1. Background

The International Indigenous Women Forum (FIMI) is a global network that brings together 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. In 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, laying down with this document the bases for the claims of their rights as indigenous people 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, the various indigenous organizations of 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. geographical. In this context, the International Forum of Indigenous Women (FIMI) has been consolidated since 2000 as a global network that articulates local, national and regional organizations of indigenous women around the world.

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

Objective of the Consultancy

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

2. Activities and responsibilities

The consultant must carry out the following activities within the framework of the contract:

Planning
● Planning and annual diagnosis of the implementation of continuous improvement 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, evaluation of software and hardware for teleworking FIMI.

Monitoring and evaluation

● TICS bimonthly and annual reports

Coordination, development and technical support

● Front-end and back-end web development.
● Management of HTML, CSS and JavaScript languages.
● Configuration and implementation of the new tics
● Recommendation of the best technological practices
● Supervision of digital security within FIMI
● Management and maintenance of the intranet (FIMI TIC)
● ICT management and maintenance
● Support, training and development of technical and didactic improvements for the Global School of Leadership (Moodle)
● Support in online events, including technical support and advice
● Coordination of the ICT technical assistant
● Support in zoom events (includes the host, covering 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 ICTs
● Coordinate the scheduling of payments and expiration notices in advance of the licenses, plans and packages of ICTs with Assistant in Communication and Information Technologies
● Support to the Communication Officer for the contracting of services, consultancies, software and tics

Training
● Training of the team or coordination of training on Information and Communication Technologies.

3. Consulting Products

● Workplan
● Schedule
● Bi-monthly reports on technical support, training and activities that do not have specific deliverable products.
● Annual plan and diagnosis of the implementation of continuous improvement of internal communication systems
● Plan, coordination and implementation of projects and digital platforms for advocacy 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 teleworking FIMI.
● ICT Budget
● Guideline of payments and notices of licenses, plans and packages of ICTs with Auxiliary in Communication and Information Technologies
● Training proposal for FIMI Staff on Information and Communication Technologies.

The consultant will carry out their activities virtually, according to the planning and virtual work dynamics of the entire FIMI team. You will be in close communication and supervision of the FIMI Communication Officer.

5. Duration of the contract and remuneration

Recruitment begins in February. The selected person will have an induction period prior to starting the contracting 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 the delivery of the work report and the consulting products corresponding to each activity within the work proposal.
6. Academic profile of the consultant

- Computer engineering, electronics and telecommunications or related career.

7. Experience and Knowledge

- Knowledge of web technology development and programming is highly valued.
- Desirable experience in frameworks and technologies: Angular JS, Bootstrap, Java, C#, C++, Drupal, Python, Django.
- Minimum proven experience in development: LAMP with technology: HTML, MySQL, JavaScript, CSS, PHP and Wordpress.
- Very desirable to know about: Server Configuration.
- Management of different Databases.
- General knowledge about networks.
- General knowledge in access to different API's.
- Indispensable: Proactive and self-taught profile with a constant desire for personal and professional improvement.
- Work experience in the field of Human Rights.
- Experience in managing tools and means of communication 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.
- Ability and ability to write and speak fluently in Spanish and English.
- Excellent communication, relational, intercultural and professional skills.
- Excellent analytical level.
- Ability to work in a team and achievement orientation.
- Indispensable: Proactive and self-taught profile with a constant desire for personal and professional improvement.
- That work from the technical area is framed in the philosophy and Strengthening of intercultural education, customs and context of indigenous peoples.

8. Other requirements:
✓ Immediate availability and investment of time in the development of responsibilities.

To apply for this consultancy you must send by email, resume, letter of interest, official ID, to isaflot@iiwf.org before February 28.

Fecha: February 2022