



RFP/022/2025

**REQUEST FOR PROPOSAL (RFP) FOR CONSULTANCY FOR DATA PROTECTION
AND DATA PRIVACY AUDIT, ASSESSMENT, MAPPING & TRAINING DATA
PROTECTION-RFP/022/2025**

August, 2025

1.0 INTRODUCTION

The Science for Africa Foundation (SFA Foundation) is a pan-African, non-profit, and public charity organisation that supports, strengthens, and promotes science and innovation in Africa. The SFA Foundation is committed to improving African people's quality of life and promoting research uptake in communities, industry, and the public sector. We serve the African research ecosystem by designing, funding, and managing programmes that support excellent science and innovation; and that build and reinforce environments that are conducive for scientists to thrive and produce quality research that impacts development. SFA Foundation is distinctive in that it focuses on the ecosystem surrounding research and the production of research itself. It also supports initiatives that directly influence the quantity, quality, and impact of research. SFA Foundation operations are hosted within the International Centre of Insect Physiology and Ecology (ICIPE) as a programme in the Republic of Kenya.

2.0 OVERVIEW

SFA Foundation is seeking a qualified data audit consultant or firm to streamline and optimise internal processes across various functions, such as Human Capital, Finance, and Procurement. This consultancy will support the organisation's commitment to efficiency, scalability, and alignment with strategic goals.

3.0 Objectives of the Assignment

The primary objective of the data protection and data privacy audit is to assess the SFA Foundation's current data protection practices and ensure compliance with applicable data protection laws. The scope includes:

1. Evaluating the organisation's legal status regarding registration as a data controller or processor,
2. Mapping data flows across departments, and
3. Reviewing and updating existing policies, guidelines and consent mechanisms.
4. Additionally, the audit aims to examine the accuracy, completeness, and security of personal data through a comprehensive system review, while also strengthening internal capacity through targeted staff training.
5. The overall goal is to identify gaps, mitigate risks, and provide clear recommendations for improving data governance and compliance.

4.0 Key Deliverables

The consultancy firm will be expected to deliver the following:

1. Inception report
2. Audit report highlighting findings and recommendations.
3. Updated data protection & privacy policies, guidelines, statements, and consent forms.
4. Staff training materials
5. Staff training

5.0 PROPOSAL SUBMISSION REQUIREMENTS

Consultants are requested to submit a proposal containing:

- **Approach and Methodology:** Description of the proposed methodology, project approach, and tools.

- **Detailed work plan:** Detailed timeline and plan with deliverables and timelines
 - **Team Composition:** Names and roles of the project team members, including their qualifications and diversity in past projects. Experience working with diverse organisations, including non-profits, public sector entities, and private corporations.
 - **Budget:** Detailed budget breakdown including fees for each phase and any anticipated expenses.
 - **References:** At least three references from past clients with similar projects:
- a) Mandatory/ Statutory requirements/ Company Profile.
 - b) A one-page cover letter with contact details.
 - c) The proposal should not be more than five (5) pages (including the budget).
 - d) A project plan that demonstrates a clear understanding of the assignment.
 - e) An executive summary providing an overview of your methodology, project approach, tools and detailed work plan: timeline and deliverables
 - f) References of similar clients where similar work was done i.e. (submit at least three (3) reference letters or recommendations from similar clients)
 - g) Qualification and experience:
 - a. **Legal Expertise:** Established technical legal training and understanding of legal frameworks and legislation governing data protection and privacy in Kenya. Knowledge of and the European General Data Protection Regulation (GDPR) will be advantageous.
 - b. **Firm Background:** Proven track record in data protection and data privacy audits and assessments. This can be tied to specific team members with history of providing the services.
 - c. **Experience:** At least 7 years of relevant experience as a data protection and data privacy specialist with proven expertise in data process analysis, personal data mapping, documents review, design and trainings.
 - d. **Team composition:** A team with diverse expertise, including but not limited to process analysts, legal experts, audit specialists, and trainers.
 - e. **Systems Thinking:** The ability to document processes in a way that integrates seamlessly with enterprise-wide automation systems
 - f. **Skills:** Strong analytical, project management, communications, drafting skills. Proficiency in process and data mapping tools and methodologies.
 - g. Cost projections-
 - i. financial proposal shall clearly indicate the total cost disaggregated to enable partial payments and/or scaling of services. The Prices quoted should be inclusive of all taxes and delivery costs, must be in US Dollars (\$) and shall remain valid for (120) days.
 - ii. Cost-effectiveness and value for money based on the proposed budget, with a clear breakdown of fees by project phase.
 - iii. Justification of costs, ensuring alignment with the scope of work and expected deliverables.
 - iv. Competitive pricing that aligns with industry standards for data protection and privacy audit consulting services.

6.0 DURATION OF THE ASSIGNMENT

The consultancy assignment is expected to be completed over a period of 3 months. Key milestones and deliverable due dates will be agreed upon during the inception phase.

7.0 RFP TIMELINES

Action	Date
Circulation of RFP	26/08/2025
Deadline for receipt of questions relating to the RFP and confirmation of participation	29/08/2025
Response to Vendors' Queries	02/09/2025
Deadline for submission of the proposals	09/09/2025
Project start date	After contracting

8.0 EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria to ensure the selection of a Project Manager meets our needs effectively:

- i) Mandatory Evaluation
- ii) Technical Evaluation
- iii) Financial Evaluation

Mandatory Evaluation

The mandatory evaluation shall be conducted based on the below criteria. Any bidder who does not meet the mandatory requirements will be disqualified from proceeding to technical evaluation.

