**Attachment 1:**

**Scope of Work**

**Short-Term Technical Assistant (STTA) Consultant -** Program Assistant\_Media Campaign

**Title:** STTA\_Program Assistant\_Media Campaign

**Department:**  Programs

**Reports to:** The Program Manager

**Location:**  Borno

**Estimated Period of Performance:** June 2022 - October 2022

**Estimated Level of Effort:** Around 60 days

**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 Borno state, Northeast Connection has identified **Biu, Jere, Hawul, Kwaya Kusar, Maiduguri and Shani** 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.

The program is being 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 Program Assistant is responsible for the day-to-day support, participation, and reporting of all activities under this intervention which include broadcasting of conflict sensitive radio program, dissemination of short video skits, pre-recorded interviews with influential for publicity and awareness on government’s efforts on reintegration in communities across Jere LGA.   The STTA will work from 8:00 am to 5:00 pm daily and the consultancy is expected to be for a period of **60 days** including the initial kick-off/debriefing meeting, the number of days for report writing. The STTA will work with specific guidance from NE Connection Team.

1. **REPORTING & SUPERVISION**

The STTA Programme Assistant will work with the Program Officer, and report to the Nigeria Northeast Connection Program Manager under the Borno state portfolio.

1. **TASKS TO BE PERFORMED**

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

* The Programme Assistant will participate in the initial kick-off/debriefing meeting involving Media firm/organization and Lead consultant under th supervision of NE Connection.
* The STTA will support mapping of relevant actors working on reintegration and reconciliation within the target LGA.
* Media consultant will monitor, track, and record the broadcasting of conflict sensitive messages, live radio phone-in program, short video skits, jingles, and dissemination of pre-recorded interviews with influential personalities on social media and share with media consultant and NE Connection
* The Programme Assistant will work with the media firm/organization and consultant engaged by NE Connection to propagate conflict sensitive media program/content to wider audience for publicity and awareness
* Support in harvesting of success stories and good quote from stakeholders and community members share in activity highlights with NE Connection team.
* Write a detailed report for each activity carried out under this activity as well as support in drafting final report
* To assist in getting feedback on outcome harvesting - including lessons learned and outputs/outcomes and activity highlights
* Any other tasks as may be assigned by the NE Connection Program Manager during the consultancy period.

1. **RESULTS AND/OR DELIVERABLES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **#Days** | **Due Date** | **Amount** |
| Shared using an approved attendance template and excel attendance sheet by NE connection a list of 35 critical stakeholders both at the state and LGA level (Shehu of Borno, the Executive Governor, LGA Chairman, LGA secretary, religion leaders, community leader etc.) to grant interview on the re-orientation campaign using video and audio messages. Well captioned 15 quality action pictures during mapping and interview of selected influential stakeholders. | 5 | Jun 15, 2022 | **10%** |
| Detail report and 20 quality well captioned pictures, Facebook analysis, media log during support in report writing, monitoring and data collection on social media and radio | 14 | July 10, 2022 | **15%** |
| Detail report and 20 quality well captioned pictures, Facebook analysis, media log during support in report writing, monitoring and data collection on social media activities and live radio phone-in program | 15 | July 30, 2022 | 20% |
| Detail report on distribution of 500 pieces of T-shirts, 500 Face-caps, and 500 Hijabs each to community members across the 6 target communities and 2 wards. The distribution will give special attention to youth, women, and victims of VEOs. The targeted communities are Dalaram, Old Maiduguri and El-Yakub communities in Old Maiduguri, as well as Kaleri, London Ciki and Gwozari communities in Maimusari ward of Jere LGA. | 11 | August 15, 2022 | 20% |
| Well captioned 20 quality action pictures during supporting NE connection MEL team on monitoring and evaluation as well as during listenership survey for evaluation of impact of the project. | 5 | August 30, 2022 | 15% |
| Participation and support lead consultant in submission of final activity detailed/complied report including recommendations, success stories, quality action pictures. | 10 | Sept 16, 2022 | 20% |
| **TOTAL** | **60** |  | **100%** |

1. **DESIRED Skills & Qualifications:**

* University Degree or HND in development studies, political science, international relations, or any related field.
* Have evidence of 3 years of experience of past work-related engagement in the northeast
* Familiar with Borno State’s social, cultural, and political context
* Experience in providing technical and organizational support and capacity building
* In-depth knowledge of northeast crises trend with engagement experience in Borno State
* Equipped with a sufficient level of awareness and knowledge on Peacebuilding, conflict mediation, cohesion, and CVE
* Good communication and interpersonal skills are required.
* Good technical facilitation capacity.
* Excellent documentation skill is required.
* Written and spoken fluency in English and Hausa is required.
* Ability to work under pressure and meet datelines