

Term of Reference

Consultant - Digital Transformation Curriculum

Organization: Digital Opportunity Trust (DOT)

Reporting To: Senior Learning Officer

Introduction:

Digital Opportunity Trust (DOT) is a local non-governmental organization operating within the global DOT network across Africa, the Middle East, Asia, and the Americas. DOT is committed to enabling marginalized individuals, especially women and freelancers, to access and apply information and communications technologies (ICT) to create education, economic, and entrepreneurial opportunities.

Role Summary:

The consultant will be working on developing a comprehensive curriculum focusing on strategic planning and digital transformation best practices. The goal is to equip employees with the skills and knowledge necessary to align organizational goals with actionable plans and to prepare them for successful digital transformation initiatives.

Key Responsibilities (Scope of Work)

- *Design and develop a comprehensive training curriculum on strategic planning and digital transformation best practices.*
- *Include modules, case studies, and practical exercises that address both theoretical and practical aspects of the topics.*
- *Develop training materials, including presentations, workbooks, and case studies, to support the curriculum.*
- *Develop assessment tools to evaluate the participants' understanding and application of the training.*
- *Review and refine the curriculum based on feedback from stakeholders and pilot testing.*



Deliverables:

The consultant is expected to deliver the following:

- *Develop a curriculum that provides training on strategic planning and digital transformation best practices.*
- *Ensure that the curriculum prepares employees to engage in strategic planning, aligning organizational goals with actionable plans.*
- *Equip employees with the knowledge and skills necessary for digital transformation readiness, understanding the steps and requirements for successful implementation.*
- *Train DOT Lebanon Trainers' on the curriculum prepared*

Qualifications and Experience:

- *Proven experience in curriculum development, particularly in strategic planning and digital transformation.*
- *Strong understanding of industry best practices in strategic planning and digital transformation.*
- *Ability to work collaboratively with stakeholders and adapt to feedback.*
- *A university degree in IT, Computer Science, Engineering, or a related field*
- *Demonstrated ability to deliver high-quality outputs within agreed timelines.*
- *Excellent written and verbal communication skills in English.*

Duration

The expected duration of this assignment is two months.

Application Details and Process:

Interested applicants must submit their resume in addition to a detailed methodology along with any supporting documents showcasing their qualifications, experience, and skill set via email to Procurementlb@dotrust.org.

The subject of the email should be "Applicant for Consultant - Digital Transformation Curriculum"

Note: The selection process may involve interviews or presentations to assess the consultant's understanding of the project and their suitability for the assignment.



Deadline for Submission: October 6, 2024.