

## Invitation to Tender

### Development of Personal Data Protection Practitioner Course and Provision of Train-the-Trainer Services for AITI

<b>Reference:</b>	AITI/8/1/2305DPO
<b>Opening Date:</b>	Thursday, 23 May 2024
<b>Closing Date:</b>	Monday, 24 June 2024 at 3:00pm
<b>Email:</b>	<a href="mailto:procurement@aiti.gov.bn">procurement@aiti.gov.bn</a>
<b>Information Day:</b>	N/A
<b>Document Fee (non-refundable):</b>	BND 100.00
<b>Tender Deposit (refundable):</b>	N/A
<b>Total Fees Payable:</b>	BND100.00

## EXECUTIVE SUMMARY

*This executive summary contains the high-level scope of work involved in the project.*

1. The upcoming Personal Data Protection (PDP) law will confer certain obligations on private sector organisations. One of the key obligations include ‘Accountability,’ which involves the appointment of at least one Data Protection Officer (DPO) within an organisation.
2. The roles and responsibilities of a DPO includes:
  - 2.1. Developing and implementing data protection policies and practices;
  - 2.2. Communicating the organisation’s data protection policies and practices to its staff;
  - 2.3. Developing complaints’ handling processes;
  - 2.4. Publishing the above policies, practices and processes; and
  - 2.5. Making their business contact information publicly available.
3. AITI is thereby seeking a Vendor to develop a syllabus and provide training services to AITI staff covering the entire end-to-end training cycle, including planning and preparing for a training event, managing the learning environment and training the participants. The scope of work will cover training techniques, training classroom environment, creating learning materials, and train-the-trainer to deliver a training programme on the fundamentals of personal data protection.
4. The main objectives of this project are as follows:
  - 4.1. To develop a training syllabus on the fundamentals of data protection policies and practices in line with the upcoming data protection law for Brunei Darussalam (“PDP Practitioner Course”);
  - 4.2. To train selected AITI staff to effectively deliver the PDP Practitioner Course for DPOs of private-sector organisations to enable them to comply with the requirements under the upcoming law.

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