**Attachment 1:**

 **Scope of Work**

**Short-Term Technical Assistant (STTA) -** Rapporteur Peace Committee

**Title:** STTA Rapporteur Peace Building Committee

**Department:** Programs

**Reports to:** The Program Manager

**Location:** Adamawa

**Estimated Period of Performance:** June 15, 2022 – September 30, 2022

**Estimated Level of Effort:** Around 18 days

**Estimated total cost:** Daily rate should be around NGN13,842.00

**Slot:** 1

1. **BACKGROUND**

Creative Associates International (Creative) through United States Agency for International Development Nigeria Mission (USAID/Nigeria) funding is implementing the Nigeria Northeast Connection (NE Connection) program: Building Community Resilience to Violent Extremism and Conflict in Northeast Nigeria. This program aims to strengthen the resilience of communities vulnerable to violent extremist infiltration and conflict in Adamawa, Borno and Yobe (BAY) states in northeast Nigeria.

1. **PROGRAM DESCRIPTION**

Program activities will be implemented directly by NE Connection staff or through local actors (i.e., grantees), with close oversight and technical assistance from program staff. In Adamawa state, Northeast Connection has identified Demsa, Guyuk, Lamurde, Mubi North, Mubi South, and Numan as target Local Government Areas (LGAs) for intervention.

The objectives of the NE Connection program are to ensure that.

1. Resilience of communities vulnerable to violent extremist infiltration and conflict enhanced.
2. Local capacity to respond to emerging threats developed.

As earlier presented, the program is implemented primarily through small grants at the community level, designed to address specific problems or requests hinging on learnings and recommendations from quarterly research. Activity processes are as important as activity outputs in contributing to the program’s strategic goal. Program objectives are not met solely by performing tasks under an activity, but also through an inclusive locally led process that brings the community together to realize goals and foster positive engagement.

1. **POSITION SUMMARY**

The STTA Rapporteur will support workshop facilitators to facilitate 3 days strategy development workshop in Northeast Connection-specific target LGAs of intervention (**Demsa, Guyuk, Lmaurde, and Numan**) and take notes of all workshop’s proceedings.  The STTA will work from 8:00 am to 5:00 pm daily and the consultancy is expected to be for a period of **12 days** (3 days in each of the 4 targets LGAs listed above) with additional **2 days** for the initial kick-off/debriefing meeting, and **3 days** for report writing totaling **18 days** in all. The STTA will work with specific guidance from the state and the agency while gathering the initial data during stakeholders’ meetings and field visits while gathering initial data that will feature in the strategic plan, in all the proposed duration for this role is **20** days from an official engagement.

1. **REPORTING & SUPERVISION**

The STTA Rapporteur shall report to the STTA Lead Facilitator, supervised by the Nigeria Northeast Connection Program Team under the Adamawa state portfolio.

1. **TASKS TO BE PERFORMED**

Primary responsibilities of the STTA will include but are not limited to the following:

* Take attendance and coordinate the meeting
* Takes accurate notes on the content of the discussion, questions, and feedback/action points during each session.
* Ensures that notes taken are clean, neat, well organized, descriptive of information provided, and free of spelling and grammatical errors.
* Remains physically and mentally alert and attentive during notetaking; refrains from providing advice, interjections, and/or personal opinions, either verbally or within the text of notes taken.
* Ensures that all related information/discussions remain confidential and is provided solely to the intended recipient/reporting supervisor
* Submit daily notes to the Lead Consultant and the two sub-consultants
* Submit a detailed/complied typed report after the 5 days meeting
* Ability to write down comprehensive and significant information that is clear for review.
* Ability to use underlining, highlighting, and capital letters for emphasis when taking notes.
1. **RESULTS AND/OR DELIVERABLES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **#Days**  | **Due Date** | **Amount** |
| Submission of detailed note, clear minutes of meetings and proceedings during the planning meetings and kick-off meeting  | 2 | June 15, 2022 | 30 |
| Submission of detailed notes/reports on all townhall meetings conducted in each of the focus LGAs. This should also include signed attendance sheets, pictures and photographs. | 4 | July 22, 2022 | 40 |
| Submission of detailed report, attendance sheet and relevant details (pictures, photograph) during capacity building workshop and other task as assigned by the lead and supporting consultant  | 6 | August 22 | 20 |
| Final Report writing and compilation of all deliverables for the 3 activities above | 6 | September 15 | 10 |
| TOTAL | 18 Days |  | 100% |

1. **Required Skills & Qualifications:**
* BSc in any Journalism, social science/public administration, or any related field required.
* Two 2 years of working experience in administrative responsibilities
* Minimum of 1-2 years of proven work experience in a related field.
* Written and spoken fluency in English is required
* Ability to write clearly, legibly, and follow routine verbal instructions.
* Excellent documentation and reporting skills are required, especially Knowledge of principles, procedures, and techniques for the taking of competent classroom notes
* Thorough knowledge of spelling, grammar, punctuation, and syntax
* Multi-tasking with a positive attitude is required.
* Highly developed verbal communication and interpersonal skills are required
* Flexibility and ability to work in a busy environment.
* Demonstrated ability to maintain confidentiality.
* Ability to work under pressure and meet datelines