



USAID/UGANDA CIVIL SOCIETY STRENGTHENING ACTIVITY

TERMS OF REFERENCE

Develop and Produce an Informational Guide on Digital Security of Financial Transactions for Civil Society Organisations in Uganda

July 19, 2023

Introduction

The USAID/Uganda Civil Society Strengthening Activity (CSSA) is a five-year USAID-funded Activity implemented by East-West Management Institute (EWMI) in partnership with the International Center for Not-for-Profit Law (ICNL). The Collaboration on International ICT Policy for East and Southern Africa (CIPESA) supported by EWMI seeks to develop and implement a CSO Compliance Index for the Regulatory Framework and Digital Security.

In this year CIPESA identified the need to develop and produce an informational guide on digital security of financial transactions for CSOs. The information Guide will feed into the overall goal which is to protect and expand civic space throughout Uganda by improving the enabling environment for civil society and fostering state-civil society engagement. And specifically, as a means to provide technical assistance towards strengthening the capacity of civil society organizations (CSOs) and other stakeholders to address restrictions on civic space in Uganda.

Activity Justification

In recent years, the digital landscape has transformed the way civil society organizations (CSOs) in Sub-Saharan Africa, particularly Uganda, engage in online financial transactions. However, the increased reliance on technology also exposes them to various digital security risks and threats, such as surveillance, phishing, fake accounts and impersonation, account hacking, malware, and ransomware. This concept note is in response to the current technology advancement related threats to CSO that affect their operations and survival. It proposes the development of an informational guide to educate CSOs in Sub-Saharan Africa about digital security measures to protect their online financial transactions. The guide aims to specifically



focus on addressing trending threats and the impact of emerging technology on the security of financial transactions.

Objectives

The primary objectives of this activity are as follows:

- To provide comprehensive guidance on best practices, tools, and technologies for securing financial transactions conducted online.
- To address the trending threats and risks associated with online financial transactions, taking into account the specific context of Sub-Saharan Africa.
- To raise awareness among CSOs in Sub-Saharan Africa about the importance of digital security in online financial transactions.
- To analyze and evaluate the impact of emerging technologies on the security of online financial transactions and provide corresponding mitigation strategies.
- To empower CSOs with the knowledge and skills necessary to adopt robust digital security practices in their financial operations and transactions.

Methodology

The consultant will primarily employ a qualitative study design. Thus, the consultant will be expected to review and study the trends and ways the digital landscape has transformed the way civil society organizations (CSOs) in Sub-Saharan Africa, particularly Uganda, engage in online financial transactions. The consultant will be expected to review practices from various jurisdictions including the policy and legal frameworks, adoptions, application, usability, advantages, disadvantages and lessons. This should key lessons and practices for CSOs and would be adoptions and adaptations in Uganda.

Among others, the development of the informational guide will involve the following steps:

- Research: Conduct an in-depth analysis of the digital security landscape, specifically focusing on online financial transactions in Sub-Saharan Africa.



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- Identification of the current trends of threats and emerging technologies impacting the security of financial transactions.
- Content Creation: Develop comprehensive and user-friendly content that covers digital security best practices, encryption methods, secure payment gateways, multi-factor authentication, risk assessment, secure communication, and data protection measures.
- Case Studies: Include real-life case studies from CSOs in Sub-Saharan Africa to illustrate the importance of digital security and highlight successful implementation stories.
- Collaboration: Engage with digital security experts, financial institutions, and CSOs in Sub-Saharan Africa to gather insights, validate the content, and ensure its relevance and practicality.
- Localization: Customize the guide to address the specific challenges faced by CSOs in different countries within Sub-Saharan Africa, considering factors such as local regulations, infrastructure limitations, and regional threat landscapes.
- Develop a dissemination strategy to reach CSOs across the region, including workshops, webinars, and partnerships with regional networks and organizations.

Expected Outcomes:

The informational guide should among others contribute to:

- Increased awareness among CSOs in Sub-Saharan Africa about digital security risks and measures to safeguard their online financial transactions.
- Adoption of best practices and tools for secure online financial transactions by CSOs.
- Strengthened capacity of CSOs to identify and mitigate trending threats associated with online financial transactions.
- Enhanced resilience against emerging technologies and their potential impact on the security of financial transactions.



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- Improved trust and confidence in online financial transactions within the CSO community in Sub-Saharan Africa.

Scope of Work and Specific Tasks

Under the guidance of the Technology Officer of CIPESA, the Consultant is expected to perform the following tasks:

- Prepare a content plan for the development of the information guide and discuss the same with the technology officer-CIPESA.
- Undertake a desk review of the agreed areas including, policy and legal frameworks, adoptions, application, usability, advantages, disadvantages and lessons.
- Conduct research on the state of digital security of financial transactions for CSOs.
- Develop a draft information guide on the state of digital security of financial transactions for CSOs in Uganda. The Guide should include the state, policy and trends within and without Uganda, potential impact on civic environments of CSOs and recommendations for proper adoption and their use.
- Address comments from CIPESA on the draft Information Guide.
- Share the final Information Guide for review and publishing once approved by CIPESA.
- Prepare one (1) blog summary (3 pages maximum) of the report clearly highlighting the findings, conclusion and recommendations

Deliverables and Timelines

The Consultant will be required to produce the following deliverables within a period of 15 days from the 30th July to 15th August 2023 as indicated herein below

- Inception Report and Budget (Not more than 2 pages)
- Draft paper
- Final paper— A well-researched, analytical and evidence-based Information Guide digital security of financial transactions for CSOs.



- One (1) blog summary (3 pages maximum) of the report clearly highlighting the findings, conclusion and recommendations

Schedule of Payments

The Consultant will be paid in two installments upon the submission of key required deliverables, the same having been reviewed and evidenced to meet the acceptable standard.

Once agreed upon, the payments will be certified by the supervisor for processing to ensure that deliverables/work carried out is in line with the Terms of Reference and meet quality requirements.

The payments shall be made as follows; 30% upon completion and approval of inception report; 70% upon delivery and approval of final policy brief.

Required Skills and Experience

- Degree in computer science or social sciences. An advanced qualification is an added advantage
- Expertise in technology and Digital Security
- Knowledge of Sub-Saharan Africa social, economic, and technological landscape.
- Excellent research, writing and presentation skills;
- Demonstrated ability to produce clear reports and guidance with in-depth analysis and strategic recommendations in the relevant fields.
- Ability to complete complex assignments in a timely manner and deliver quality results over a short period of time.

Application Procedure

The following documents should be submitted as part of the application:

- Cover letter
- portfolio



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- Financial Proposal (Specifying a total lump sum amount for the tasks specified in this Terms of Reference). The financial proposal shall include a breakdown of this lump sum on a daily basis.
- Samples and/or published links to position/issue papers or similar works produced.

How to Submit the Application:

- Proposals should be addressed to the Executive Director CIPESA, Plot 6 Semawata Place (Off Semawata Road), Ntinda Kampala Uganda. Applications should be sent to programmes@cipesa.org and cc. brian@cipesa.org and edrine@cipesa.org. The subject of the email should be; **“Development of An Information Guide for Financial Online Security for CSOs.”**

The deadline for receipt of applications is Thursday 27th July, 2023 at 05:00 pm