

| Terms of Reference    |                                                        |
|-----------------------|--------------------------------------------------------|
| Assignment Title      | Data Protection Compliance Assessment                  |
| Assignment Modality   | Remote                                                 |
| Travel Requirement    | No travel required                                     |
| Duration of execution | Not more than 2 calendar months after contract signing |
| Submission Deadline   | 25 <sup>th</sup> October 2026                          |

## 1. Background

Vi Agroforestry is a Swedish organisation with head office in Sweden and operations across Kenya, Uganda, and Tanzania. The organisation engages with international donors including Sida, requiring compliance with **EU GDPR and host countries also require compliance with national data protection laws.**

Recent internal reviews have identified the need to strengthen **data protection compliance systems, policies, and staff capacity.**

To address this, Vi Agroforestry seeks a qualified consultant to do a **legal and compliance assessment** with the aim of ensuring compliance across organizational levels.

## 2. Objective of the Assignment

To assess Vi Agroforestry's compliance with applicable data protection requirements, identify gaps and associated risks, and provide prioritised, practical recommendations to achieve and sustain compliance.

This will consider:

- Compliance with **EU GDPR**
- Alignment with **Sida requirements on data protection and safeguarding**
- Compliance with **national data protection laws** in Kenya, Uganda, and Tanzania
- Practical usability by staff and implementing partners

## 3. Scope of Work

The consultant will undertake the following components:

### Legal & Compliance Assessment

- Review existing Vi Agroforestry policies, procedures, and systems
- Review Vi Agroforestry data handling tools and systems (programmes related, MIS, HR etc.)
- Map applicable legal frameworks:
  - EU GDPR
  - Sida data protection requirements
  - National laws:
    - Kenya Data Protection Act
    - Uganda Data Protection and Privacy Act
    - Tanzania Personal Data Protection Act
- Identify compliance gaps and risks (organizational & partner-level), including possible registration and reporting requirements.
- Come up with recommendations for implementation to meet the compliance requirements

## 4. Deliverables

The consultant will deliver:

1. Inception report setting out the assessment methodology, compliance criteria, information requirements, stakeholder engagement approach, and workplan



2. Compliance requirements matrix covering EU GDPR, Sida requirements, and applicable data protection laws in Kenya, Uganda, and Tanzania
3. Draft compliance assessment and gap analysis report, identifying areas of compliance and non-compliance, evidence reviewed, associated risks, and underlying causes
4. Validation presentation summarising the assessment findings, gaps, risks, and proposed corrective actions for review by Vi Agroforestry
5. Final compliance assessment report incorporating feedback and providing clear conclusions on Vi Agroforestry's level of compliance
6. Prioritised compliance improvement plan with practical recommendations, responsible functions, indicative timelines, resource considerations, and suggested measures for monitoring implementation

## 5. Methodology

The assignment should be participatory and include:

- Desk review (policies, donor requirements, legal frameworks)
- Key informant interviews (Head Office, Regional and country staff)

## 6. Duration & Level of Effort

The consultant suggested working days are **not expected to spread out to more than two calendar months** from signing of agreement.

## 7. Consultant(s) Qualifications

| Category         | Qualification or Experience Required                                                                                                                                                                                                                                                                                                                                                                                |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Essential</b> | <ul style="list-style-type: none"> <li>• Advanced degree in law, data protection, information security, or a related field</li> <li>• Demonstrated expertise in GDPR and EU data protection frameworks</li> <li>• Demonstrated expertise in data protection laws in East Africa, specifically Kenya, Uganda and Tanzania</li> <li>• Demonstrated expertise in developing compliance frameworks and tools</li> </ul> |
| <b>Preferred</b> | <ul style="list-style-type: none"> <li>• Experience working with international NGOs</li> <li>• Experience with Sida-funded or EU-funded programmes</li> <li>• Familiarity with multi-country implementation contexts</li> <li>• Strong understanding of data in development programming, including PMERL and safeguarding</li> <li>• Experience conducting audits or compliance assessments</li> </ul>              |
| <b>Skills</b>    | <ul style="list-style-type: none"> <li>• Strong legal drafting and analytical skills</li> <li>• Ability to translate complex regulations into practical tools</li> </ul>                                                                                                                                                                                                                                            |

## 8. Reporting & Coordination

The consultant(s) will report to:

- The Deputy Regional Director in Nairobi Kenya;
- In collaboration with:
  - IT systems teams
  - Head Office (Stockholm), Regional (Nairobi) and Country offices (Kenya, Uganda, Tanzania)
  - Programme and partner coordination teams

VI PLANTERAR TRAD

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Visiting Address: Ikigai, Westlands, Peponi Road

Email: [infoRO@viagroforestry.org](mailto:infoRO@viagroforestry.org)



## 9. Application Requirements

Interested consultants should submit:

- Technical proposal (methodology & workplan)
- Financial proposal
- Relevant experience and references
- A sample of a comparable assignment previously completed.

## 10. Submission

Email to: [procurement.roea@viagroforestry.org](mailto:procurement.roea@viagroforestry.org)

Email Subject: **Consultant for Data Protection Compliance Assessment**

Deadline: 25th October 2026