



## Term of Reference

### Expert in Digital Transformation

#### **Organization:**

Digital Opportunity Trust - Lebanon (DOT [www.lebanon.dotrust.org](http://www.lebanon.dotrust.org)) is a Local NGO, a member of the DOT networks in countries throughout Africa, the Middle East, Asia, and the Americas.

DOT is an innovator in enabling people to access and apply information and communications technologies (ICT) to create education, economic and entrepreneurial opportunities. DOT's vision is to make these opportunities available to marginalized people, especially women and youth, as a strategy to eradicate poverty, vulnerability, and gender inequality. DOT's signature entrepreneurship programs, ReachUp! and StartUp!, integrate ICT, life skills, and micro-enterprise development and are delivered in a cost-effective manner, using university graduates to train and build the capacity of youth in their communities. DOT transforms and supports young women and men, as they become leaders of economic and educational change in their societies.

DOT Lebanon is looking to engage an expert to lead the Digital Transformation program and support its implementation in the organization.

#### **The Digital Transformation Program at DOT Lebanon targets to:**

- Assess the organization's digital culture
- Present report of infrastructure and tools recommendation
- Coach the organization on developing a 3 years ICT strategy
- Develop one annual work plan based on the ICT strategy.
- Coach the organizations on digitizing their relevant files
- Create capacity building plan for the staff
- Train and coach the workforce

#### **The consultant key responsibilities and accountabilities will include to:**

- Initiate new partnerships with private and public sectors for the implementation of new DT projects.
- Support DOT Lebanon's teams in Business Development activities and Project Implementation ones.
- Ensure all DT standards are met and develop new collateral materials if needed.

Thus, kindly send your proposal by filling the below table:

<b>Activity</b>	<b>Number of hours</b>	<b>Cost per hour</b>	<b>Total cost</b>
Initiate new partnerships	4 hours per month		
Support DOT Lebanon's team in Business Development	8 hours per month		
Develop new collateral material for DT	3 hours per month		

### **Consultancy Qualification & Skills Requirements:**

- Bachelor's degree in a technology related field such as CCE, Computer Science, Information Systems, Digital Transformation, etc.
- More than 5 years of experience in this field.
- Knowledge of organizational needs and digital transformation frameworks; Broad knowledge of IT and digital platforms, systems and services.
- Strong English and Arabic Language Skills

### **Timeframe:**

Between April 2023 to September 2023.

### **Application details:**

DOT Lebanon is a non-profit NGO that recognizes that change is driven by involving the best people.

Interested applicants for this position must share their proposal in a PDF form in addition to their resume (supporting documents showcasing their qualification and skills set is a plus), via email to the following address [procurementlb@dotrust.org](mailto:procurementlb@dotrust.org) mentioning in the subject of the email the following "Digital Transformation Expert".

**Hiring date: April 10<sup>th</sup>, 2023**

**Deadline for Submission: April 5<sup>th</sup>, 2023.**