



INTEGRATED DISABLED WOMEN ACTIVITIES

Buseyi (B), Nakalama Sub-County, Kigulu South, Iganga District
P.O. Box 556, Iganga, Uganda, East Africa,
Tel: +256 769 604 449, 707 090 992, E-mail: idiwa2009@gmail.com, Website: www.idiwaug.org

TERMS OF REFERENCE FOR REVIEW AND UPDATE OF IDIWA DATA PROTECTION POLICY

DATE OF ISSUE: 13th July 2026

DEADLINE: 20th July, 2026

Activity Title:	REVIEW AND UPDATE OF IDIWA DATA PROTECTION POLICY
Duration of the Assignment	15 working days
Location:	Iganga
Type of contract	Service contract
Payment	Upon submission of the approved deliverables
Supervision	Executive Director

1. 0. ORGANIZATIONAL BACKGROUND

Integrated Disabled Women Activities (IDIWA) is an indigenous non-governmental organization established in 2000, and committed to transforming power relations through strengthening women and girls with disabilities and their formations to challenge the patriarchal system and disability- based discrimination that creates a perceived acceptable imbalance and inequality in a society. We are a part of the ecosystem of feminist and women's rights, disability rights movements in Uganda. In character we are proactive and responsive, creative and rigorous, curious, imaginative and grounded, consistent and reliable. IDIWA has a national mandate and innovatively operates in Eastern Uganda, with strategic presence in Busoga subregion. This strategy seeks to help expand the organization's reach and imprint to ensure a wider and deeper presence across the country.

IDIWA visualizes an inclusive society in which women and girls with disabilities, and their families are self-reliant, emancipated and respected.

IDIWA's mission is to empower women and girls with disabilities, and their families to maximize their potential and improve their standard of living.

ABOUT THE PROJECT

IDIWA is implementing a project titled **"Institutional Capacity Strengthening for Protection of Women with Disabilities Human Rights Defenders Protection in Eastern Uganda –Defend Defenders"**. The project objective is to strengthen the capacity of IDIWA to protect staff, women and girls with disabilities Human Rights Defenders -HRDs, and male allies from the risks involved in their work.

ACTIVITY BACKGROUND



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As part of strengthening institutional governance and accountability under the Institutional Capacity Strengthening for Protection of Women with Disabilities Human Rights Defenders Project supported by Defend Defenders, IDIWA intends to review and update its Data Protection Policy.

IDIWA recognizes that the collection, processing, and storage of personal data is central to its operations, including program delivery, donor reporting, human resource management, and stakeholder engagement.

Over the years, IDIWA has handled increasing volumes of personal and sensitive data from beneficiaries, staff, partners, and donors. With the enactment of the Data Protection and Privacy Act, 2019 of Uganda and the Data Protection and Privacy Regulations, 2021, there is now a clear legal obligation for all organizations to ensure lawful, fair, and transparent handling of personal data. In addition, global best practices, donor requirements, and the organization's commitment to safeguarding the rights and dignity of the people we serve have made it necessary to review our existing Data Protection Policy. The key drivers for this update include:

- 1) **Legal Compliance:** Align the policy with the Data Protection and Privacy Act, 2019 and other relevant national and international data protection frameworks.
- 2) **Risk Management:** Address emerging risks related to data breaches, unauthorized access, and misuse of personal information in both digital and physical systems.
- 3) **Organizational Growth:** Reflect changes in IDIWA's programs, partnerships, and use of technology for data collection and storage.
- 4) **Stakeholder Trust:** Strengthen confidentiality, transparency, and accountability in how beneficiary and staff data is handled.
- 5) **Non-disclosure:** Include a non-disclosure section with clear consequences for breach, to reinforce staff and partner obligations.

2.0. DETAILS OF THE ACTIVITY

The assignment is to conduct a review and update of **IDIWA** data protection policy

3.0 OBJECTIVES OF THE ASSIGNMENT

Overall Objective:

To review and update the IDIWA Data Protection Policy to align it with the Data Protection and Privacy Act 2019, NITA-U Regulations 2021(National Information Technology Authority, Uganda), and the current operational and ethical best practices

Specific objectives:

- 1) To assess the gaps in the current IDIWA Data Protection Policy against the Data Protection and Privacy Act 2019 and organizational practice.



