



## TERMS OF REFERENCE (TOR)

### Development of Data Protection Policy and Project Management Policy

#### 1. Background

The organization was founded in the year 2014 with the name Sustainable Energy Access Forum Kenya (SEAF-K). Since its inception we have been hosted by Kenya Climate Change Working Group (KCCWG) until its official registration with the Government of Kenya as an autonomous organization in October, 2024 after which the name rebranded to Sustainable Energy Access Association Kenya (SEAA-K).

Sustainable Energy Access Association Kenya (SEAA-K) is a national membership network which aims to address the limited level of multi-stakeholder engagement by using a holistic approach that brings together the stakeholders in the energy sector and to provide a platform for addressing the various challenges encountered in the sector. The network aims to address key energy gaps that include Energy access, Energy efficiency, Renewable energy and Energy security. The network is structured in four thematic groups as follows; Governance and policy advocacy, Research and Development, Information, Communication and Knowledge management and Membership and Capacity Development; whose mandate contributes towards addressing the identified gaps

As SEAA-K continues to grow its programs, partnerships, and digital systems, the organization requires structured governance frameworks to ensure:

- Proper management of projects and programs
- Protection and lawful handling of personal and organizational data

In line with regulatory requirements including the Data Protection Act, 2019 (Kenya), SEAA-K seeks to engage a consultant or consulting firm to develop a Data Protection Policy and a Project Management Policy to strengthen institutional systems and compliance.

#### 2. Objectives of the Assignment

##### 2.1 Overall Objective

To develop comprehensive institutional policies that enhances data governance, compliance, and effective project management within SEAA-K.

## **2.2 Specific Objectives**

- i. Develop a Data Protection Policy aligned with Kenyan legal and regulatory requirements.
- ii. Develop a Project Management Policy to guide planning, implementation, monitoring, and reporting of projects.
- iii. Establish clear roles, responsibilities, procedures, and accountability frameworks within SEAA-K.

## **3. Scope of Work**

The consultant will undertake the following tasks:

### **3.1 Inception Phase**

- Review SEAA-K's existing governance structures, operational procedures, and systems.
- Conduct consultations with SEAA-K management and relevant staff.
- Review applicable legal and regulatory frameworks including the Office of the Data Protection Commissioner (Kenya) guidelines.

### **3.2 Development of Data Protection Policy**

The consultant will develop a policy covering the following areas:

#### **a) Legal and Regulatory Compliance**

- Alignment with the Data Protection Act, 2019 (Kenya) & Global Data protection regulations.
- Compliance with guidance from the Office of the Data Protection Commissioner (Kenya)

#### **b) Key Policy Components**

The policy should include:

- Purpose and scope
- Definitions of key terms
- Principles of data protection
- Lawful basis for processing personal data
- Data collection and processing procedures
- Data storage and retention guidelines
- Data sharing and third-party processing
- Data subject rights
- Data breach reporting and response procedures

- Roles and responsibilities (including Data Protection Officer)
- Monitoring and compliance mechanisms

### **3.3 Development of Project Management Policy**

The consultant will develop a standardized policy guiding all projects implemented by SEAA-K.

#### Key Components

The policy should address:

- i. Project Governance Structure
  - Roles of Board, Secretariat, and Project Teams
- ii. Project Identification and Design
  - Needs assessment
  - Proposal development
  - Partner engagement
- iii. Project Planning
  - Work plans
  - Budgets
  - Risk management
  - Procurement considerations
- iv. Project Implementation
  - Roles and responsibilities
  - Project documentation
  - Change management
- v. Monitoring and Evaluation
  - Performance indicators
  - Reporting frameworks
  - Learning and adaptation
- vi. Financial and Compliance Management
  - Budget monitoring
  - Donor compliance requirements

vii. Project Closure

- Final reporting
- Documentation and knowledge management

#### **4. Deliverables**

The consultant will produce the following deliverables:

- i. Inception Report
  - Methodology
  - Work plan and timeline
- ii. Draft Data Protection Policy
- iii. Draft Project Management Policy
- iv. Stakeholder Validation Workshop
- v. Final Data Protection Policy
- vi. Final Project Management Policy
- vii. Implementation Guidance Note or Toolkit

#### **5. Methodology**

The consultant is expected to use a participatory and consultative approach including:

- i. Desk review of existing documents
- ii. Staff and management consultations
- iii. Benchmarking against best practices
- iv. Validation workshop

#### **6. Duration of the Assignment**

The assignment is expected to take 6-8 weeks from the date of contract signing.

#### **7. Required Qualifications**

The consultant/firm should have:

- i. Advanced degree in law, governance, public policy, or project management
- ii. Demonstrated experience developing organizational policies
- iii. Knowledge of the Data Protection Act, 2019 (Kenya)
- iv. Experience working with non-profit organizations, associations, or development partners
- v. Strong facilitation and stakeholder engagement skills

## 8. Reporting and Coordination

The consultant will report to the Coordinator, SEAA-K

## 9. Proposal Submission Requirements

Interested consultants should submit:

- Technical proposal outlining methodology and work plan
- Financial proposal
- Company/consultant profile
- Relevant past experience
- CVs of key personnel

All proposals should be submitted electronically to [info@seaa-k.org](mailto:info@seaa-k.org); [Justus@seaa-k.org](mailto:Justus@seaa-k.org) by C.O.B. 3<sup>rd</sup> May 2026

*SEAA-K is an equal employer. Persons with disabilities, women, and youth are highly encouraged to apply.*