



TERMS OF REFERENCE

DIGITAL AND PHYSICAL SECURITY TRAINING

Commencement Date:

Duration: Short term consultancy (3 days)

Place of work: Kampala and venue of the training.

1. Introduction

1.1 Background

Chapter Four Uganda is an independent not-for profit non-partisan organization dedicated to the protection of civil liberties and promotion of human rights for all in Uganda. It derives its name from the bill of rights contained under chapter four of the Constitution of the Republic of Uganda.

Incorporated in 2013 under the Laws of Uganda, Chapter Four Uganda is a robust and coordinated mechanism for legal response to abuse of civil liberties. The organization provides bold and innovative legal response through representation, litigation and counsel to the most vulnerable and discriminated sections of society.

Chapter Four envisions a society in which civil liberties and human rights are enjoyed without discrimination and those who abuse the rights are brought to account. Our mission is to provide a robust, strategic and non-discriminatory legal response in the defense of civil liberties in Uganda. We do this through employing public interest litigation, research and legal analysis, and advocacy to advance social change for the protection of civil liberties and human rights.

Our programming is in four areas 1) Civil liberties network and lobbying 2) Human rights documentation and policy advocacy 3) Organizational development and 4) Strategic and public interest litigation.

1.2 Context

Chapter Four is seven years old in existence and currently in the middle of implementing its second strategic plan after the maiden strategic plan of three years. The organization is growing and getting established. Chapter Four is governed by five Board of Directors, and led by an Executive Director with the help of a management team.

Amidst the closing civic space, the staff of chapter Four Uganda operate in an environment that present various digital and physical security threats. Although a number of safety and security measures have so far been taken, there is need to strengthen the awareness and ability of staff

and the organization to mitigate or avoid the threats that are expected in the current prevailing environment.

Therefore, in an effort to lower the vulnerabilities by building the capacity of the staff and the organization to deal with threats.

2.0 Objectives of the Assignment

2.1 Overall goal:

The Goal of this assignment is to work with Chapter Four's staff to enhance the digital and physical security of the individual staff and the organization.

2.2 Specific Objectives

To achieve the goal the consultant will be expected to undertake the following specific objectives

- Facilitate a digital security training.
- Facilitate a physical security training.
- Conduct a follow-up digital and physical security assessment.
- Develop an organization security plan.

3.0 Scope of work:

The training should focus on the following areas:

Digital / Cybersecurity threats

- a) Computer and phone security (virus, malware, passwords, messaging apps etc).
- b) Spyware threats.
- c) Hackers and predators.
- d) Phishing (domain spoofing, URL phishing etc).
- e) Ransomware attacks.
- f) IoT attacks.
- g) Cyberattacks.
- h) Outdated hardware and software threats.
- i) Man-In-The-Middle attacks

Physical security threats (Build capacity in the following areas):

- a) Understanding the force field analysis (profiling stakeholders and other actors).
- b) Assessing risk - threats, vulnerabilities, and capacities.
- c) Understanding and assessing threats.
- d) Security incidents.
- e) Preventing and reacting to attacks.
- f) Preparing a security plan.
- g) Improving security at work and at home.
- h) Security for women human rights defenders.
- i) Physical security approaches.

4.0 Deliverables

- 1) Digital security training facilitation.
- 2) Physical security training facilitation.
- 3) Training materials (PowerPoint presentations).
- 4) Digital security assessment report.
- 5) Physical security assessment report.
- 6) Organizational security work plan.

4.0 Time line for the Assignment

The assignment is expected to take maximum of 10 person days from the start date. The consultant may complete this assignment before the 10 days.

5.0 Line of communication and working arrangement

The consultant will report to the Ag. Executive Director, while working closely with the Program Assistant and the project team.

Working arrangement:

- a) The successful candidate will be expected to familiarise him/herself with the organisation and how it operates before and during the task.
- b) Chapter Four will meet the consultant's costs of transport and accommodation (during training dates).
- c) The Consultant must complete all formal administrative requirements of Chapter Four as per the organisations policy on contracted service providers.
- d) The Consultant should have their own laptop to complete the work activities.

6.0 Payment Terms

The Consultant will be paid in one phase upon completion and submission of key deliverables.

7.0 Person Specification

The Consultant should have the following profile:

- A minimum of a Bachelor's Degree.
- At least 5 years of experience in facilitating digital and physical security trainings for human rights defenders.
- Demonstrated knowledge and experience in developing security plans for human rights organizations.
- Sufficient knowledge and understanding of the operating environment for human rights defenders in Uganda and the region.
- Ability to undertake the consultancy and deliver on time.

Please send your quotation to amasake@chapterfouruganda.org or hand deliver it to our office.