**Attachment 1:**

**Scope of Work**

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

**Title:** STTA Note Taker – Rapporteur

**Department:** Programs

**Reports to:** The Program Manager

**Location:** Borno

**Estimated Period of Performance:** June 1, 2022 – July 30, 2022

**Estimated Level of Effort:** Around 20 days

**Estimated total cost:** Daily rate should be around NGN 13,842.00

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 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 Rapporteur will be guided by the Program Officer, under the direct supervision of the Program Manager lead and three support STTAs on specific tasks in the field while taking note during 2-day stakeholder’s consultative workshop as well as 2-day training and distribution of small farming tools to 120 vulnerable youthsin Borno state. The Rapporteur is expected to support program team during advocacies, undertake field trip to targeted communities together with the STTA workshop Facilitator and two other STTAs Agricultural extension specialists. The Rapporteur will work with specific guidance from local government community stakeholders, NE Connection team while carrying out the assignment and field visits. Proposed duration for this role is **20 days** from the date of official engagement.

1. **REPORTING & SUPERVISION**

The Rapporteur shall report to the Program Officer, supervised by the Nigeria Northeast Connection Program Manager Borno 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 discussion, questions, and feedbacks/action points during each session.
* Ensures that notes taken are clear, 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 Facilitator and the two Lead Consultants
* Submit a detailed/complied typed report after the five days meeting
* Continue to work with the lead consultant and the two sub-consultants for period of 20 days.
* Ability to write down significant information so that it 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** |
| Participation and submission of report on advocacy visit conducted kick-off meeting and planning meeting with NE connection/community stakeholders | 4 | June 10, 2022 | 20% |
| Submission of daily notes from 2 days’ workshop to lead facilitation and submit a detailed/complied typed report and attendance record sheet after the five days meeting to NE connection team | 5 | June 20, 2022 | 30% |
| Submission of daily notes from two days training and distribution of small farming tools to 120 vulnerable youths in 6 batch to two lead consultant and submit a detailed/complied typed report and attendance record sheet after the 8 days training and distribution to NE connection team | 8 | July 10, 2022 | 40% |
| Participation and submission of daily notes on impact assessment engagement with the beneficiaries at the community level conducted and attendance record sheet to NE connection team | 3 | July 31, 2022 | 10% |
| **TOTAL** | **20 Days** |  | **100%** |

1. **DESIRED Skills & Qualifications:**

* BSc in any of social science/public administration or any related field required.
* Two 2 years working experience in administrative responsibilities
* Minimum of 1-2 years proven work experience in related field.
* Written and spoken fluency in English is required
* Ability to write clearly and 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 positive attitude is required.
* Highly developed verbal communication and interpersonal skills are required
* Flexibility and ability to work in busy environment.
* Demonstrated ability to maintain confidentiality.
* Knowledge and understanding of local languages spoken in the project area (Kanuri, and Hausa).