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- 2) To revise and update the policy to reflect current legal, operational, and ethical standards in data handling.
- 3) To validate and disseminate the updated policy to all IDIWA staff, partners and stakeholders.

4.0. TARGET GROUP:

The target group will comprise of:

- 1) Board of Directors
- 2) Senior management team
- 3) Finance and administration staff
- 4) Program staff
- 5) Internal and external auditor

5.0 SCOPE OF WORK

The scope of work for the Consultant will include but not limited to:

- 1) **Desk review & gap analysis**
 - a. Review the current IDIWA Data Protection Policy, Safeguarding Policy, and related SOPs.
 - b. Assess the policy against the Data Protection and Privacy Act 2019 and NITA-U Regulations 2021.
 - c. Benchmark against donor requirements and best practices from peer NGOs.
 - d. Conduct a data audit to map what personal data IDIWA collects, stores, processes and shares.
- 2) **Stakeholder consultation**
 - a. Hold internal consultations with staff from Programs, M&E, HR, IT, Finance and Management.
 - b. Conduct key informant interviews with Board members and partners on data handling risks.
 - c. If applicable, hold safe and ethical consultations with beneficiary representatives to get input on privacy concerns.

Note: Use only anonymized data and obtain consent.

- 3) **Policy drafting & revision**
 - a) Identify gaps and risks in the current policy related to data security, safeguarding, and compliance.
 - b) Draft and revise the IDIWA Data Protection Policy to include: data principles, consent, retention, breach response, data subject rights, and accountability.
 - c) Integrate safeguarding, PSEA, and child protection clauses into the policy.
- 4) **validation & legal review**
 - a) Organize a validation workshop with staff, Board Sub-committee, and key partners to review the draft.



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- b) Submit the revised draft to a Legal/Data Protection expert for compliance review.
- c) Incorporate feedback from validation and legal review into the final policy.
- 5) Approval, dissemination & capacity building**
 - a) Present the final policy to the Board for approval and adoption.
 - b) Develop a simplified version and dissemination plan: posters, staff handbook inserts, digital copy.
 - c) Conduct an orientation/training for all IDIWA staff and volunteers on the updated policy and their responsibilities.
- 6) Safeguarding & risk management throughout**
 - a) Ensure all activities adhere to IDIWA Safeguarding Policy and Code of Conduct.
 - b) Use only dummy/anonymized data during reviews and meetings.
 - c) All reviewers and consultants to sign NDA and Data Processing Agreement

6.0 METHODOLOGY

IDIWA believes in innovation and creativity and as such, the Consultant is encouraged to suggest and develop the most suitable methodology in line with IDIWA's assignment for approval. This should be detailed in the technical proposal and inception report.

7.0. EXPECTED DELIVERABLES

The key deliverables are:

- 1) Inception Report with workplan and data audit findings
- 2) Gap Analysis Report
- 3) Draft Updated Data Protection Policy
- 4) Validation Report with feedback incorporated
- 5) Final Approved IDIWA Data Protection Policy
- 6) Training Report + Attendance List

8.0 KEY ACTIVITIES AND TIMEFRAME

No	Activity	Timeframe
1	Submit an inception report with an outline of the data protection policy, data audit findings, and work plan and report format through an online meeting.	20 th July, 2026
2	Contract signing	20 th July 2026
	Submit a final updated inception report for approval	22 nd July 2026
3	Conduct online consultation meeting with Board and staff members and document and share the policy gap analysis report.	25 th July 2026
3	Draft and submit an updated Data Protection Policy to IDIWA for review and feedback.	29 th July, 2026



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4	Incorporate the feedback, and submit a second draft policy for further review by IDIWA.	5 th August, 2026
5	Organize a validation meeting with IDIWA Board and staff, and submit a final copy for approval.	10 th August, 2026
6.	Conduct a 2-days online training on data protection and implementation for Board and staff, especially the data protection committee.	15 th -16 th August 2026
7	Submit a data protection training report	20 th August 2026.

