



**Terms of Reference**  
**Youth Digital Literacy Trainer**

19<sup>th</sup> February 2026

Supervised by: WWF Pacific PNG Conservation Program Manager  
 Work location: Pomio, East New Britain Province, Papua New Guinea  
 Duration: 3 weeks  
 Starting Date: TBC

<b>Project Name</b>	Youth Digital Literacy Training
<b>Project Locations</b>	Pomio, East New Britain, Papua New Guinea
<b>Project Reference Number(s)</b>	PG203600

**1. Background**

WWF Pacific is working together with communities and partners towards: All Pacific peoples and nations are empowered, climate resilient, and prosperous, with nature thriving and visibly and measurably recovering - a 'People and Nature Positive Pacific'. From Papua New Guinea, with the third largest tropical rainforest in the world and home to over seven percent of the world's total number of species, to the Solomon Islands with record numbers of fish species; to the world's third longest continuous barrier reef system in Fiji. The richness and diversity of species found in the Pacific is globally significant. Papua New Guinea and Solomon Islands both form part of the Coral Triangle, the centre of the world's marine biodiversity. Some of the most coral reefs less exposed to climate change are found in Fiji and Solomon Islands. WWF works across Papua New Guinea, Fiji, and Solomon Islands with offices in each country and a regional hub to serve communities and protect this region's rich and unique biodiversity.

WWF has three goals that outlines its ambition, the cross-cutting nature of its work, and what WWF is working towards long-term: empowered Pacific peoples, integrated ocean management, and climate resilient Pacific nations. WWF's overarching focus is on community

and ecosystem resilience combined with area-based conservation, working towards 30x30 and safeguarding the lands and waters of the Pacific. WWF focus on conservation priorities across 30x30: community-led conservation, sustainable fisheries and blue foods, conserving marine species, reducing deforestation, Pacific policy leadership, gender equality, Disability and Social Inclusion (GEDSI) mainstreaming and Sustainable Blue Economy.

Pomio District in East New Britain Province is currently WWF PNG's most active site spanning from tropical rainforest conservation to shoreline, inshore and potential offshore conservation. This region of the New Britain island is a biological marvel hosting 49 mammal and 64 bird species including the recently re-discovered New Britain Goshawk<sup>1</sup>. Herpetofauna and insects are also present in relatively high numbers with opportunities for more discoveries. Floral species include exotic orchids such as the Pomio Brown and the notable tree species, Kwila. It is also home to the Nakanai Karsts tentative World Heritage Site Listing under UNESCO. Further background information into Pomio's culture and socio-economic scene can be found [here](#).

Stories of Pomio's uniqueness have been shared to the world on social media by sources that are most times not from local communities. The narrative is about to change through the People Powering Biodiversity (PPB) Project. This time young people from Pomio will tell the world about their forests, their seas, their cultures & traditions and the challenges they face daily through the powerful force of social media.

The PPB Project aims to empower youth within partner communities with practical digital skills that strengthen storytelling, community awareness, conservation advocacy and indigenous peoples and local communities (IP&LC) led monitoring and evaluation of the project. The project seeks a consultant to design and deliver digital literacy training covering mobile phone photography, video recording, social media safety, and AI safeguards.

## **2. Objectives of the consultancy**

The Consultant will be responsible for delivering the following objectives:

- Design a structured training plan tailored for youth.
- Provide user-friendly training materials.
- Deliver hands-on sessions on photography, videography and social media content creation and sharing.
- Enhance participants' confidence and digital capability.
- Strengthen awareness of digital risks and ethical online behaviour.

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<sup>1</sup> Gabriel. J (2024) – Pomio Landscape Assessment Report

*Deliverables are outlined below (Table 1).*

### **3. Scope of work and methodology**

**Under the main objectives, the consultant will be required to undertake the: :**

#### **a. Development of training plan and materials and production of training materials**

- i. Prepare training plan that will cover photography, video, audio recording, editing and production, social media awareness & content sharing and online safety (AI safeguards).
- ii. Prepare and produce training materials (including slides, handouts, guides, posters)

#### **b. Delivery of the Youth Digital Literacy Training**

- i. Conduct practical training for youth representatives
- ii. Stage certificate presentation

#### **c. Production of a training report**

- i. Submit a training report with participation and recommendations on documenting traditional ecological knowledge and the use of videos for storytelling and advocacy.

### **4. Deliverables/expected outputs**

See table 1 below.

### **5. Required profile**

#### **Expertise/knowledge Required**

The ideal individual, organization or firm must have:

- Qualifications in journalism, media production, public relations or information communications.
- Proven Experience in delivering digital literacy trainings
- Skills in mobile photography and video production (with knowledge on the operations of basic multimedia production applications)
- Sound knowledge on social media use in PNG

- Firm understanding of digital safety and AI literacy
- Strong communication and facilitation skills in rural settings.

### **Experience and skills required**

The ideal organization or individual must possess the following experiences and skills:

- Experience in delivering training to communities or participants from rural settings.
- Ability to deliver training outside of home province.
- Displays strong ethical considerations such as:
  - Obtaining consents before photography/filming
  - Promote safe, ethical digital behaviour
  - Comply with WWF safeguarding policies

### **6. Application**

- Cover letter expressing the applicant's interest and relevant experiences in conducting digital literacy trainings in PNG
- CV or Organizational Profile presenting CV's of specific staff with appropriate expertise, skills and experience
- Approximate cost effective budget to deliver assignment
- Reports/Evidence of similar trainings conducted

Applications should be submitted to: [ppo.hr\\_recruit@wwfpacific.org](mailto:ppo.hr_recruit@wwfpacific.org)

**Table 1: Consultancy Activities and Outputs/ deliverables:**

<b>Number of Objectives</b>	<b>Objective:</b>	<b>Activities and Scope:</b>	<b>Outputs/deliverables:</b>	<b>When</b>
1	<b>Development of training plan and materials and production of training materials</b>	Design training materials & plans and produce training materials for youth participants from 9 target communities	<b>Training plan and materials</b> – a detailed plan entailing all theory and practical lessons and the modes of delivery within given time frame and simple, easy to follow training materials for participants to understand.	Week 1
2	<b>Delivery of the Youth Digital Literacy Training</b>	Deliver digital literacy training to youth representatives and provide certification	<b>Daily Lesson Briefs &amp; Certificates of Completion</b> – document daily entries on the training delivery, questions posed by participants and general interactions with participants as well as certificates of completion for all participants.	Week 2
3	<b>Production of a training report</b>	Produce a comprehensive training report	<b>Training Report</b> – Report containing all participant data, modes of delivery and break up of lessons and the achieved outcomes.	Week 3

**Annex: Additional Resources and References**

**Table 2: Payment Break Up for Youth Digital Literacy Trainer Assignment (PENDING NEGOTIATIONS WITH PREFERRED VENDOR)**

<b>Objective:</b>	<b>Activities and Scope:</b>	<b>Outputs/deliverables:</b>	<b>Percentage to be paid:</b>
Contract for consultant signed	Advertise, recruit and contract consultant	<b>Signed Contract</b>	15%
<b>Development of training plan and materials and production of training materials</b>	Design training materials & plans and produce training materials for youth participants from 9 target communities	<b>Training plan and draft training materials</b>	20%
<b>Delivery of the Youth Digital Literacy Training</b>	Deliver digital literacy training to youth representatives and provide certification	<b>Daily Lesson Briefs &amp; Certificates of Completion</b>	20%
<b>Production of a training report</b>	Produce a comprehensive training report	<b>Training Report</b>	45%