**Attachment 1:**

 **Scope of Work**

**Short-Term Technical Assistant (STTA): STTA Note Taker**

**Title:** STTA Note Taker

**Department:** Programs

**Reports to:** The Program Manager

**Location:** Yobe

**Estimated Period of Performance:** May 16, 2022 – July 31, 2022

**Estimated Level of Effort**: Around 15 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 Yobe state Creative has identified Potiskum, Fune, and Damaturu 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 will be guided by the STTA lead and two support STTA on specific tasks on the field while taking note during 5-day stakeholders meeting in Yobe, and 10 days field trip to targeted LGAs together with the 1 lead STTA and two support STTAs. The STTA will work with specific guidance from the state and the agency while gathering the initial data during stakeholders meeting and filed visit while gathering initial data that will feature into the strategic plan, in all the proposed duration for this role is 20 days from official engagement.

1. **REPORTING & SUPERVISION**

The STTA shall report to the Lead Consultant, supervise by the Nigeria Northeast Connection Program Manager Yobe 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 Lead Consultant and the two sub-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. **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).
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  | 5 | June 15, 2022 | 50% |
| Submission of detailed notes on all filed trips conducted during the 5-day filed trip to relevant LGA in Yobe StateSubmission of all notes and relevant details as assigned by the lead and support consultant  | 10 | August 15, 2022 | 50% |
| TOTAL | 15 Days  | 2 months  | 100% |