



<https://hapinigeria.org.ng/job/consultant/>

Consultant

Description

Hope Alive for Possibilities Initiative (HAPI) is a women led organization of persons with disabilities that works to facilitate the inclusion of, and achievement of rights for women and girls with disabilities. Established in 2021, our work aligns with human rights frameworks such as the United Nations Convention on the Rights of Persons with Disabilities (CRPD), Sustainable Development Goals (SDGs), Global Disability Summit commitments, Africa 2063 Agenda and Nigeria Disability Act.

As HAPI continues to expand its programmatic work and partnerships, the organization recognizes the need to strengthen its internal systems for knowledge management, collaboration, documentation, and operational efficiency.

Artificial Intelligence (AI) and digital productivity tools are increasingly shaping how organizations conduct research, advocacy, program management, and communication. When used responsibly, these tools can enhance efficiency, improve documentation processes, support evidence-based advocacy, and strengthen collaboration within teams.

However, the use of AI also raises important considerations around data privacy, ethical use, bias, accountability, and protection of sensitive information, especially when working with marginalized communities such as persons with disabilities and survivors of violence.

To ensure responsible and strategic adoption of these technologies, HAPI seeks to engage a qualified consultant to conduct an internal digital systems audit, identify opportunities for integrating AI and digital tools into the organization's workflows, develop ethical AI usage guidelines, and build the capacity of staff to effectively utilize these tools.

1. Purpose of the Consultancy

The purpose of this consultancy is to support HAPI to strengthen its operational systems by:

- Assessing existing digital and organizational workflows.
- Identifying opportunities for integrating AI and digital productivity tools.
- Developing an ethical and responsible **AI usage framework** tailored to the organization's work.
- Enhancing staff capacity to effectively use digital tools for collaboration, documentation, advocacy, and program implementation.

Responsibilities

1. **Objective of the Assignment**
2. **Conduct an Organizational Digital Systems Audit**

Hiring organization

Hope Alive for Possibilities Initiative

Employment Type

Contractor

Date posted

March 16, 2026

Valid through

23.03.2026

- Review HAPI's current digital tools, systems, and workflows.
- Assess how the organization manages: communication, program documentation, reporting, knowledge management, team collaboration and data management.

1. **Identify Opportunities for AI and Digital Tool Integration**

Identify areas where AI and digital tools can improve operational efficiency and productivity.

- Recommend practical tools to support: program planning and reporting, policy research and advocacy, documentation and storytelling, project management, monitoring and data management and internal communication.

1. **Develop Ethical AI Usage Guidelines**

- Develop an organizational policy framework that promotes responsible AI use, including guidance on: data privacy and protection, safeguarding sensitive information, bias mitigation and inclusive AI use, transparency in AI-generated content, verification and accuracy of AI-assisted outputs and ethical considerations when working with persons with disabilities.

1. **Develop a Digital Workflow and AI Integration Framework**

- Provide practical recommendations for integrating digital tools across the organization's operations.
- Propose systems to strengthen: internal collaboration, document storage and knowledge management, task tracking and project coordination and communication within teams.

1. **Build Staff Capacity**

- Facilitate training sessions for HAPI staff on: practical use of AI tools, digital productivity systems, responsible and ethical AI use
- Develop user-friendly guidance to support staff adoption of recommended tools.

1. **Scope of Work**

The consultant will undertake the following tasks:

- Conduct a desk review of relevant organizational documents and systems.
- Hold consultations with staff to understand current workflows and operational challenges.
- Map existing digital tools used within the organization.
- Identify inefficiencies and opportunities for improvement.
- Assess risks related to data management and ethical use of digital tools.
- Develop recommendations for digital transformation and AI integration.
- Draft an ethical AI usage guideline tailored to the organization.
- Design a digital workflow system suitable for a small to medium civil society organization.
- Facilitate training workshops for staff on recommended tools and systems.

1. **Expected Deliverables**

The consultant will produce the following deliverables:

1. **Inception Report:** Workplan and methodology for the assignment.
2. **Digital Systems Audit Report:** Overview of current organizational systems, Identified gaps and inefficiencies and Opportunities for digital improvement.
3. **AI Integration Roadmap:** Recommended AI tools and digital systems and Practical implementation steps.
4. **HAPI Ethical AI Usage Guidelines:** Organizational policy for responsible AI use.
5. **Digital Workflow Framework:** Recommended tools and systems for collaboration, documentation, and project management.
6. **Staff Capacity Building:** At least one practical staff training workshop, Training materials and user guides.
7. **Final Consultancy Report:** Summary of findings, recommendations, and implementation plan.
8. **Duration of the Consultancy**

The consultancy is expected to last 4–6 weeks, commencing upon signing of the contract.

1. **Reporting and Coordination**

The consultant will report to the Executive Director of HAPI and will work closely with relevant staff members throughout the assignment.

1. **Consultant Qualifications**

The consultant or consulting firm should possess the following qualifications:

- Demonstrated expertise in digital transformation, AI integration, or technology systems strengthening.
- Experience working with non-profit organizations, civil society organizations, or development programs.
- Knowledge of ethical AI principles, data protection, and responsible technology use.
- Experience designing organizational digital systems or workflow

frameworks.

- Proven experience facilitating training or capacity building for teams.
- Strong analytical, documentation, and communication skills.

1. **Submission Details:** Applications should be submitted electronically to:

admin@hapinigeria.org.ng Subject line: Application – Consultancy for AI Integration and Digital Systems Audit

Deadline for submission: 23 March 2026.

Note:

Only shortlisted consultants will be contacted.

Qualifications

1. **Application Requirements**

Interested consultants should submit the following:

1. Expression of Interest (EOI) outlining understanding of the assignment.
2. Technical proposal describing methodology and approach.
3. Financial proposal indicating consultancy fees.
4. Updated CV or company profile.
5. Evidence of previous similar work (reports, frameworks, or references).