9.0. IDIWA'S ROLES AND RESPONSIBILITIES

- 1) Monitor and supervise the work of the consultant and review progress of the work
- 2) Provide necessary documents such as project documents, national and international policy documents
- 3) provide technical assistance/feedback as necessary
- 4) Organize engagement meetings with beneficiaries and stakeholders and provide meals and transport
- 5) Pay the consultant upon successful delivery of outputs as per IDIWA rules and regulations
- 6) Secure a conducive training environment /venue
- 7) Perform any other tasks as described in the contract document

10.0 COMPLETION CRITERIA

- 1) All reports to be submitted to IDIWA must be relevant to the outputs (activity and deliverables) mentioned in the ToR
- 2) Proactive and ready to provide information and timely report on progress of the assignment as requested by IDIWA
- 3) The consulting firm/organization/entity has to follow IDIWA guidelines to ensure quality of the reports/documents

11.0 DURATION OF WORK AND WORK STATION

The duration of the assignment will be for 15 working days starting 20th July to 20th August, 2026. The firm/organization/entity is expected to work from their own offices/set up, and attend meetings organized by IDIWA and conduct meetings as required.

12.0 SPECIAL TERMS AND CONDITIONS

1) Confidentiality Statement and Intellectual Property of Data

All information received from IDIWA and the stakeholders for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of



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these ToRs. All intellectual property rights arising from the execution of this ToR is assigned to IDIWA according to the grant agreement. The contents of written materials obtained and used in this contract may not be disclosed to any third parties without the express advance written authorization of IDIWA.

2) Unsatisfactory or incomplete work

For the assignment, the IDIWA's Standard Rules and Procedures for Implementation Agreement shall be applicable. In the event that the service delivered is unsatisfactory or fails to conform to the conditions set out above, IDIWA reserves the right, as appropriate to interrupt it, to request that it be corrected or modified, or to refuse to accept the service.

3. Schedule of Reporting and Payment

No.	DELIVERABLE	Tentative dates of completion	Payment in %
1.	Signed contract	20 th July, 2026	60%
2	Approved inception report	22 th July, 2026	
3	Policy Gap analysis report	28 nd July 2026	
4	1 st Draft policy	30 th July 2026	
5	2 nd Draft Policy	10 th Aug 2026	
6	Final/validated updated Data Protection Policy	18 th Aug 2026.	40%
7	Policy training report	20 th Aug 2026	

13. QUALIFICATIONS, EXPERIENCE AND ELIGIBILITY OF CONSULTING FIRM/INDIVIDUAL

At a minimum, the company/Individual should possess and demonstrate the combined skills sets and experience as detailed below:

1. Academic qualifications

- Minimum: Bachelor's degree in Law, Information Technology, Social Sciences, Development Studies, or related field.
- Preferred: Master's degree in Law, Data Protection, Cyber Security, or Public Policy.
- Certification: Certified in Data Protection e.g. CIPP/E, CIPP/A, or training by NITA-U on the Data Protection and Privacy Act 2019 is an added advantage.

2. Professional experience

- Minimum 5 years' experience in policy development, legal review, or data protection compliance, preferably in the NGO/Development sector.

- b) Proven experience in reviewing and updating organizational policies, especially Data Protection, Safeguarding, or HR policies.
- c) Demonstrable knowledge of the Data Protection and Privacy Act 2019 and NITA-U Regulations 2021.
- d) Experience working with NGOs/CSOs in Uganda, especially those working with women, adolescents, and vulnerable populations.
- e) Track record of facilitating stakeholder consultations, validation workshops, and staff trainings

3. Technical competencies

- a) Strong understanding of data protection principles: lawfulness, fairness, transparency, purpose limitation, data minimization, storage limitation.
- b) Knowledge of safeguarding, PSEA, and child protection standards in data handling.
- c) Excellent legal drafting, analytical, and report writing skills.
- d) Good facilitation and presentation skills.

