

**DIOCESE CATHOLIQUE DE GIKONGORO**



**CARITAS-GIKONGORO**

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## **TERMS OF REFERENCE FOR DEVELOPMENT OF THE ORGANISATIONAL DATA PROTECTION POLICY**

### **1. ORGANIZATIONAL BACKGROUND**

Caritas Gikongoro is a service of Gikongoro Catholic Diocese created in 1993 with the mission of assisting all the needy (poor, vulnerable, oppressed people) by improving their livelihood, improving their health, promoting social and charitable works, as well as promoting a culture of justice and peace. The vision of Caritas Gikongoro is to “Promote the human dignity according to the evangelical values such as love to each other, solidarity, transparency, honesty, justice, truth, complementarity and charity”; while its mission is “to assist the needy people (poor, vulnerable and oppressed) by increasing their revenues, health improvement, accomplishment of social and charitable actions (Oeuvres Socio-Caritatives) and promoting the culture of peace”.

To achieve this vision and mission, Caritas Gikongoro operates through three main departments such as “social department, Health department, and lastly Development department. Apart from those departments, Caritas Gikongoro collaborates with other diocesan services and commissions such as Economat General Gikongoro, Catholic schools Representation and Justice and Peace Commission (CDJP) through different joined interventions. Gikongoro Diocese covers the districts of Nyamagabe and Nyaruguru plus a portion of Nyanza and Huye in Southern province and Karongi in Western province.

### **2. OBJECTIVE OF THE ACTIVITY**

Caritas Gikongoro wants to develop organizational Data protection policy.

### **3. TASKS AND RESPONSIBILITIES OF THE CONSULTANT**

- Development of organizational Data Protection policy in close collaboration with the Administration team in order to follow the mission it has set itself and the orientation already advocated.
- Training of the staff on the Data Protection policy and accompaniment of the organization in the process of registration and getting certification from NCSA as Data controller.

#### 4. REQUIRED PROFILES OF THE CONSULTANT AND OTHER REQUIREMENTS

The consultant or consultancy firm should:

- Have in depth knowledge of the Social Doctrine of the Catholic Church;
- Have a proven experience in the development of different Policies required in the management of civil society organizations in general including the Data Protection policy;
- Be ready to work in continuous consultation with the team of Gikongoro Catholic Diocese;
- Have a deeper understanding on the National Data Protection Law provision and related requirements for its implementation;
- Fluency in English, French and Kinyarwanda.

In addition, the consultant or consultancy firm office should:

- Provide a detailed quotation and action plan of the consultancy work;
- Be registered with the “Rwanda Development Board” with a supporting certificate;
- Be able to deliver an EBM receipt.

#### 5. METHODOLOGY

- The consultant or consultancy firm should :
- Gathering all necessary ideas/information and write the policy document ;
- Present the draft policy to the administration team of the Gikongoro Catholic Diocese to receive the latest inputs to be included in the final policy document ;
- Write the final document of organizational Data Protection policy in English.

#### 6. APPLICATION PROCESS

Successful candidates will be expected to comply with country Labor law and various organizational policies, including those that the organization has signed up, such as Safeguarding Program Participants, Gender policy and Child Protection Policy.

Applications documents should be sent by email to [caritasgik@yahoo.fr](mailto:caritasgik@yahoo.fr), or delivered to the Gikongoro Catholic Diocese office located at Gasaka Sector, Nyamagabe District, and Southern Province not later than October 21, 2024 by 5:00pm.

Done at Nyamagabe, on October 4, 2024

**Father Jean NDAGIJIMANA**

Director of Caritas Gikongoro

  
Dioecèse  
de Gikongoro  
Caritas Diocésaine