Mandatory Criteria

Mandatory Requirements of the Consultant
<ul style="list-style-type: none">c) Tax compliance certificate and PIN Certificate (if Kenyan) where applicable.c) Evidence of having conducted similar assignments. (Provide recommendation letters among others)c) Registration with at least one relevant regulatory body (where applicable)

Technical Evaluation * (Weight 80%)

Only bidders who will meet all mandatory requirements will proceed to technical evaluation stage. The evaluation will be based on the below criteria.

Technical Evaluation Criteria

Criteria	Weighted Scores	Minimum Scores (80% per Section)	Bid Score
Methodology and Approach (40%) <ul style="list-style-type: none">• Clarity and feasibility of the proposed approach to the project phases (assessment, design, implementation, and monitoring).	30%		

<ul style="list-style-type: none"> • Demonstrated capability in conducting comprehensive data mapping exercises, including identifying and documenting data sources, flows, and storage within an organization. • Use of recognized data protection and privacy audit tools and methodologies for effective process mapping, analysis, and improvement. • Demonstrated understanding of the organization's specific needs, as reflected in a tailored approach to the project. 			
<p>Experience and Expertise (30%)</p> <ul style="list-style-type: none"> • Proven experience in conducting data protection and data privacy assessments, audits, and mapping exercises for organizations. • Knowledge of best practices in data security and backup procedures will be an added advantage. • Expertise in evaluating and updating data protection and data privacy policies, guidelines, statements, and consent forms. • Strong knowledge and understanding of data protection laws, especially the Data Protection Act of Kenya. Knowledge of and the European General Data Protection Regulation (GDPR) will be advantageous. • Experience in developing and delivering training sessions on data protection principles and compliance. • Excellent report writing and strong communication skills to effectively convey complex data protection concepts to staff at various levels. • Ability to create awareness campaigns to reinforce data protection best practices. • Technical proficiency in conducting system and documents audits to assess the security of personal data and compliance with the law. • Certifications or advanced qualifications or trainings in data 	20%		

<p>protection and privacy and audits are preferred.</p> <ul style="list-style-type: none"> Registration with relevant bodies. 			
<p>Team Composition and Qualifications (20%)</p> <ul style="list-style-type: none"> Experience and qualifications of the project team, particularly the lead consultant. Availability of team members throughout the duration of the project, including specialists in process optimisation, change management, and training. 	20%		
<p>References and Past Performance (5%)</p> <ul style="list-style-type: none"> Positive feedback from previous clients, especially in projects similar in scope and complexity. Evidence of measurable results achieved in past data protection and privacy audits. 	5%		
Proposed Value additions	5%		
<u>Total Score</u>	100%		
Total Scores out of 80%	80		
Minimum Scores out of 80%	64		

Bidders must meet 80% minimum scores for each category and must attain a pass mark of 64% to be considered for the next steps

Financial Scores (Weight 20%)

Only bidders who will attain the minimum technical scores requirement will be considered for Financial Analysis.

Table 4: Financial Criteria

Any quoted price above 10% of the budget estimates, will not be considered for financial analysis.

Criteria	Score
Cost and Value (20%) <ul style="list-style-type: none"> Cost-effectiveness and value for money based on the proposed budget, with a clear breakdown of fees by project phase. Justification of costs, ensuring alignment with the scope 	20 marks

N/B Top bidders may be invited for presentations on their proposal before determination of the winning bidder.

Determination of the Winning Bidder

The winning bidder shall be determined based on the combined scores for Technical and Financial scores as per the below formula:

Final Score (FS)= TS x T% + FS x F%,

where T% + F% shall always be equal to 100%.

- *Final Score (FS) is the total combined scores of Technical and Financial scores.*
- *T% is the weighting given to the technical proposal.*
- *F% is the weighting given to the financial proposal*

T% shall be 80% and F% shall be 20% respectively

The bidder with the highest combined scores shall be considered for negotiations for the award.

9.0 TERMS AND CONDITIONS

This document contains proprietary and confidential information. Bidders may use or reproduce the information detailed within this document and any other supporting information only to provide a response to this request for proposal. No commitment will be made to any bidder unless a contract has been awarded and signed by both parties.

SFA Foundation reserves the right to cease this exercise at any time. During the period of this activity, no contact should occur between any members of the bidder's staff and SFA Foundation staff in relation to this exercise other than through the designated contact points as detailed within this request for proposal. It is however recognised that pre-existing relationships if any, will be respected.

10.0 ETHICS

Bidders are required to observe our procurement ethical code of conduct which includes but is not limited to observing the highest standard of ethics regarding corruption, collusion, conflict of interest, and fraud. If the bidder does not observe confidentiality or ethical practices, they shall be disqualified from any future work.

11.0 NON-DISCLOSURE AND CONFIDENTIALITY

The information contained within this document or subsequently made available to the consultant is deemed confidential and must not be disclosed without prior written consent unless required by law.

12.0 INDEPENDENT PROPOSAL

By submitting a proposal, the bidder warrants that the fees in the proposal have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition as to any matter relating to such fees, with any other potential consultant or with any competitor.

13.0 PROPOSAL SUBMISSION PROCESS

It should be noted that this document relates to a request for proposal only and not a commitment to enter into a contractual agreement. In addition, SFA Foundation will not be held responsible for any costs associated with the production of a response to this request for proposal.

1. Proposal to be sent by email to:
procurement@scienceforafrica.foundation on or before 9th September 2025 at 5.00 pm (EAT)
2. The proposal to be marked as follows on the subject line:

REQUEST FOR PROPOSAL (RFP) FOR CONSULTANCY SERVICES FOR DATA PROTECTION AND DATA PRIVACY AUDIT, ASSESSMENT, MAPPING & TRAINING RFP/022/2025