

Terms of reference Head of Information Technologies FIMI

1. Reference background

The International Indigenous Women's Forum (FIMI) is a global network that links leading indigenous women's organizations from Asia, Africa, the Arctic, the Pacific and the Americas to agree on agendas, build capacities and develop leadership.

The participation of indigenous women in the Fourth World Conference on Women in Beijing (1995) is considered a milestone in the formation of the indigenous women's movement. At this Conference, indigenous women had the opportunity to articulate their diverse cultures at the international level. In this context, indigenous women approve and sign the Beijing Declaration of Indigenous Women, establishing with this document the bases of the claims of their rights as indigenous and as women. Arriving in Beijing also meant that, at the regional level, the organizations could articulate, define their priorities and build consensus.

Over the years, various indigenous organizations in the world have been establishing and consolidating strategic alliances that have been strengthened in recent times with the use of new communication technologies, allowing the creation and maintenance of social networks beyond borders. geographic. In this context, the International Indigenous Women's Forum (FIMI) has been consolidated since 2000 as a global network that articulates local, national and regional organizations of indigenous women in the world.

By virtue of this, and in recent years, FIMI has made progress in its institutional strengthening to support the participation of indigenous women at the regional and local levels. For which it has been of utmost importance to have complementary support for the strengthening of FIMI, such is the case of the need for the **Consultancy Responsible for Information Technologies of FIMI**

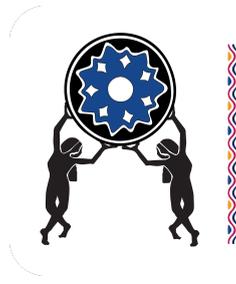
1. Consulting Objective

Planning, coordination, implementation, consulting, administration, training and technical support.

2. Activities and responsibilities

The consultant must develop the following activities within the framework of the contract:

Planning



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- Planning and annual diagnosis of the implementation of internal communication systems
 - Planning, coordination and implementation of projects and digital platforms of incidence in internal and external communication
 - Evaluation and adjustment of digital security policy strategy
 - Evaluation and adjustment of Information Technology policy strategy
 - Planning, coordination and implementation of training in Information Technology
 - Planning, software and hardware evaluation for FIMI teleworking.

Monitoring and evaluation

- Bimonthly and annual reports of the IT

Coordination and technical support

- Configuration and implementation of new tics
- Recommendations of the best technological practices
- Supervision of digital security within FIMI
- Management and maintenance of the intranet (FIMI IT)
- IT management and maintenance
- Support, training and development of technical and didactic improvements for the Global Leadership School (Moodle)
- Online event support, including technical support and advice
- Coordination of the IT technical assistant
- Support in zoom events (includes the host, coating with the graphic line generated by the person in charge of the design and streaming in RRSS).

Administrative

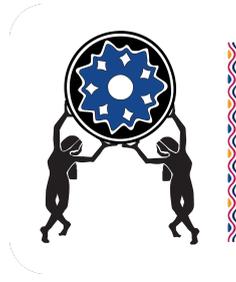
- Make diagnosis, planning and budget optimization of future and contracted IT
- Coordinate the scheduling of payments and expiration notices in advance of the licenses, plans and packages of the IT with the Assistant in Information Technologies
- Support to the Communication Officer for the contracting of services, consultancies, software in IT.

Training

- Training for FIMI staff
- Planning or coordinating training on Information Technologies.

3. Consulting Products

- Workplan



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- Schedule
 - Bimonthly reports of technical support, training and activities that do not have specific deliverables.
 - Annual plan and diagnosis of the implementation of continuous improvement of internal communication systems
 - Plan, coordination and implementation of projects and digital platforms of incidence in internal and external communication
 - Evaluation and adjustment of digital security policy strategy
 - Evaluation and adjustment of Information Technology policy strategy
 - Plan, coordination and implementation of training in Information Technology
 - Plan and evaluation of software and hardware for FIMI teleworking.
 - TICS budget
 - Payment schedule and notices of licenses, plans and packages of ICTs with Assistant in Information and Communication Technologies
 - Training proposal for FIMI Staff on Information and Communication Technologies.

The consultant will develop its activities virtually, according to the planning and virtual work dynamics of the entire FIMI team. He or she will be in close communication and supervision of the FIMI Communication Officer.

5. Duration of the contract and remuneration

Hiring begins in January. The person selected will have an induction period prior to starting the hiring period. The payment of the consultancy will be bimonthly. Which will be deposited by bank transfer, to the account stipulated by the consultant.

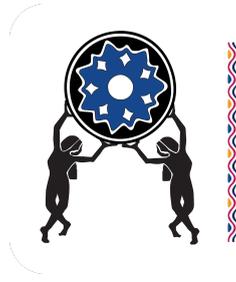
Each payment will be managed bimonthly against delivery of the work report and the consulting products corresponding to each activity in the work proposal.

6. Academic Profile of the consultant

- Electronics and telecommunications engineering or related career.

7. Experience and Knowledge

- Ework experience in the field



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- Experience in handling tools and communication media for teleworking and digital communication.
 - Knowledge in creating and maintaining a website (wordpress, etc.) and other virtual media such as ZOOM and Moodle.
 - Sensitivity to the reality of women and indigenous peoples
 - Writing and conversation skills and abilities in fluent Spanish and English
 - Excellent communication, relational, intercultural and professional skills
 - Excellent analytical level
 - Ability to work in a team and achievement orientation.

8. Other requirements:

Immediate availability and investment of time in the development of responsibilities.

To apply for this consultancy you must send by email, curriculum, letter of interest, official identification, to the email isafgota@iiwf.org

Deadline: December 1st.

Date: November 2021