**Consultancy Opportunity**

**Data Protection Analyst**

**(074-2023-GAVI-RFQ)**

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| **Opening Date:**  24/04/2023 | **Closing Date:**  12/05/2023 |
| All responses by email to: [procurement@gavi.org](file:///C:/Users/mwattinger/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/ILKZ9D01/procurement@gavi.org)  *(submissions are due before midnight Geneva Time on the Closing Date)* | |

1. **Background and Introduction**

Gavi Alliance’s (“**Gavi**”) mission is to save children’s lives and protect people’s health by increasing access to immunisation in poor countries.

Gavi is a unique organisation that aligns public and private resources in a global effort to create greater access to the benefits of immunisation. It does this with precision and in creative, innovative ways to ensure that donor contributions efficiently save lives and help build self-sufficiency in the world’s poorest communities and regions.

For more information, please visit the Gavi website: <http://www.gavi.org/about/mission>

1. **Background of the team and purpose of the role**

In 2020, Gavi released its first data governance framework, a set of data policies and data processes to promote the treatment of data as a critical and valuable asset. With this increase in awareness established, the organization is now taking strides to ensure the safeguarding and protection of our information and data assets accordingly.

Through identifying, governing, and securing our information and data, the data protection initiative aims to ensure a Gavi working environment that is aligned with international best practice and effectively mitigates any financial and reputational damage to the organization. The mandate for developing and implementing the data protection framework sits within the Knowledge Management & Technology Solution (KMTS) team, who are responsible for leading engagement and collaboration across the organization and with key stakeholders on this topic.

1. **Description of Services:**

* **The Data Protection Analyst will support the Data Governance Manager in the execution and development of the current vision and strategy. He/she will be responsible for promoting training and awareness campaigns based on internal policies and standards, fostering engagement across stakeholder groups, as well as delivering reports on key data governance and protection initiatives. He/she will be measured on the ability to effectively support awareness and deliver communication efforts in this area.**

**Main Duties & Responsibilities**

* Support the data protection vision, strategy, and framework development and implementation.
* Develop and maintain policies, standards, and guidelines related to information and data protection.
* Collaborate with champions across business units to promote ways of working in a compliant manner within their teams.
* Support data mapping and risk assessment concerning information and data assets across the organization.
* Develop effective and strategic communications and reports in collaboration with Change Management colleagues when needed.
* Develop and deliver training and awareness campaigns across the organization.
* Support efforts aimed at developing a culture of treating data as an asset and protecting it as such.
* Engage project teams with information and data protection requests and support.

***Note: The essential functions listed in this section are not exhaustive of the job responsibilities; other duties may be assigned consistently with the department needs.***

1. **Location:** Gavi Alliance HQ, Geneva, Switzerland or remote (subject to discussion)
2. **Qualifications and work experience required:**

*Academic*

* Bachelor's or Master's degree in computer science, information management, business administration, law or a related field, or equivalent work experience

*Work Experience*

* 5 years of experience in data management, data governance, data protection domains or within the Governance, Risk & Compliance (GRC) field.
* At least 2 years of experience in large, cross-functional teams influencing key stakeholders effectively across the organisation and within complex contexts.
* Proficient use of key technology platforms e.g. O365, BI Tools SAP, and Salesforce.

*Skills/competencies*

Job-related

* Clear understanding of Gavi’s mission, strategic goals, and objectives.
* Knowledge of Gavi’s sector and industry, and key business processes. Understanding of how data is used within business processes and its impact on desired business process outcomes.
* Excellent written, verbal communication, and presentation skills are required.
* Basic understanding of how data and analytics influence behaviour across business functions, as well as the corporate objectives and metrics, including how modern governance trends such as adaptive governance might apply.
* Familiar with data governance methodologies and frameworks (such as dama.org, CMMI, Data Management Maturity Model (DMM), Data Management Book of Knowledge 2 (DMBOK) or Data Management Capability Assessment Model (DCAM)
* Good knowledge of data protection regulations and frameworks.
* Solid project management skills to guide point-in-time and ongoing targeted information and data management efforts including data quality, retention, security, privacy, and ethics improvement projects (PMI and/or Agile framework).
* Experience with data analysis, data modelling, and data quality techniques is an advantage.
* Experience with information and data governance and compliance tools is an advantage.

Organizational

* Ability to collaborate across different teams within the organization
* Strong customer-oriented service skills
* Analytical thinker with the capacity to pre-empt and help solve problems and provide recommendations
* Self-starter capable of taking initiative
* Demonstrate integrity and responsibility

***Note: short-listed candidates may be asked to complete a timed test to demonstrate their data management, analysis and communication skills.***

*Languages:*

Fluency in written and spoken English is required.

Any other language would be an advantage.

