Support in assessing the capacities of the Ministry of Internal Affairs (MIA) and its Law enforcement agencies (LEAs) in Data Protection and in specialized training for Data Protection Officers, to benefit from the EU best practices.

LIMITE DE CANDIDATURE

07 Octobre 2024

DURÉE DE LA MISSION

Court Terme

ZONE GÉOGRAPHIQUE

Europe Et Asie Centrale

Home Affairs Programme of European Union in Kosovo, or HAPE, as is known by its acronym, is an EU-funded technical assistance project conceived to support and assist key Kosovo law-enforcement agencies and ministries, in particular the Kosovo Ministry of Internal Affairs (MIA), Kosovo Police (KP), Special Prosecution of Republic of Kosovo (SPRK), in achieving their objectives and bringing their performance closer to EU standards.

The Grant Contract No. IPA/**2022/441510**, for the implementation of HAPE project, was awarded by the EU Office in Kosovo to the Ministry of Interior (MoI) of the Republic of Italy, as the lead partner. MoI of the Republic of France and Belgian Federal Police are the other two implementing partners of the project. The project started the implementation period on the 1st of March 2023 and is expected to last for 40 months.

The **specific objective** number 1 of HAPE is to strengthen the capacities and improve the performance of MIA and its dependent institutions to align effectively with the EU Acquis (chapter 24). The **specific objective** number 2 is to strengthen the investigative and operational capacities of the KP, SPRK and Kosovo Academy of Public Safety (KAPS), in the fight against Serious Organized Crime (SOC), corruption, terrorism, cyber-security, forensic, border management, migration, seizure, confiscation of criminal assets.

One of the aims of the HAPE project under outcome 2/output 2.4.6.2 is to assess and enhance the data protection protocols in MIA and subordinate LEAs. In particular, it requires support to MIA (LEAs) in assessing the capacities of Data Protection and then train them on the same field.

Therefore, HAPE project will recruit and deploy 1 international short-term expert (STE) to support in assessing the capacities of MIA and its LEAs, in the field of Data protection and then conduct specialized trainings in order to enhance the capabilities in Data Protection.

DESCRIPTION OF THE ASSIGNMENT

- **Global objective**

The global objective of the assignment is to increase protection of fundamental rights and freedoms of Kosovo people dealing with MIA and Kosovo LEAs, in particular their right to the protection of personal data.

- **Specific objective(s)**

The specific objective of the assignment is to enhance the capacities of MIA and its LEAs in Data Protection and bring them closer to EU standards. including support in preparing a number of internal documents required by the Law on Data Protection.

- **Requested services and tasks for the contractor.**

The international STE is expected to carry out the following services and tasks:

- Desk review of relevant documents and laws (Data Protection Law), organization charts, etc.
- Review organization structure of the MIA and LEAs with regard to data protection.
- Organize meetings with relevant MIA and its LEAs and other relevant structures.
- Assess the MIA and LEAs capacities (human resources, structure, laws, sub-laws, job description, etc.), in Data Protection based on EU standards and EU MS best practices.
- Identify relevant EU Acquis in the area.
- Identification needs and gaps.
- Prepare an assessment report on the capacities of the MIA and the LEAs capacities in Data Protection based on EU standards EU MS best practices.
- Provide support in preparing the relevant templates/documents required under Kosovo law.
- Prepare the materials for general and specialized trainings.
- Conduct a 5-day general and specialized training in Data Protection to MIA and its LEAs
- Any other service necessary for the completion of the tasks above.

REQUIRED OUTPUTS AND DELIVERABLES

The outputs required include:

- Assessment report on MIA and its LEAs capacities in Data Protection prepared, including relevant recommendations.
- General and specialized training materials prepared.
- General and specialized trainings in the field of Data Protection to MIA and LEAs Data Protection Officers delivered.
- Relevant templates/documents required under Kosovo law prepared.
- Mission Report (2-3 pgs.)

METHODOLOGY

The expert is expected to carry out the assignment in close cooperation and consultation with KP relevant representative and HAPE project. In performing the above-mentioned services, the expert may employ some or all the methods below:

- Desk collection, review, and analysis of EU relevant Directives and best practices and necessary literature, etc.
- Online meetings, discussions and consultation with the relevant actors or other stakeholders.
- Meeting in person with relevant stakeholders.
- Interviews, questions and on-site visits
- Workshops, trainings, study visits etc., if necessary

- Use different assessment methodologies.

EXPERTS PROFILE (to be used for publication of the position)

- **Qualifications and skills**
- 8+ years of extensive work experience
- Demonstrated experience and strong working knowledge on the area of the EU relevant standards on Data Protection.
- Demonstrated experience on delivering training in Data Protection.
  - Demonstrated experience on the implementation of relevant EU Directives on Data Protection.
- Fluency in both written and spoken English.
- **Preferred Qualifications**
- Professional Experience in international cooperation in that area.
- **General professional experience**
  - Strong professional background and highly skilled in presentation skills, delivery of training and report writing.
- **Specific professional experience**
  - Minimum 8 years' experience in working in the area.
- **Working language(s)**

English

LOCATION AND DURATION OF THE ASSIGNMENT

- **Provisional Starting date: 30th September 2024**
- **Duration of assignment and termination date**

The duration of the assignment is a total of 20 working days, of which 10 days to be performed in Kosovo and 10 days to be performed home-based.

- **Detailed provisional work plan**

Starting Date: 30th September 2024	**Sep**	**Oct**	**Nov**
Desk review of relevant documents and laws (Data Protection Law), organization charts, etc.	30 Sep-04 Oct Home based		
Review organization structure of the MIA and LEAs with regard to data protection.		14-18 Oct Kosovo	
Organize meetings with relevant MIA and its LEAs and other relevant structures.		14-18 Oct Kosovo	
Assess the MIA and LEAs capacities (human resources, structure, laws, sub-laws, job description, etc.), in Data Protection based on EU standards and EU MS best practices.			21-25 Oct Home based
Identify relevant EU Acquis in the area.			
Identification needs and gaps.			
Prepare an assessment report on the capacities of the MIA and the LEAs capacities in Data Protection based on EU standards EU MS best practices.			21-25 Oct Home based
Provide support in preparing the relevant templates/documents required under Kosovo law.			
Prepare the materials for general and specialized trainings.			
Conduct general and specialized trainings in the field of Data Protection to MIA and its LEAs			28 – 01 Nov Kosovo
Desk review of relevant documents and laws (Data Protection Law), organization charts, etc.			
Final Mission Report			

Due to the needs of HAPE Project and beneficiaries, the above listed days may be modified or redistributed internally upon approval of the HAPE Team Leader, although the total number of days for the assignment will

not be reduced.

- **Location(s) of assignment**

Republic of Kosovo and Home based

REPORTING

A detailed work-plan of the inputs, outputs, activities, and reports shall be submitted for approval to the HAPE Team Leader within the 1st day of commencement of the contract.

A Final Mission Report (max 2-3 pgs.), also stressing some recommendations, shall be submitted at the latest two weeks after the end of the period of implementation of the overall mission.

CONTACT

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The HAPE Team Leader, acts as daily counterpart of the Contractor or whoever else is later delegated. The Consultant is bound to maintain regular communications with the Team Leader and other HAPE project staff and to inform them of any relevant issue concerning the project, as well as sending all documentary output of his/her assignment. The Consultant shall abide by the instructions received by the Team Leader or relevant HAPE staff.

REPRESENTATION

Any kind of representation of HAPE project by the Consultant is excluded from this agreement.

