

Terms of reference

EaP CSF – Call for expression of interest for an IT auditor(s) to assess the EaP CSF IT systems, processes and infrastructure

The Eastern Partnership Civil Society Forum is looking for an IT auditor/ team of IT auditors to conduct a rapid assessment of the organisation's operating software environment, hardware and security systems, office procedures, communication channels, data privacy policy and database management.

Background

The Eastern Partnership Civil Society Forum (EaP CSF) is a community of nongovernmental organisations established in 2009, with the support of the European Commission. EaP CSF is open to bona fide non-governmental organisations from the six partner states (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine), as well as to EU member state CSOs which share the objectives of the Forum and are willing to work with EaP NGOs to further promote and develop them.

Throughout the past 11 years, the organisation has steadily developed in terms of governance, operations, capacity, and membership, acquiring an impressive membership across the six countries of the Eastern Partnership region and the EU member states. With a well-established governance, at the operational level, the work of the Forum is supported by the EaP CSF Secretariat. The Secretariat is a not-for-profit organisation registered and operating in Brussels, Belgium.

Duties, responsibilities and expected results

The selected consultant(s) will work closely with the EaP CSF Secretariat to:

- Do an inventory of the hardware and software systems in use in the organisation and categorise them;
- Examine and evaluate the organisation's information technology infrastructure (including both hardware and software assets), policies, operations;
- Observe the efficiency and efficacy of the personnel in using existing software and hardware assets (i.e. including skills, availability to learn new skills, data management);
- Conduct a risk assessment to review the nature and extent of IT-related risks that affect or may affect the organisation (i.e. password management, firewall security, user rights to access different types of information, physical and remote access to server/ hardware, etc.)
- Review the organisation's GDPR compliance (i.e. data collection and storage, cookie policy);

Deliverables:

- IT audit methodology describing the methods that will be used during the audit and walkthroughs on the clearly defined audit area;
- Audit report including recommendations and risk management matrix;

All deliverables are subject to the review of the EaP CSF Secretariat prior to their final approval.

Required expertise and eligibility criteria

- Postgraduate university degree in IT or equivalent with 2-3 years working experience as an IT-consultant;
- Expertise in IT auditing and experience in Firewalls, VPN, Wordpress, GSuite and Microsoft Office 365, Web-Proxy, security risks, data management;
- Good understanding of organisational structures operations and policies of non-governmental organisations, familiarity with membership based organisations is an asset;
- Good skills in translating IT jargon to average users;
- Awareness of current trends in security, software and hardware assets, and data management;
- Strong writing and communication skills in English.

Recruitment phase

- Launch of the call for applications: September 1, 2020
- Applications deadline: September 25, 2020
- Selection: October 1, 2020
- Signature of the contract with the selected consultant: by October 10, 2020

Research phase

- Presentation of the methodology: by October 20
- Rapid assessment of the current EaP CSF assets, practices and policies: by November 10, 2020

Reporting phase

- Final report: November 30, 2020

Expected workload: 15 working days

Location of the assignment: home-based

The current assignment does not involve travelling to the Eastern Partnership Countries.

Application procedure

Qualified candidates are invited to apply by **Friday, September 25, 18h00 CET** by sending the following documents to applications@eap-csf.eu (Subject line: EaP CSF – IT audit)

- CV (maximum 2 pages, in English)
- Motivation letter (maximum 1 page, in English)
- Methodology (maximum 2 pages, explaining how the work will be conducted)
- Financial proposal (specifying a total lump sum amount for the task specified in this call)

EaP CSF applies a fair and transparent recruitment process that will take into account both the expertise and skills of the applicants, as well as their financial proposal.

For any additional information, please contact admin@eap-csf.eu