**Attachment 1:**

**Scope of Work**

**Short-Term Technical Assistant (STTA) Lead Consultant Strategic Plan Development**

**Title:** STTA Lead Consultant Strategic Plan Development

**Department:** Programs

**Reports to:** The Program Manager

**Location:** Yobe

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

**Estimated Level of Effort**: Around 35 days

**Estimated total cost**: Daily rate should be around NGN 37,380.00

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**

In the last two years, Yobe state created a ministry of humanitarian affairs to work side by side with Yobe State Emergency Management Agency (YOSEMA) to identify, coordinate, and address pressing vulnerabilities in the state. While both agencies strive to do that, the state is lacking a specific state strategic documents/plans to support the various ministries, Community based organizations (CBOs) and INGOs to work on specific state issues and advocate at higher levels.

This position is thus seeking a Short-Term Technical Assistant (STTA) on research and development that will work with two support STTAs and YOSEMA to develop and disseminate a multiyear early recovery and emergency plan. The STTA will work with specific guidance from the state and the agency while gathering the initial data during a workshop session to develop the plan, following the development of the plan, a dissemination meeting will be conducted.

1. **REPORTING & SUPERVISION**

The STTA shall report to 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:

* Coordinate and facilitate 5-day stakeholders meeting with Yobe State Emergency Management Agency and respective implementation partners in Yobe State
* Gather findings and specific relevant data that will feature in the multi-year Early Recovery Plan
* Coordinate the designing/development of emergency response and Early Recovery Plan that is Yobe Context specific and inclusive of stakeholders’, partners’, and sectoral participation.
* Facilitate linkages to the respective government institutions, Civil Society Organizations, and other stakeholders, for purpose of mobilizing support and development of more sustainable emergency response and Early Recovery Plan.
* Coordinate and facilitate technical meetings with relevant stakeholders towards **state ownership** of emergency response and Early Recovery Plan.
* Support YOSEMA to come up with sustainable early recovery indicators to enable drive community-based peace initiatives, increase the beneficial relationship required for effective state-citizens engagements
* Provide a draft of the early recovery plan for review and approval
* coordinate the finalization and production of the Early Recovery Plan
* Facilitate a dissemination session to share findings and the plan itself.
* Write a detail report and submit both electronic and hard copy to the organization.

1. **DESIRED Skills & Qualifications**

* Masters in development studies, political science and international relations, disaster and risks management or any related field.
* Have evidence of 6 years’ experience of past work-related engagement in the northeast is preferred and at least 3 years working experience in research and development sectors
* Familiar with Yobe State social and political context including working of emergency settings in the state.
* Experience in providing technical and organizational support and capacity building in emergency, disaster, humanitarian, and recovery phase of post conflict phase.
* In-depth knowledge of northeast crises trend with engagement experience in Yobe State emergency policies and recovery priorities of the current administration.
* Equipped with sufficient level of awareness on: Early Recovery; good understanding of national and state government policies and Lake Chad region awareness.
* 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.
* Knowledge and understanding of local languages spoken in the project area (Kanuri, and Hausa).

1. **RESULTS AND/OR DELIVERABLES**

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| --- | --- | --- | --- |
| **Deliverable** | **#Days** | **Due Date** | **Amount** |
| Submission of report and workplan that suggests efficiencies and outlines timelines and steps that will be taken to improve grants processes. Submission of activity report on kick-off meeting and planning meeting | 10 | May 30, 2022 | 20% |
| Submission of first draft report of the three (03) days stakeholders’ meeting | 5 | June 30, 2022 | 20% |
| Submission of five (05) days filed trip to targeted location to gather and generate relevant data/information that will feature in the framework using the approved provided template. | 10 | July 15, 2022 | 20% |
| Submission of first draft of the framework to NE Connection team and YOSEMA for review and approval | 5 | July 30, 2022 | 20% |
| Submission of final report, final framework after approval.  Participate in launching of framework with the Yobe State Government and YOSEMA in Yobe | 5 | August 30, 2022 | 20% |
| TOTAL | 35 Days | 3 months | 100% |