

Call for Tenders

Advice on organisation's compliance with General Data Protection Regulation

EASPD is the European Association of Service providers for Persons with Disabilities. We are a European not-for-profit organisation (*aisbl* registered in Belgium) and represent over 15,000 social service provider organisations across both Europe and disability. The main objective of EASPD is to promote equal opportunities for people with disabilities through effective and high-quality service systems.

1. Tender specification

EASPD is looking for an advisor to review the internal procedures of the organisation and propose practical recommendations on how our activities and operations should be implemented in order to comply with the General Data Protection Regulation (GDPR).

2. Main elements of work

The new GDPR will come into effect on 25th May 2018 and will introduce new requirements for how organisations process personal data. The advisor should:

1. Analyse all activities & operations and identify the situations involving individual's personal data processing
2. Issue practical recommendations for each of the situations identified
3. Gather all practical recommendations and produce an internal protocol for data processing (final report)

3. Deadlines

Deadline for application: 15th January 2018

Response to application: 22th January 2018

Selected applicants are expected to take on the assignment as soon as possible.



4. Expertise required

The applicants will be expected to demonstrate that they have:

- Expert knowledge and experience of the Belgian and European regulatory frameworks on data protection. Proven expertise on similar work about GDPR practical implementation will be highly valuable.
- Expertise on compliance evaluation. Proven expertise on working with European NGOs would be highly valuable.
- An operational approach to the integration of legal obligations and principles
- Experience of writing accessible reports for an NGO and/or EU/national organisation readership;
- Excellent command of English (written and oral)
- Only candidates from EU Member States are eligible for participating in the tender.

5. Selection and award criteria

The applicant(s) should submit the following documents until **22nd December 10, 2017; 23:59 CET**:

- A motivation letter describing your expertise and explaining why you are the right candidate for the assignment (not more than 1 page).
- A work plan proposal, including a timeline, explaining how you plan to conduct the assignment.

6. Price, payment and contract

The estimated price is max. **EUR 2,500**, all taxes included. The contract will be awarded to the tenderer whose offer represents the best value for money, taking into account the quality of submitted document and individual expertise.

Payment will be made on receipt of the final report. The contract will be drawn up between EASPD and the contractor.

7. Contact Details

Please send bids to Mr Luk Zelderloo, EASPD Secretary General (luk.zelderloo@easpd.eu)

