

Terms of reference for recruiting an expert or firm to develop a security protocol for sensitive data relating to access to safe abortion services

Context

To make it a strategic entry point for the safe abortion ecosystem in Francophone Africa, regional partners and local based organizations have come together to set up a Community of Practice (CoP) dedicated to self-managed abortion and commodities. The aim is to create a framework for sharing good practice and lessons learned in different contexts, to strengthen access to self-managed abortion and improve the availability and quality of supplies. This will also inform programming and advocacy at the regional and national levels, through the development of common strategies.

As part of the initiatives of this CoP on 'Self-Managed Abortion and Commodities' in Francophone Africa, members have expressed the need to develop a shared database and map of available services and resources. This initiative aims to improve access to safe abortion, particularly through self-management, while taking into account the region's legal, social and political realities.

Due to the sensitive nature of the data to be collected (e.g. access points, allied providers, referral mechanisms and product availability), it is crucial to ensure its security in order to protect organisations, providers and beneficiaries.

Mission objective

Develop a robust security protocol adapted to restrictive and stigmatizing contexts to govern the collection, storage, sharing, and use of sensitive data relating to self-managed abortion.

Expected results

- A comprehensive security protocol validated by CoP members.
- It contains practical recommendations for implementing the protocol.
- A guide to best practices for managing sensitive data.
- Presentation of the protocol to CoP partners.
- Training of trainers (some CoP members) on how to use the protocol.

Main tasks

The expert or firm shall:

1. Conduct a risk analysis relating to the management of sensitive data in contexts involving CoP members' interventions.
2. Identify international standards and best practices in data security in sensitive and criminalized contexts;
3. Co-develop the protocol with a select group of partners;

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4. Propose data protection mechanisms such as encryption, anonymisation, restricted access and secure hosting.
5. Define the roles and responsibilities of stakeholders in implementing the protocol.
6. Organise validation and training sessions with partners.

Required profile

- Proven expertise in cybersecurity, data protection, and risk management.
- Experience in advocacy contexts on sensitive or criminalized topics (sexual and reproductive rights, social justice, etc.).
- Knowledge of issues related to self-managed abortion and reproductive rights.
- Ability to work collaboratively with international and local organizations.
- Fluency in French (required) and English (preferred).

Duration of the assignment

La mission est prévue pour une durée de 6 à 8 semaines, à compter de la signature du contrat.

Deliverables

- Risk analysis report
- Data security protocol
- Implementation guide
- Final presentation to partners.

Submission procedures

Interested candidates are invited to submit the following via the ODAS Center's purchasing platform:

- A technical and financial proposal
- A CV or firm profile
- Examples of similar work carried out
- A cover letter

Bid evaluation grid

Profile of the candidate and firm (Knowledge of SRHR and abortion in	5
Relevant similar experience	10
Quality and suitability of the technical proposal in relation to expectations	10
Financial offer (flexibility, cost)	5

Schedule

- Preparation of the TOR: August 14 – September 1, 2025
- Review of TOR by CoP members: September 1–12, 2025
- Recommendation of profiles by CoP members: September 1–12, 2025
- Restricted call for tenders: September 12–September 28, 2025
- Evaluation of bids and background checks: September 29 – October 10
- Contract signing and start of assignment: October 17, 2025

Selection committee

The process will be led by the ODAS Center procurement team, with a committee comprising two members of the restricted CoP, selected based on their expertise.