

Terms of Reference

Consultancy to conduct a Training of trainers Program in Digital Security Trainings

1. Background

Civil Rights Defenders is an expert organisation that partners with and supports human rights defenders (HRDs) globally. We have extensive experience in supporting HRDs most at risk in several of the world's most repressive countries and regions. Our vision is a world of democratic societies in which we all enjoy our civil and political rights. Civil Rights Defenders works through flexible, context-sensitive, and, when needed, fast interventions in order to support local actors who are at the core of ensuring respect for human rights.

Civil Rights Defenders works in the Africa region and has a close collaboration with local HRDs. Our aim is to provide skills, knowledge, and resources that increase their continued presence and the impact of their work. The Training of Trainers program, ToT in Digital Security is a part of this effort.

One of our current collaborations is undertaken under the "Consortium to Promote Human Rights, Civic Freedoms and Media Development in Sub-Saharan Africa (CHARM), which came into existence in October 2019 with funding from SIDA. CHARM is working collectively to nurture civil society, human rights defenders, independent media, and journalists in the region, by supporting actions to protect and expand freedoms to speak out, organise, and take action. The six consortium partners (CIVICUS, Fojo Media, Wits Journalism, Civil Rights Defenders, Hub Afrique and DefendDefenders) from across the African continent, are collaborating to strengthen the effectiveness and build the resilience of journalists, media practitioners, social media producers, human rights defenders, and civil society activists and their organisations, to advance more democratic and free societies. CHARM focuses its work on sub-Saharan African countries where civic freedoms are obstructed, but there is still space to speak out, organise and act, including pockets of resistance that can be supported to strengthen human rights and democratic freedoms. The project is funded by the Swedish International Development Agency.

As part of the CHARM consortium, CRD is leading the implementation of a Digital Security Training of Trainers program. The CRD Digital Security Training of Trainers programme is a 6 week remote program to educate front-line human rights defenders on how to independently carry out a made-to-measure digital security training according to current best practices. After completing the 6-week course, participants will conduct their own trainings, remotely or in person, as part of the training program.

2. Description and Objective of the consultancy

CRD is looking for an experienced digital security trainer in the East and Horn of Africa to conduct a remote digital security training of trainers program. The target group includes, but is not limited to women human rights defenders, LGBTI activists, journalists and those working with the most marginalized HRDs. The objective of the consultancy is to train a group of human rights defenders to become digital security trainers ready to independently conduct their own trainings.

- A) Plan and conduct a remote Digital security ToT for a group of 10 participants.
- B) Provide mentorship and support for participants during the course of the program based on their individual needs.
- C) Provide tailor made guidance and support to participants as they conduct their own trainings after the training program.

- D) The training must have equality, diversity, inclusion and accessibility at the core of planning and execution.
- E) Create a safe space for learning and foster cooperation in the group of learners.

3. Scope of work and expected deliverables

The consultant is expected to deliver a training in digital security that meets the objectives listed under section 2. Training deliverables include:

- a. Deliver a 6-week remote Digsec ToT program based on the curriculum developed by Civil Rights Defenders and Defend Defenders.
- b. The trainer should be flexible and available to conduct the training during Q1 2022.
- c. Provide mentorship, assess participant skills and provide tailored support as the ToT participants implement their own training.
- d. Identify relevant training material, and adapt the material and content to suit the needs and background of the participant; Direct participants to supplementary resources and reference materials; Manage the learning platforms, and support participants as they complete their assignments
- e. Preparation:
 - Support Civil Rights Defenders in assessing and selecting participants
 - Conduct a needs assessment
 - Prepare appropriate content and training curriculum
 - Provide participants with Pre-work to have the basic required knowledge ahead of the training
 - Pre – training/baseline and post training assessment of skills
- f. Narrative report and evaluation of participant skills after the training program.

4. Required expertise and qualifications

Required qualifications

- Extensive experience in teaching digital security to human rights defenders
- An advanced skill level in training and facilitation skills and engagement of adult learners
- Experience in delivering online or remote trainings
- Experience and knowledge in creating safe spaces for adult learners
- Proficiency in English and ability to conduct trainings in English
- Experience of working with human rights defenders, CSOs and local communities in the East and Horn of Africa. Experience of working with women human rights defenders or marginalized communities is considered an asset

Preferred qualifications

- Follow the latest developments in your field and stay up to date with technological developments and emerging digital security threats
- Strong communication, presentation and public speaking skills
- Organizational and time management abilities

Desired qualifications

- Diploma or otherwise documented training in cyber security, information systems, computer science, or similar field, or equivalent experience is considered an asset but not required
- Diploma or otherwise documented training in learning and education, teaching and teaching methods, or similar field, or equivalent experience is considered an asset but not required

Ethics

- An understanding and strict adherence to all human rights principles provided in international instruments and jurisprudence is mandatory
- An understanding of the unjustness of inequality (whether based on gender, sexual orientation, class, ethnicity, citizenship, economic status, etc.) and a commitment to strive for social change towards equity and justice

5. Payment schedule

The consultant will receive 30% percent of the total payment in advance. The consultant will receive the remaining amount (70 percent of the total payment) upon the completion of all deliverables as approved by CRD.

Application for this consultancy should include:

- a. The Applicant's profile (max. 1 page) focusing on what makes the applicant the right person for the consultancy
- b. CV and Relevant experience
- c. Financial proposal
- d. Three references (at least one fellow HRD and one human rights organization) should be included in the application

We welcome applications until **December 10**. We encourage potential applicants to contact us directly in case of questions or further discussion.

Please send questions or a proposal to Joanna.hellstrom@civilrightsdefenders.org using the headline "Application Digital Security ToT Trainer"