



**AFRICAN CENTRE FOR TREATMENT AND REHABILITATION OF TORTURE
VICTIMS (ACTV)**

**TERMS OF REFERENCE (TORS) FOR CONSULTANT TO REVIEW AND UPDATE
THE ACTV GENERAL SECURITY POLICY**

Introduction:

ACTV was established in 1993 and is the pioneer provider of rehabilitation services to survivors and victims of torture in Uganda. Our vision is *a world free from torture* with a mission of *advocating against torture, gender based violence and other forms of violence and promote holistic care to survivors*. ACTV is currently the Chair of the Coalition Against Torture in Uganda and is also accredited to the International Rehabilitation Council for Torture Victims (IRCT), a grouping of 160 torture treatment centres in 76 countries around the world. ACTV rehabilitates survivors of torture using a holistic approach and in so doing faces a number of security concerns digitally and physically both in relation to clients' data protection and her staff. ACTV would like to review and update her general security policy so as to meet the constantly changing operating environment.

Background

ACTV has a security policy which has been in operation for quite some time now. Considering the constantly changing operating environment which requires a strong security policy, an internal review was conducted to ascertain the up to date applicability of the policy and therefore a need to revamp it has been deemed necessary by management.

To this effect therefore, the African Centre for Treatment and Rehabilitation of Torture Victims has identified the need to strengthen its security policy and seeks services of a professional and experienced consultant to undertake the assignment of reviewing and revamping the existing security policy therein fixing any gaps and providing robust updates on the policy to cater for the constantly changing operating environment for both staff and the organization as a whole.

Purpose of the consultancy:

The purpose of the consultancy is to review and update the ACTV security policy in line with the current context so as to enable ACTV carry out systematic and coordinated interventions at local, national, regional and international level securely.

Specific objective

- To assess and identify gaps in the existing security policy.
- Update the existing security policy in place as per the identified gaps in the existing policy.
- Identify and integrate the best security practices both physically and digitally in to the ACTV security policy.

Scope of work

- Review the current ACTV security policy and highlight the gaps.
- Develop relevant data collection tools for the assessment.
- Review relevant literature on organization security both physically and digitally.
- Identify best practices on organization security to be integrated in the security policy.
- Interview key stakeholders including ACTV staff, Management and the Board.
- Benchmark with relevant institutions on best practices in organization security.
- Draft clear security protocols both digital and physical on how individual staff and the organization can operate securely.
- Develop a revised ACTV security policy
- Present the draft with ACTV management for validation
- Share the final security policy for approval.
- Work plan schedule clearly showing how the assignment will be carried out with clear timelines for conducting security policy review.
- Budget and appropriate assessment framework

Methodology

- The consultant can develop a suitable methodology to undertake this task however participatory approaches are highly recommended.

Deliverables

- Inception report
- Assessment report for the current security policy.
- Updated security policy: updated policy with specific practical and workable security strategies that ACTV can utilize and the implementation plan.

ACTV Responsibilities

- ACTV will develop the consolidated terms of reference
- ACTV will avail the Consultant with the list of targeted stakeholders to be contacted.

- ACTV will avail all the necessary literature relevant to the assignment.
- The consultant will work closely with the Board, Management and Staff as well as other stakeholders involved in the fight against torture.

Please Note: Deliverables are subject to amendment based on consultation outcomes.

Duration

- The assignment is expected to take a period of 30days from the signing of the contract.

Qualifications and experience

Required

- Advanced university degree in Policy Studies, Public Policy or Policy, Philosophy and Economics, Digital Security, and any other related fields.
- Minimum of 10 years' experience in policy reviews, organizational policy development, Digital Security programming or any other related field.
- Substantial knowledge of current digital and physical security issues and familiarity with their programming
- Proof of Knowledge in such consultancies
- Ability to work collaboratively with multiple individuals and groups.
- Excellent communication, facilitation, synthesis and organization skills.

Submission of application

Along with their CV interested candidates should submit:

A technical proposal explaining, their comprehension of the, ToR, and how they would approach this assignment, the methodologies and approaches they plan to use, including a timeline.

- o Two samples of similar previous assignments
- o Their availability
- o A financial proposal outlining their expected fees and costs

Interested candidates/firms should submit a technical and financial proposal and two samples of similar previous assignments. Applications should be, submitted to ceo@actvuganda.org and actv@actvuganda.org not later than 27th October 2023