Call for Consultants
For Production of a Manual for Digital Technology Skills Training

Women Environmental Programme (WEP) is seeking the services of a consultant to develop **a manual for training of young feminist environmental activists and organizations on digital technology skills.** This training is part of the project - WomenPower2030: Feminist Accelerate Action for Sustainable Development.

WEP is a non-governmental, non-profit, non-political, non-religion organization with headquarters in Abuja Nigeria, and with offices in Tunisia, Togo, Burkina Faso, Niger, Sierra Leone and Canada. WEP has a vision of a world where the lives of women and youth around the globe are positively transformed. WEP works to achieve her vision through four programme areas: Environment, Climate Change, Governance, Peace, and Security.

Background
WomenPower2030: Feminist Accelerate Action for Sustainable Development is a Financial Framework Partnership Agreement (FFPA) between European Union and a consortium of 5 feminist organizations. The consortium of feminist organisations is led by Women Engage for a Common Future (WECF) and the other members are Women Environmental Programme (WEP), African Women's Development and Communication Network (FEMNET), Asia Pacific Forum for Women, Law, and Development (APWLD) and Fundacion Para Estudio E Investigacion de la Mujer (FEIM).
The overall goal of the project is to strengthen capacity of women's and feminist civil society networks and organizations to fight inequalities and advance gender-equal sustainable development by claiming space in global and regional policy processes to influence legislation and improve women's rights in their countries and communities whilst mobilizing women, youth, feminist, and gender-diverse activists**.**

WEP seeks to engage a consultant to develop a training manual to support the capacity building of feminists activists on digital technology skills in order to contribute to the achievement of the project goal.

Expectations from the Consultant
The successful consultant is expected to develop a manual that will serve as a useful resource for enhancing digital technology skills and also develop relevant information content that will help individuals and organisations to advocate for environmental justice. The manual is expected to provide clear and comprehensive guidance on various digital technology skills, catering to learners with diverse backgrounds and levels of expertise. It should be structured in a logical and intuitive manner, facilitating easy

navigation, and understanding of the content. The language used should be simple ensuring that all users can grasp the concepts presented. Additionally, it should be up to date with the latest developments in digital technology, reflecting current trends, best practices, and emerging technologies. Overall, the manual should empower learners to acquire, apply, and master essential digital technology skills effectively and confidently.

Requirements

The consultant to be engaged is expected to meet the following criteria:

- Must be registered with relevant government agency.

- Must show evidence of up-to-date tax payment to the government or tax exemption for non-profits and evidence of compliance with other government regulations.

- Must have technical experience and expertise in information technology (IT) including a deep understanding of various IT concepts, tools, and technologies.

- Must have an advanced degree in the field of Information Technology, Information Systems, Computer Science, or other relevant technical disciplines.

- Must have a good understanding and practical experience in instructional manual development including advanced skills in explaining complex technical concepts in a clear and concise manner.

- Must have a minimum of 5 years' experience in carrying out similar assignment (a report of such work done in the last 2 years is a required evidence).

Application Information:

- Interested applicants should send their applications indicating clearly in the subject line of the email, the consultancy being applied for (in Caps E.g. **CONSULTANCY FOR DEVELOPMENT OF TRAINING MANUAL FOR DIGITAL TECHNOLOGY SKILLS**) to: procurement@wepnigeria.net.

- As part of the application package, submit a proposed training manual **outline**

- Submit CVs of key staff that will be part of the assignment.

- **All applications should be sent in on or before 24th June 2024.**

NOTE: Only selected applicants will be contacted.

FEMALE CONSULTANTS ARE HIGHLY ENCOURAGED TO APPLY