**Attachment 1:**

 **Scope of Work**

**Short-Term Technical Assistant (STTA) -** Program Assistant Peace Dialogue PPPP

**Title:** Program Assistant Peace Dialogue PPPP

**Department:** Programs

**Reports to:** The Program Manager

**Location:** Adamawa

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

**Estimated Level of Effort:** Around 40 days

**Estimated total cost:** Daily rate should be around NGN13,482.00

**Slot:** 2

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 Program Assistant is responsible for the day-to-day facilitation and coordination of all activities under this intervention which include Consultations and Stakeholders Engagement, Community/Stakeholders Townhall Meeting, Centralized Peacebuilding Dialogue, Peacebuilding Novelty Football Match, and Final Expanded Dialogue for Peacebuilding. This entails providing adequate dialogue guidance, agendas dialogue facilitation, and taking notes of all proceedings across **Guyuk, Lamurde, Demsa and Numan**.  The STTA will work from 8:00 am to 5:00 pm daily and the consultancy is expected to be for a period of **40 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 Lead Facilitator shall work with the Program Officer, and report to the Nigeria Northeast Connection Program Manager under the Adamawa state portfolio.

1. **TASKS TO BE PERFORMED**

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

* Coordinate and facilitate Community/Stakeholders Townhall Meeting in Guyuk, Lamurde, Demsa and Numan LGAs in Adamawa State
* Coordinate and facilitate Centralized Peacebuilding Dialogue in Numan LGA, in Adamawa State
* Coordinate and facilitate Peacebuilding Novelty Football Match in Numan, Adamawa State
* Coordinate and facilitate Final Expanded Dialogue for Peacebuilding in Numan LGA, Adamawa State
* Develop dialogue contents to be approved by Northeast Connection
* Write a detailed report for each activity carried out under this grant as well as a final report
* To assist in detailed feedback and on outcome harvest, including lessons learned and outputs/outcomes and activity highlights

1. **RESULTS AND/OR DELIVERABLES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverables** | **#Days** | **Due Date** | **Amount** |
| Submission of activity workplan that suggests efficiencies and outlines timelines and steps that will be taken to facilitate the community stakeholder townhall meeting, centralized peacebuilding dialogue, peace novelty football match and expanded dialogue for peacebuilding. Submission of activity report on kick-off and planning meeting | 5 | June 15, 2022 | 30% |
| Submission of community townhall meeting agenda, issues identified during the townhall, topics for discussion during the dialogue sessions. Facilitation and coordination of dialogue session in each LGA, methodology to adopt. Submission of detailed reports for all the activities including pictures and photographs on approved NE Connection template | 21 | July 10 | 20 |
| Submission of detailed report for the organize peace novelty match and coordination of participants. Reports to include pictures, photographs and group photos with participants during and after the novelty football match. | 4 | July 30 | 30 |
| Submission of detailed outcome report from the developed action plans including success stories, recommendations from the dialogue sessions. Submission of detail final report to NE Connection for review and approval. | 10 | August 20, 2022 | 20 |
| **TOTAL** | **40 Days** |  | **100%** |

1. **DESIRED Skills & Qualifications:**
* University Degree or HND in development studies, political science, international relations, or any related field.
* Have evidence of 4 years of experience of past work-related engagement in the northeast
* Familiar with Adamawa 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 Adamawa 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