



## Terms of References (ToR) Legal Expert on Personal Data Protection

### 1. Background Oxfam DataLab project in Vietnam

DataLab is an innovation project of Oxfam in Vietnam aimed to bring together creative people and technical solutions to spark (big) data-driven innovations for sustainable development. The innovation spins off new, tailored development services that directly feeds into (real-time) to our knowledge development, thereby furthering Oxfam's overall ambition to make knowledge driven and evidence-based decisions.

DataLab creates data-driven services within the international Oxfam network. These innovative services challenge the organization to treat and think about data differently. Data is no longer only collected with the aim of improving programmes of Oxfam's and its partners, but data directly benefit citizens in improving their livelihoods. In other words, citizens are not solely the providers data, but also directly use the data generated within the services that Datalab develops.

### 2. Brief description of assignment

Oxfam DataLab project in Vietnam has the ambition to develop an innovative data driven service for citizens to help them to manage their personal household budget.

The Legal Expert on Personal Data Protection shall advice Datalab on our data policy, data service (including infrastructure) and assess the compliance with relevant Vietnam n and international laws and covenants. The Expert shall support Oxfam increasing our understanding of what is needed to comply with all relevant policies on data protection, data security, and data storage, usage and data access. In addition, the Expert provides advice on how to adjust our data policy, data service (including technical infrastructure) to meet the applicable regulations.

<b>Duration of the assignment:</b>	32 working hours
<b>Period of the assignment:</b>	19 March 2018 – 28 March 2018
<b>Place of assignment:</b>	Vietnam
<b>Working language:</b>	English

### 3. Deliverables:

- Overview Paper summarizing;
  - o All applicable Vietnam n and international regulations and policies related to the ownership, privacy, security, and usage, storage and access of personal data relevant for our data project in Vietnam.
  - o A List of recommendations to improve our data policy.

- A list of requirements for the data service - including technical infrastructure and database - to assure compliance with applicable regulation and policies regarding the ownership, privacy, security, use, storage and access to personal data, in an international (EU) context, but specifically in Vietnam.
- An (online) presentation summarizing the paper described above.

## 4. Requirements

Expert(s) are expected to have:

- Thorough knowledge of Vietnam n and international legislation on ownership, privacy, security, and usage, storage and access of (personal) data.
- Knowledge of specific challenges and legislation regarding (mobile and/or online) digital services and related data regulations
- Preferably, knowledge of trends, market players, customers, initiatives of innovative data services available in Vietnam to learn from existing data policies.
- Preferable, knowledge of open data and open software and their specific legislations
- Knowledge of and affinity with Oxfam’s mission and ambition to strive to be as open as possible in sharing and protecting data with and for citizens.

All the Experts participating in the assignment are expected to submit a detailed CV.

### Compensation

Expert(s) are requested to propose a fixed fee reimbursement including VAT and indicating cost estimates based on price per hour or day, number of days of work for different activities, and out of pocket expenses.

### Proposal

Expert(s) are requested to elaborate on their understanding of the assignment, present an approach, a work plan. The proposal should include rationale for the price offered.

## 5. Review of proposals

### Evaluation Criteria

#### *Proposal*

- Qualification and availability of staff
- Approach

#### *Costs*

- Fixed fee price proposal includes cost estimates / rationale
- Price including VAT

### Interview

Following the proposals submitted, we will invite selected Expert(s) to discuss their approach in a short interview.

### Negotiations

Negotiations may be held to work out contract details and other expectations.

### Disclaimers

Oxfam in Vietnam reserves the right to stop the purchase procedure completely or partly, temporarily or permanently until the moment of contract signing. In these situations, suppliers are not entitled to reimbursement of any costs or damages incurred in connection with this purchase procedure.

Quotations should be valid for at least three months after the deadline for submission.

Oxfam in Vietnam cannot be charged in any way for costs related to preparation and submission of a quotation. This can also include interviews and/or providing further information about the quotation.

The risk of any costs and/or damages which may arise by not awarding this contract to a supplier lay solely with the supplier. Oxfam in Vietnam cannot be held responsible for any such costs or damages.

By submitting a quotation, the Supplier agrees all the terms and conditions specified in this ToR. The quotation will not contain any reservation(s) to these terms and conditions. A quotation with one or more reservations can be excluded from the procedure.

## **6. Submission and deadlines**

Firms or independent contractors meeting the above qualifications are invited to submit a proposal by email to Oxfam in Vietnam at: [Dung.PhamThuy@oxfam.org](mailto:Dung.PhamThuy@oxfam.org);

Proposals should be received no later than **13 March 2018**. (The response details can be captured in the purchase request).

In case of questions, please contact Pham Thuy Dung by phone or email at: (+84) 0243.9454448 (ext.412)/ [Dung.PhamThuy@oxfam.org](mailto:Dung.PhamThuy@oxfam.org).