



## Invitation to bid: Digital Security and Literacy Trainer/s

Hivos is looking for an expert trainer/s to develop and deliver online digital security and literacy trainings for project beneficiaries.

**Target participants from:** Tunisia, Jordan, Lebanon and Palestine (oPt)

**Availability:** During December 2024-January 2025 & March-April 2025

Deadline: 30 November 2024

### Overview

Hivos is an international organization that seeks new solutions to persistent global issues. With smart projects in the right places, we oppose discrimination, inequality, abuse of power and the unsustainable use of our planet's resources. Counterbalance alone, however, is not enough. Our primary focus is achieving structural change. This is why we cooperate with innovative businesses, citizens and their organizations. We share a dream with them of sustainable economies and inclusive societies.

Hivos is implementing project **SharaKa** – *for inclusive Climate action Project*:

The 24-month project aims to increase the ability of civil society and citizens in Jordan, Lebanon, Tunisia, and Palestine (oPt) to safely and meaningfully influence and co-create just inclusive, and rights-based climate actions. To achieve the above, the project will take an inclusive, multi-stakeholder and justice-based approach, grounded in the partners' collective experience in the MENA region working on climate justice, climate reporting, digital safety and security for CSOs, activists and media actors.

### Scope of work

Hivos seeks an experienced digital security trainer/s to develop and deliver digital security and literacy training aiming to enhance local media and climate actors' resilience against digital attacks, increase their ability to avoid, respond to and recover from digital attacks. This will allow climate and media actors in targeted countries to use online spaces more securely and to amplify their work more effectively.

### Description of the assignment

The trainer is expected to provide the complete training programme tailored to the needs of the target's groups in consultation with Hivos / implementing partners. The digital security and literacy trainings is for 200 participants (100 in 2024 and early 2025. and 100 in 2025) distributed equally on four targeted countries: Tunisia, Jordan, Lebanon and Palestine (oPt) (List of registered participants will be provided by Hivos-SharaKa team).

It is estimated that each training programme will accommodate 15-18 participants and will depend on general acceptable norms for online trainings. Each training programme will consist of 6 hours in total, split over two sessions of 3 hours each. The sessions will be held on consecutive days. The sessions will be conducted online.

The training will include subjects, but not limited to:

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| <ul style="list-style-type: none"><li>- Introduction to digital security/holistic security</li><li>- Secure password management</li><li>- Phishing</li><li>- Using VPN</li><li>- Device hygiene</li><li>- Sharing devices</li></ul> | <ul style="list-style-type: none"><li>- Account security &amp; Online privacy</li><li>- Multi-factor authentication</li><li>- Safe browsing</li><li>- Using TOR</li><li>- Anti-malware software</li></ul> |
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The trainer/s must provide all training materials to be used during training sessions. Training evaluation criteria and reporting to be agreed upon with Hivos

## Timeline

It is envisaged that the trainings will take place during December 2024-January 2025 and March-April 2025.

## Consultant Profile

- Proven experience developing and delivering online digital security trainings in several countries in the MENA region.
- Proven track record of collaborating with civil society organizations and activists.
- In-depth understanding of the digital security and literacy needs in the MENA region.

## How to apply

Based on the criteria, availability and interest, we welcome you to submit in English to email: [menaprourement@hivos.org](mailto:menaprourement@hivos.org), with the subject heading: “Hivos –Digital Security Trainer” with the following documents:

- A copy of the trainer’s resume, providing details of previous evaluation & training experience of similar projects/topics.
- At least two references from past/recent and similar work/assignments done
- Technical Proposal demonstrating understanding of requirements; proposed detailed work plan & timeline (Trainers have the option to select how many training programmes could cover and for which country/ies).
- Financial Proposal in USD currency: rate per hour inclusive of required taxes with detailed breakdown of costs.

**Deadline: 30th November 2024.** Applications after this date will not be considered. Applications should address all requirements, otherwise application will not be considered.