



## **Terms of Reference**

### **Digital Acceleration for MENA CSOs: Needs Assessment**

**Job Title:** Consultant.

**Project Title:** Digital Acceleration for MENA CSOs

**Type of Contract:** Individual contract.

**Languages required:** Arabic.

#### **Context:**

The Innovation for Change network is a global network of people and organizations who want to connect, partner, and learn together to find positive approaches to overcome barriers to closing civic space and restrictions to our basic freedoms of assembly, association, and speech, SimSim joined the MENA hub in 2018 as one of the incubators of the I4C program in the MENA region.

Working closely with an expanded group of supporters and experts including social entrepreneurs and movements, the MENA Hub has developed its vision to create a free and secured civic space and a mission to build a collaborative, innovative network of activists and Civil Society Organizations (CSOs) to facilitate the exchange and development of expertise and resources to face the shrinking of civic space.

SimSim-Participation Citoyenne is an independent Moroccan non-profit organization that aims to use information and communication technology to increase the participation and interest of citizens in public affairs as well as facilitate the task of public institutions in responding to the demands of citizens.

In this context and in its capacity as an Innovation for Change MENA Hub implementing partner, SimSim-Participation Citoyenne plans to develop an Arabic Digital Acceleration Program for CSOs to upgrade their use of technology through an interactive toolkit.

#### **Purpose:**

SimSim-Participation Citoyenne seeks a consultant to conduct an online assessment to understand CSOs' needs and challenges in the digital acceleration issue, the online assessment will be circulated to co-create the toolkit's focus areas.

#### **Scope of work:**

Under the guidance and direct supervision of SimSim-Participation Citoyenne, the consultant will undertake the following duties and responsibilities:

- To collect data through conducting interviews with CSOs that SimSim and MENA Hub previously worked with, share an online survey with CSOs throughout SimSim and MENA Hub social media channels and based on previously conducted research by other organizations to determine the CSOs' needs and challenges .



- To gather and analyze the collected data to determine the most common CSOs needs and challenges in digital acceleration.
- To present the findings of the assessment.
- To maintain communication with SimSim's representative at all stages of the consultancy;
- To complete the work within the agreed timeline and submit the final report.

#### **The following will be the expected deliverables of the consultancy:**

- Needs assessment study approach (analytical framework, data collection strategy and methodologies, tools, criteria etc.);
- Work plan for the needs assessment study including data collection processes as well as a quality assurance plan setting out the systems and processes for assuring the quality of the assessment process and deliverables;
- Draft of the needs assessment report after data collection, summarizing the methodology of the study and specifying any limitations / complications and changes to the initial design.
- Conclusions and recommendations to enhance the digital acceleration toolkit.

#### **Final Deliverables:**

- Produce the assessment report
- Provide concrete recommendations

#### **Expertise required:**

Consultants who are interested in submitting their offers should meet the following criteria:

- Relevant educational background.
- Relevant professional experience, with solid experience in leading digital reform and transformation, and building digital infrastructure.
- Strong understanding of transformative changes in organizations due to increasing use and reliance on new technologies, and ways to manage change processes.
- Strong analytical skills.
- Proven experience in similar services and in drafting quality documents and reports.
- Proven quantitative and qualitative research skills.
- A financial offer/proposal.

#### **How to Apply:**

**Interested and qualified candidates based in Morocco** are requested to submit an updated CV highlighting the skills/expertise required and a financial proposal to [job@simsim.ma](mailto:job@simsim.ma) before **12AM on Friday, December 30th, 2022.**