



អង្គការអភិវឌ្ឍន៍សំឡេងសហគមន៍
BUILDING COMMUNITY VOICES

Terms of Reference (ToR)

Looking for a trainer for a two-day digital security training.

1. Background

Building Community Voices (BCV) is a local NGO established in 2007 to share resources, ideas, skills, and technologies that would enable the views of the local communities and the indigenous community members to be heard through community media centers and local development initiatives in Cambodia.

BCV is pleased to announce an open call for applications from qualified Professional Trainers to lead a comprehensive two-day training program on Digital Security in Ratanakiri Province.

The aim of this initiative is to improve the knowledge, skills, and practical ability of Indigenous Communities in safeguarding their digital communications, protecting sensitive information, and reducing online risks. By concentrating on digital security strategies, the training seeks to provide participants with practical, culturally appropriate, and accessible methods to ensure the safe use of technology, thereby promoting more resilient and secure communities.

Through this initiative, BCV aims to empower Indigenous leaders, community representatives, and local stakeholders with the confidence and capacity to safeguard their digital presence, reduce risks of surveillance or exploitation, and build stronger foundations for community safety and resilience in the digital age.

The selected trainer will be expected to:

- Deliver engaging sessions that cover essential principles, techniques, and best practices in digital security.
- Include practical tools and case-based learning to enhance participants' skills in applying digital safety measures within community settings.
- Make Sure the training is inclusive, participatory, and adapted to the specific cultural and social contexts of Indigenous Communities.
- Emphasise strategies that focus on privacy, secure communication, and long-term resilience in digital environments.

2. Purpose of the Assignment

The trainer will develop and deliver a two-day Digital Security training program to equip participants with practical skills to:

- Identify common digital threats such as phishing, malware, and surveillance.
- Use secure communication methods like encrypted messaging and email security.
- Protect devices and accounts by implementing strong authentication procedures.
- Store and share sensitive data securely.
- Create community-based strategies to enhance digital safety and resilience.

3. Scope of Work

The trainer will be responsible for:

- Developing a training curriculum and materials based on the concept note.
- Conducting pre- and post-test evaluations to measure participant learning.
- Delivering engaging sessions through interactive methods, demonstrations, group activities, and case studies.
- Facilitating exercises on password management, secure browsing, encryption, and incident response.
- Submitting a final report that summarises training outcomes and provides recommendations.

4. Deliverables

No	Deliverables in December 2025	Week-2	Week-3	Week-4	Week-5
1	Training curriculum, material, slide, handouts, case studies,	x	x		
2	Deliver pre- and post-test training		x		
3	Deliver a two-day training			x	
4	Submit final training report				x

5. Required Qualifications

- Advanced degree in information technology, cybersecurity, digital rights, or related field.
- 4 years of experience in digital security practice and training.
- Proven track record of facilitating participatory training for community-based actors.
- Strong facilitation, communication, and intercultural skills.
- Fluency in Khmer and/or Indigenous languages of Ratanakiri is an asset.

6. Application Process

With the **CLOSING DATE & TIME: 05-December-2025 @ 17:30**

Interested candidates/organizations should submit:

- CV and cover letter highlighting skills, work, and experiences relevant.
- Proposed training methodology and outline.
- Financial proposal (daily rate or lump sum).

To the contact information below:

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