



## **ANTI CORRUPTION COALITION UGANDA**

Plot 9B Vubya Road Ntinda, P.O. Box 34238 Kampala

Tel: +256-200-903479; Email: [info@accu.or.ug](mailto:info@accu.or.ug), Website: [www.accu.or.ug](http://www.accu.or.ug)

### **TERMS OF REFERENCE**

## **FACILITATING A TRAINING FOR MEMBER ORGANISATIONS ON INSTITUTIONAL DATA PROTECTION**

### **1.0 INTRODUCTION**

Anti-Corruption Coalition Uganda (ACCU) is a coalition of like-minded individuals and organizations dedicated to promoting transparency, accountability and anti-corruption in Uganda. ACCU works at national and sub-national levels. At the national level, ACCU collaborates with Civil Society Organizations (CSOs) operating in the accountability sector while on the local level, ACCU works with and through Regional Anti Corruption Coalitions (RACCs) distributed across the country as well as grassroot member organizations. This approach ensures that citizens' voices are effectively represented across the national agenda.

### **2.0 BACKGROUND**

Civil Society Organizations (CSOs), Regional Coalitions and community-based partners continue to play a critical role in promoting transparency, accountability, citizen engagement and social justice in Uganda. However, many organizations continue to face institutional capacity gaps that affect their sustainability, compliance, operational efficiency and ability to effectively deliver on their mandates.

Key institutional challenges include weak or outdated organizational policies, limited internal systems for data management and protection, and inadequate resource mobilization strategies to support long-term sustainability. Many regional actors also face difficulties in adapting to emerging compliance requirements relating to data privacy and digital information management, among others. The increasing use of digital systems and online engagement platforms by CSOs has heightened the need for strong data protection and information management practices.

In response, ACCU is implementing the Civic Engagement for Accountability Project which aims to strengthen accountability of state actors in Uganda and; enhance the capacity of non-state actors to demand for accountability. The project is implemented at national level and in 10 districts of Obongi, Yumbe, Madi Okollo, Terego, Pakwach, Moroto, Nabilatuk, Napak, Nakapiripirit and Kotido in West Nile and Karamoja sub-regions.

As part of this project, ACCU intends to engage a consultant to support and train Regional Coalitions and selected regional partners on strengthening institutional policies and systems, with particular focus on Data Protection Policies. The assignment will contribute to strengthening the institutional effectiveness, compliance and sustainability of Regional Coalitions and partner organizations.

### **3.0 JUSTIFICATION**

Strong data protection systems and policies are essential for effective organizational governance, accountability, compliance and responsible information management. However, many Regional Coalitions and regional partners continue to operate with limited data protection frameworks, inadequate policy guidance and weak systems for managing and safeguarding organizational and beneficiary information.

The increasing use of digital platforms, electronic data collection tools and online communication channels by Civil Society Organizations (CSOs) has heightened the need for stronger data privacy and protection measures. Weak data protection systems expose organizations to risks related to data breaches, unauthorized access, loss of confidential information and non-compliance with legal and ethical standards governing information management.

This assignment therefore seeks to strengthen the institutional capacities of Regional Coalitions and selected regional partners through targeted technical support and training aimed at improving data protection policies, information management practices, compliance mechanisms and organizational safeguards for handling personal and sensitive data.

By equipping Regional Coalitions and selected regional partners with practical knowledge, policy development skills and compliance approaches in data protection and information management, the training will strengthen institutional systems for safeguarding organizational and beneficiary data. The assignment will further enhance participants' capacity to develop, implement and operationalize effective Data Protection Policies and promote responsible data handling practices, ultimately improving organizational compliance, accountability and information security within Civil Society Organizations in Uganda.

### **4.0 GENERAL OBJECTIVE**

To strengthen the capacity of Regional Anti Corruption Coalitions and selected regional partners to develop, implement and operationalize effective data protection policies for improved organizational compliance, accountability and information security.

#### **4.1 SPECIFIC OBJECTIVES**

1. To enhance participants' knowledge and practical skills in data protection principles, legal frameworks, compliance requirements, and safe data management practices including data collection, storage, access and sharing.
2. To strengthen the capacity of Regional Coalitions and selected regional partners to develop and operationalize effective Data Protection Policies and procedures.
3. To support participants to identify data protection risks and develop practical action plans for strengthening organizational information security and compliance systems.

### **5.0 NATURE AND SCOPE OF WORK**

The consultant will conduct a virtual rapid training needs assessment to identify specific institutional and capacity gaps among Regional Coalitions and selected regional partners in data protection, information management and organizational compliance systems. Based on the findings, the consultant will develop tailored training materials and deliver a two-day training focusing on data protection principles, policy development and statutory compliance.

The consultant will design modules covering data protection principles and standards; legal and regulatory frameworks governing data protection and privacy in Uganda; organizational data management procedures; data collection, storage, access, sharing and retention practices; risk mitigation measures; and development and operationalization of Data Protection Policies and compliance mechanisms.

The training will adopt an interactive and practical approach, combining expert presentations, guided discussions, group work, policy review exercises and action planning sessions. Emphasis will be placed on practical tools, organizational compliance approaches and the development of actionable plans to strengthen institutional data protection systems, information security practices and responsible data management within participating organizations.

## 6.0 EXPECTED DELIVERABLES

Prospective consultants are expected to provide;

- A 2-day training on data protection, information management and organizational compliance systems for Regional Coalitions and selected regional partners.
- A comprehensive training report highlighting key actions from the training.

## 7.0 METHODOLOGY

The selected consultant will be expected to develop a detailed methodology for this assignment stating how the assignment objectives will be achieved. The final methodology for this assignment will be finalized in consultation with ACCU.

## 8.0 TIMEFRAME FOR THE ASSIGNMENT

No.	Task	Timeline	Responsible Party
1.	Publication of the terms of reference	11/05/2026	ACCU
2.	Delivery of expressions of interest	19/05/2026	Consultants
3.	Contractual processes	20/05/2026	Consultant & ACCU
4.	Development and review of training materials including capacity assessment	21/05/2026 – 23/05/2026	Consultant
5.	Conducting the training	25/05/2026 – 26/05/2026	Consultant
6.	Delivery of the final training report	02/06/2026	Consultant

## 9.0 LEVEL OF EFFORT

This assignment is expected to take 4 working days, covering the rapid assessment and delivery of the two-day training. The service contract will be signed for a period of up to four weeks to allow for preparation, review and submission of the final report.

## 10.0 QUALIFICATIONS

Prospective consultants should have the following profile:

- Post-graduate training in Information Technology, Data Management, Law, Governance, or a related field.
- At least 5 years' experience in data protection, information management, organizational compliance or institutional capacity strengthening.
- Demonstrated experience in developing Data Protection Policies and delivering participatory trainings for CSOs or similar stakeholders.
- Strong knowledge of Uganda's Data Protection and Privacy legal framework, with excellent facilitation and report-writing skills.

## 11.0 SUBMISSION OF PROPOSALS

Consultants/individuals who meet the above requirements should submit their **technical and financial proposals** to the Executive Director, Anti-Corruption Coalition Uganda on; [info@accu.or.ug](mailto:info@accu.or.ug) with a copy to; [amarlon@accu.or.ug](mailto:amarlon@accu.or.ug) not later than **19<sup>th</sup> May 2026**.