4. Eligibility criteria

a) For Individual Consultant:

- ✓ Must be registered and legally eligible to work in Uganda.
- ✓ Must provide at least 3 references from similar assignments in the last 3 years.
- ✓ Must submit a sample of a similar policy reviewed/updated.
- ✓ Must be willing to sign IDIWA Code of Conduct, NDA, and Data Processing Agreement.

b) For Consulting Firm:

- ✓ Must be legally registered in Uganda with valid TIN and trading license.
- ✓ Must have at least 2 lead consultants meeting the qualifications above.
- ✓ Must provide company profile + CVs of proposed team.
- ✓ Must demonstrate experience with at least 3 similar assignments in the last 5 years.

5. Other requirements

- a) Safeguarding: Must have no history of violation of safeguarding, PSEA, or child protection policies.
- b) Integrity: Must be able to handle sensitive and confidential information professionally.
- c) Availability: Must be available to complete the assignment within 6-8 weeks.
- d) Language: Excellent written and spoken English. Knowledge of local languages is an added advantage.

6. Functional competencies

The Consultant should hold the following:

- a) Ability to work with minimal supervision.
- b) Must be results-oriented, a team player, exhibiting high level of enthusiasm, diplomacy and integrity.



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- c) Excellent analytical, research, interpersonal, written and communication skills in English for effective stakeholder engagements.
- d) Evidence of having undertaken similar assignments.
- e) Ability to work efficiently and deliver on committed outputs under the assignment within agreed timelines and deadlines.

14.0 RECOMMENDED PRESENTATION OF PROPOSAL

Interested firms/individual consultants must submit the following detailed proposal with qualifications of the prospective firm/consultant, technical and financial proposal to enable appraisal of competing bids.

The technical proposal should include the following details:

- a) **Firm Information**-Name of the firm/organization and details of registration, address and bank account, business certificate and corporate documents (Articles of Association or other founding authority); description of present activities and most recent annual report (including audited financial statements), if applicable.
- b) **Relevant experience**: Description of experience in projects of a comparable nature; with specific description of past assignment of the firm/organization in related work;
- c) **Process**: The Technical proposal and inception shall contain a detailed description of the process the firm/organization intends to follow to complete the tasks including detailed work plan and time schedule for completion/delivery of the final product which, after selection of the contractor will be agreed upon.
- d) **Human Resources**: The Technical Proposal needs to contain a list and detailed information on the proposed Human Resources which will be utilized for the tasks including their respective qualifications and relevant experience/exposure and required expertise/skills to complete the tasks i.e., legal, linguistic, drafting and editing experience among others.
- e) **Tools and methodologies**: The Technical Proposals must detail tools and methodologies that will be used to ensure the accuracy and revision by the selected contractor, with the highest standard and quality.

The Financial Proposal should include the following:



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The Financial Proposal shall specify a total delivery and indicative budget in Uganda Shillings including consultancy fees and all associated costs, i.e., travel cost, subsistence per diems, and printing costs.

In order to assist IDWA in the assessment, the financial proposals shall include a breakdown of this disclosing the key assumption employed in costing the tasks.

The consultant will be paid professional fees as compensation for his/her technical/professional expertise and time invested in the delivery of the expected outputs. This will be discussed and agreed amicably for a win-win for both the consultant and IDIWA

Notable

1. The Consultant will be responsible for declaration of the income for income tax purposes and where applicable, IDIWA will make 6% statutory deductions (from the gross payment) payable to Uganda Revenue Authority as withholding tax in accordance with the income tax regulations of Uganda
2. The cost of preparing a proposal and of negotiating a contract including any related travel, is not reimbursable as a direct cost of the assignment.
3. The successful contractor will sign up to IDIWA safeguarding protocols.

15.0 APPLICATION PROCEDURE

Interested candidates/firms should submit the following:

- 1) Application.
- 2) Technical Proposal - Methodology and workplan.
- 3) Financial Proposal - Detailed budget with professional fees.
- 4) CVs/Company Profile Copies of Academic Certificates and Certifications.
- 5) Sample of Previous Work.
- 6) Contact details of two professional references from institutions/ Organization you have previously worked for.
- 7) Day time telephone number.

Applications should be addressed to email: idiwa2009@gmail.com, and submit not later than **Monday 20th July, 2026, 5:00 pm. EAT.**