information about War Child Canada, please visit www.warchild.ca.</p> |
| <p>Deadline</p> | <p>September 20, 2023</p> |