



Terms of Reference

Increasing digital security management capacity of Power of Pride Alliance partners and developing security management policies, tools and processes

Background

Power of Pride is a 5 year Strategic Partnership between the Power of Pride Alliance (COC Nederland, ILGA Asia and PAI) and the Netherlands Ministry of Foreign Affairs (2021-2025). The overall objective is: Working towards diverse and inclusive societies where LGBTI people can participate to their full potential. LGBTI CBOs will be supported in 22 countries and at (sub)regional level in Africa and Asia along the following six pathways: Empowering LGBTI individuals; Creating LGBTI communities; Strengthening LGBTI CBOs; Growing LGBTI movements; Mobilizing allies; Influencing laws and policies.

Traditionally, online spaces have offered LGBTI people a vital alternative channel to convene, express their identity and build communities in places where they are criminalized, discriminated against and excluded from society. Increasingly, LGBTI rights defenders, activists and civil society organizations have been using online platforms as an advocacy tool to reach the community, amplify voices and influence society/public opinion. The Alliance sees the digital space as a virtual extension of civic space, offering another – and sometimes safer – arena for being politically active and (re)claiming rights as a citizen.

In recent years, however, online spaces have become a target for new restrictions on civic space, with severe implications for (digital) human rights. LGBTI people face a greater risk of being exposed to digital threats and harassment because of their sexual orientation, gender identity and expression and sex characteristics.

The Alliance recognizes the need for and seeks to enhance a holistic and interdisciplinary understanding of digital safety and security and the strategies to reduce the risks involved. Therefore, digital safety is seen as interlinked with other dimensions of well-being (physical security, psychosocial and legal security). Since safety and security are essential prerequisites for a healthy civic space online, the Alliance will work with partners to prevent and mitigate digital risks and strengthen communities' (digital) resilience.

In 2020 [COC](#) hired an external consultant to strengthen the digital security capacity and resources of COC's international team and of COC's local partners. The following outputs were delivered: An Information Integrity Policy; Analysis, update and expansion of COC's current digital security policy and related resources; Training of the international team to raise their awareness of and improve their

digital security skills; A pilot with local partners from different regions to strengthen their digital security capacity and resources; A roadmap to improve COC's support to partners on digital security, including a list of recommended local consultants/experts; A clear set of ideas/recommendations on how COC can improve or integrate digital security in a structured way in the future work of COC and its partners. COC uses digital safety protocols when travelling to a country, and also has access to other tools, but does not yet make full use of the available resources.

In October 2021, ILGA Asia staff members attended a week-long Digital and Holistic Security Training that was provided by the International Women's Right Actions Watch Asia Pacific (IWRAP Asia Pacific). The Training included a comprehensive learning approach on different topics such as:

- Security and Threat Risk Assessment
- Encryption
- Passwords and Account Security
- Metadata and Identity Management
- Social Engineering and Device Hygiene
- Security Policy & Personal Protection Plan

ILGA Asia staff uses some of the security tools such as Protonmail, Virtru, Microsoft Teams for data storage especially for highly sensitive information sharing under the Afghanistan Program. Internal communication is done via ILGA Asia's Slack workspace that is private and restricted only to the staff. Meetings with external stakeholders are generally done via different safe platforms such as jitsi, Microsoft Teams and Zoom.

PAI did not undertake action in relation to digital security.

To ensure digital safety and security, the Power of Pride Alliance is commissioning (a) consultant(s) to support the Alliance in increasing the capacity of the Alliance partners on digital security management and developing security management policies, tools and processes.

Scope of work and deliverables

The consultancy aims to strengthen the digital security capacity of the Power of Pride Alliance and develop security management policies, tools, and processes.

The deliverables are:

1. A data integrity policy provides practical guidelines to ensure the integrity, effectiveness, and credibility of management of data and information. This will also help ensure that the Program complies with the EU's General Data Protection Regulation. Analyze, update and expand the Alliance partner's current digital security policy and related resources;
2. A strategic digital security plan to strengthen the Alliance partners' capacities and build on their resources. This plan will clearly outline a digital-security management policy, workflows and tools that the Alliance can use. This includes guidelines on implementing digital security and safety and how to use a comprehensive digital-security toolbox (digital risk-level assessment, digital-security protocol, digital-security one-pagers).
3. Training Alliance partners' staff to build awareness about and capacity for dealing with digital security risks.

4. The software used by Alliance partners has a secure base configuration. This output will consist of reviewing software that Alliance partners are using and making recommendations if applicable.

Methodology

The consultant(s) will strictly follow the work plan, and the schedule agreed with COC in undertaking the contract assignment:

- a) The consultant(s) will determine a proposal including methodology and timeline for implementation in consultation with COC;
- b) The consultant(s) will work in close collaboration with the assigned staff of the Power of Pride Alliance partners;
- c) The Alliance partners will make all relevant resources available to the consultant(s).

Timeline and duration of the work

The duration of the consultancy will be 27 June – 30 September 2022. Therefore, all deliverables will have to be achieved no later than 30 September.

Rough Timeline:

Call for proposals	9-27 May
Interviews with shortlisted candidates	6-7 June
Selection of consultant(s)	8 June
A proposal from the consultant(s)	15 June
Feedback to the proposal and finalization	21 June
Approval of proposal and contract	22-24 June
Implementation of plan	27 June – 30 September

Procedure

People who are interested and meet the qualification requirements are invited to apply and send their proposals by 27 May 2022 to Renate Hartman at rhartman@coc.nl.

Questions regarding the ToR can be submitted via email to Renate Hartman.

The following documents need to be submitted:

1. **Narrative proposal** based on the requirements described in the Terms of Reference (max 5 A4 pages) with a clear vision and plan:
 - explaining why the consultant(s) is/are most suitable for the work;
 - with a proposal for scope, methodology and time-line;
2. **Financial proposal** with number of days per deliverable, daily rate and clearly stating the total amount (incl. VAT) in Euro. Please note that the budget ceiling for this consultancy is 12.000 Euro.
3. **Curriculum Vitae** of the consultant(s) (max. 2 pages per person)
4. Names and contacts details of at least 2 **Reference Persons**.

The package submitted must include all documents (Narrative proposal, Financial proposal, CV of the consultant(s), Overview with reference persons). Proposals not meeting this requirement will be rejected.

Profile of the consultant(s)

Minimum requirements of selected consultant(s):

- a) At least 5 years' experience working in the field of digital security.
- b) Affinity and sensitivity towards the LGBTI community and SOGIESC issues.
- c) Good analytic and (English) writing skills.
- d) Experience with working with alliances.
- e) Good security skills, (digital-) safety, sensitivity and well-being of activists.
- f) Good methodological skills.
- g) Good training skills.

Evaluation of the consultant(s) will be made by checking the above-mentioned minimum requirements. If more consultants meet all requirements, the Alliance will weigh the consultant's track record based on CV. Additional selection criteria will be the quotation and proposal provided to COC.