1. **Duration of Assignment:** 7 mon.
2. **Selection Process and expected timelines**

* Interested parties should respond by completing Annex One and returning their application before midnight on the Closing Date;
* Gavi will shortlist and invite for interviews (1-2 weeks)
* Contract negotiation and signature (1-2 weeks)

***We are committed to fostering a just, equitable and diverse culture free from racism and discrimination in which all staff, partners and stakeholders feel empowered, safe and heard.***

Please note that as a vaccine organisation and in order to provide duty of care towards its employees, consultants, and individual contractors working on site, Gavi is requiring all of them to confirm that they are fully vaccinated[[1]](#footnote-2) against Covid-19 as a condition for engagement with us.

If you wish to apply, please visit our Careers webpage and apply by sending your application to [procurement@gavi.org](mailto:procurement@gavi.org) with the title **074-2023-GAVI-RFQ** - " **Analyst Protection**" before the closing date of **12th of May 2023**.

**ANNEX ONE**

**SUBMISSION FORM**

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| **Consultancy Opportunity for the services of Data Analyst Governance**  **(Gavi reference 074-2023-GAVI-RFQ)**  **IF ANY OF THE INFORMATION PROVIDED BELOW IS CONFIDENTIAL, PLEASE STATE SO IN THE RESPONSE.** | |
| Applicant name: |  |
| Address of residence: |  |
| Business type: | ☐Non-profit ☐ For-profit  ☐Individual ☐Other: |
| Daily rate (currency & amount): |  |
| Resume (attach CV) or description of past services, similar to this position: | Attach |
| Short letter outlining motivation and relevance of experience to date: | Attach |
| Valid passport and work permit (\*) | ☐ Yes No |
| This information certified by: |  |
| Application Source | ☐ Gavi website Devex  ☐ Linkedin Other |
| Date: |  |
| Signature: |  |

\* Applicants must hold a valid working permit for the Country where they are based. Please note if applicant is selected, a copy of their passport, will be required. In the event that the work location is Switzerland, Gavi may at its discretion assist the Consultant in obtaining a Work Permit in Switzerland for the duration of the contract.

Please do not submit generic marketing materials, broadly descriptive attachments, or other general literature.

**ANNEX TWO**

## CONSULTANCY OPPORTUNITY RULES

Gavi invites you to submit a competitive bid by responding to this “Consultancy Opportunity ”, based on the below outlined rules:

1. This entire Consultancy Opportunity and all related discussions, meetings, exchanges of information, and subsequent negotiations that may occur are confidential.
2. The issuance of this Consultancy Opportunity in no way commits Gavi to make an award. Gavi is under no obligation to justify the reasons for its supplier(s) choices as a result of this Consultancy Opportunity . Gavi may choose not to justify its business rewarding decision to the participants to this tender.
3. Gavi reserves the right to:

* reject any proposal without obligation or liability to the potential bidder;
* withdraw this Consultancy Opportunity at any time before or after submission of bids, without prior notice, explanation or reason;
* accept other than the lowest price offer;
* award a contract on the basis of initial offers received, without discussions or requests for best and final offers;
* decide not to award any contract to any bidder responding to this Consultancy Opportunity ,

1. You agree that your bid is valid for no less than sixty (60) days from the quotation due date.
2. Faxed copies will not be accepted. Late quotations are subject to rejection.
3. Gavi reserves the right to request additional data, information, discussions or presentations to support part of, or your entire bid proposal. Bidders or their representatives must be available to discuss the details of their proposal during the evaluation process.
4. All responses should be submitted in electronic format.
5. The proposed timeline set out above indicates the process Gavi intends to follow. Gavi reserves the right to make changes to this timeline.
6. If the applicant is a US Citizen or resident (Green Card holder) or a non-US person living or working in the US, Applicants should be aware of OFAC regulations.
7. As a vaccine organisation and in order to provide duty of care towards its employees, consultants, and individual contractors working on site, Gavi requires all its Employees and Contractors to confirm their full vaccination status against Covid-19 as a condition for contracting, specifically fully vaccinated means one of the following:

* Confirmation of receipt of one dose of the Covid-19 vaccination listed in WHO’s Emergency Use Listing and being scheduled to receive a second dose in the near future or confirmation that one has previously had Covid-19 thereby being exempted from a second dose of the vaccine.
* Confirmation of receipt of two doses of a Covid-19 vaccine.
* Confirmation of receipt of received one dose of the J&J Covid-19 vaccine.

1. Fully vaccinated means one of the following categories:

   * You have received one dose of the Covid-19 vaccination listed in [WHO’s Emergency Use Listing](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fextranet.who.int%2Fpqweb%2Fvaccines%2Fcovid-19-vaccines&data=04%7C01%7Coelbakkali%40gavi.org%7C4f324df0b4d34d8a511d08d9b8d04e5e%7C1de6d9f30daf4df6b9d65959f16f6118%7C0%7C0%7C637744027078327646%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=ORIr8XidKbIQaihJfsHQx3m5boj0FLsbS5010bRoawY%3D&reserved=0), and you are scheduled to receive a second dose in the near future or you have previously had Covid-19 thereby exempting you from a second dose.
   * You have received two doses of the Covid-19 vaccination.
   * You have received one dose of the J&J Covid-19 vaccine.

   [↑](#footnote-ref-2)