PUBLISH WHAT YOU PAY

Terms of Reference

Consultancy

ICT Digital Security Enhancement

Introduction and background

Publish What You Pay (PWYP) is the global movement for transparency, citizen participation and accountability in the oil, gas and mining industries. Since PWYP was established in 2002, the global network has grown to some 1000 member organisations working in more than 50 countries, including human rights, development, environmental and faith-based groups. The global network is coordinated by a decentralised Secretariat, which is a registered charity in England and Wales.

In order to support PWYP's growing membership, the Secretariat team has expanded which has increased the need and reliance on ICT. Furthermore, in response to Covid-19 many of PWYP's operations have become digital and having completed the Ford Foundations Cybersecurity Assessment Tool (CAT), we are below the recommended level for 12 out of 19 areas of cybersecurity which needs to be improved to help reduce our exposure and manage risk. The results from the assessment are available here.

Purpose

To review PWYP's existing ICT systems and address cybersecurity risks through the implementation of mitigation strategies. This will be achieved by developing, in close consultation with PWYP staff, digital security policies and procedures, contingency plans for when issues occur as well as providing security awareness training to help staff to recognise and react to cyber threats. Ultimately, this consultancy will support embedding a culture and practice of cybersecurity .

Scope of work

- Review the cybersecurity assessments carried out to date; get an informed understanding from staff of why previous solutions have not been successful; and consult with PWYP's Operations Manager and Senior Leadership on needs and priorities
- Prioritise recommendations, present ICT solutions available to address the cybersecurity gaps identified and implement changes
- Organise and lead workshops for the purpose of introduction and validation of solution changes
- Develop policies and support the implementation of cybersecurity strategies and practices
- Provide security awareness training to help staff to recognise and react to cyber threats, and embed a culture of cybersecurity awareness.

Expected outputs and deliverables

- A digital security strategy and associated policies (including disaster recovery)
- Cybersecurity risk assessment prioritisation
- Cybersecurity threats mitigated
- Training delivered to ensure all staff understand new policies and any operational changes
- A culture of cybersecurity awareness is embedded and new practices adopted by the staff

Methodology

- Review; The consultant will accomplish the task in close coordination with the PWYP staff team and external ICT suppliers and advisors. In addition, the consultant will review the cybersecurity assessments carried out to date

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- The consultant will develop a plan that prioritises risk mitigation recommendations and integrates with current systems
- The consultant, in consultation with key stakeholders, may use any suitable/appropriate methodology for accomplishing the assigned tasks

Other considerations

- The scope of the digital security strategy and associated policies are for the PWYP secretariat in the UK and overseas.
- Definition, principles, policies and standards are in place to assist in better decision making and management

Source documents

- Access Now report (send via Whatsapp)
- PWYP Data Protection and Digital Security Update - Board Meeting, Dec 2017
- Tactical Tech Recommendations
- CAT Assessment Findings

Timeline

The overall project to be delivered within 3 months from the start date, with key milestones agreed.

Expertise

- Experience working with international organisations and ICT implementations globally
- Experience in overcoming the challenges of maintaining security and compliance with dispersed offices and teams across the world
- 10+ years of professional experience in providing ICT consultancy services
- Excellent written and verbal communication skills (English)

NB. References may be required