**Attachment 1:**

**Scope of Work**

**Short-Term Technical Assistant (STTA) Consultant -** STTA Lead Facilitator- Peace Building Training

**Title:** STTA Lead Facilitator- Peace Building Training

**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 NGN 29,642.00

**Slots:** 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 Lead Facilitator will support the facilitation of 3 days strategy development workshop in Northeast Connection-specific target LGAs of intervention (**Demsa, Guyuk, Lamurde, and Numan**) and take notes of all workshop 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 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 Strategy Development Workshop each in Demsa, Guyuk, Lamurde, and Numan LGAs in Adamawa State
* Develop workshop content to be approved by Northeast Connection
* Coordinate the development of a Strategy Document for Local Peace Committees in Demsa, Guyuk, Lamurde and Numan LGAs in Adamawa State
* Write a detailed report and submit both electronic and hard copies to the organization
* To continuously gauge and solicit feedback from participants formally and informally
* To assist in detailed feedback and edits draft report, including lessons learned and outputs/outcomes
* Successful facilitation of all training sessions in accordance to the topics and content.
* Technical advice and support to participants during the workshop

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 capacity building workshop and submission of activity report on kick-off and planning meeting | 2 | June 15, 2022 | 30% |
| Submission of training agenda, topics and pre and post evaluation test for review and approval by NE Connection. Facilitator to share training contents/modules and methodology to adopt for the conduct of the capacity building workshop | 12 | July 27 | 20 |
| Submission of training reports to include pictures, photographs and group photos with participants during and after the training | 3 | August 15 | 30 |
| Submission of developed action plan including recommendations from the 3 days’ workshop on pathway towards mitigating drivers of conflict and recruitment into violent extremism. Submission of detail final report to NE Connection | 1 | September 10, 2022 | 20 |
| **TOTAL** | **18 Days** |  | **100%** |

1. **Required Skills & Qualifications:**

* University Degree or HND in development studies, political science, and international relations, disaster and risks management, or any related field.
* Have evidence of 4 years of experience of past work-related engagement in the northeast is preferred and at least 2 similar consultancies carried out on strategy development.
* 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