**Attachment 1:**

**Scope of Work**

**Short-Term Technical Assistant (STTA) -** Community Mobilization Officers Peace Building

**Title:** Community Mobilization Officers Peace Building

**Department:** Programs

**Reports to:** The Program Manager

**Location:** Adamawa

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

**Estimated Level of Effort:** Around 13 days

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

**Slot:** 4 (One each in Demsa, Guyuk, Lamurde and Numan LGAs, Adamawa State)

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 Community Mobilization Officer** will support the mobilization of stakeholders and participants within the LGA to participate in Community Townhall Meeting, Capacity Building and Strategy Development Workshop, and Community Peacebuilding Dialogue Sessions in either **Demsa, Guyuk, Lamurde, and Numan LGAs**.  The STTAs will report to Northeast Connection Program Officer and work closely with STTA Facilitators and Rapporteur.

The STTAs will work from 8:00 am to 5:00 pm daily and the consultancy is expected to be for a period of **13 days**

1. **REPORTING & SUPERVISION**

The STTA shall report to the STTA Facilitator, supervised by the Nigeria Northeast Connection Program Officer under Adamawa state portfolio.

1. **TASKS TO BE PERFORMED**

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

* Mobilization of stakeholders and participants in the LGA of focus to participate in a community town hall meeting
* Mobilization of stakeholders and participants in the LGA of focus to participate in Capacity building and strategy development workshop
* Mobilization of stakeholders and participants in the LGA of focus to participate in Community Peacebuilding Dialogue
* Work with Rapporteurs and facilitators to ensure activity attendance during all training sessions.

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 | 3 | June 15, 2022 | 30% |
| Submission of detailed reports on all townhall meetings conducted in each of the focus LGAs. This should also include signed attendance sheets, pictures and photographs. | 5 | July 22, 2022 | 40% |
| Submission of detailed report, attendance sheet and relevant details (pictures, photograph) during capacity building workshop and other task as assigned by the lead and supporting consultant | 5 | August 22 | 30% |
| TOTAL | 13 Days |  | 100% |

1. **Required Skills & Qualifications:**

* Diploma in any social science/public administration or any related field required.
* Three (3) years of working experience in community service or leadership in a specific target LGA
* Must be based in the specific LGA of focus
* Spoken in English is required
* Thorough knowledge of specific LGA of focus with a proven relationship with stakeholders within specific target LGAs
* Multi-tasking with a positive attitude is required
* Knowledge and understanding of local languages spoken in the project area (Hausa and any other local tribe within the LGA).
* Ability to work under pressure and meet datelines is required