**Attachment 1:**

**Scope of Work**

**Short-Term Technical Assistant (STTA) –** Community Mobilizer- Cash for Work

**Title:** STTA Community Mobilizer- Cash for Work- Potiskum

**Department:** Programs

**Reports to:** The Program Manager

**Location:** Yobe

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

**Estimated Level of Effort**: Around 15 days

**Estimated total cost**: Daily rate should be around NGN 13, 842.00

**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 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**

Successful candidates will be responsible for the daily performance of relevant functions in the positions outlined. Depending on the position, such responsibilities shall include but not be limited to,

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:

* Organize and conduct advocacy visits/meeting to the targeted communities alongside the community traditional leadership and informing the community stakeholders of the intention of NE Connection Program to engage 100 youths to work for cash and dialogue for peace in Potiskum LGA.
* Coordinate and bring the communities together to create awareness on the daily cash for wok activity on the positive interaction which is essential to breed the kind of trust communities requires to help boost citizens trust in the efforts of the security agencies as good guys that mean well and are making the ultimate sacrifice to end this evil menace by VEOs in the NE and internal conflict.
* Prepare a weekly work schedule and prepare performance reports that include details of the daily cash for work activity conducted and report to the program officer within time frame stipulated.
* Monitor important community challenges requiring urgent action and informing the station manager in good time
* Coordinating as the link between the community and the community local mechanisms and the LGA through the activity.
* Ensuring that all cash for work equipment are received properly, good, received notes signed by NE Connection staff, LGA representative and representatives of the beneficiaries; all attendance are properly labeled, and a bi-weekly inventory is performed to check on the equipment.
* Designed and submit a detailed work plan on and Coordinate and facilitate the daily cash for work activity with dialogue meetings with the community members (targeted participants).
* Gathering and editing current events and happenings in Potiskum LGA for further program consideration.
* Talk to the communities about NE Connection and its mission in the LGA
* Collect information from prospective attendance about how they feel in the community.
* Be part of the grant kick-off meeting in NE Connection office.
* Write a detailed report and submit both electronic and hard copy of attendance to the organization using the approved NE Connection templates.
* Write a detailed weekly activity highlight and submit to NE Connection Communications and reporting Officer.
* Collect information on program activities, including beneficiary targets.
* Submit final report in an approved NE Connection template

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 | July 15, 2022 | 40% |
| Submission of detailed notes on all filed trips conducted during the 5-day filed trip to relevant LGA in Yobe State  Submission of all notes and relevant details as assigned by the lead and support consultant | 10 | Aug 15, 2022 | 60% |
| TOTAL | 15 Days | 2 months | 100% |

1. **DESIRED Skills & Qualifications:**

* BSc in any of social science/public administration or any related field required.
* Three (03) 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
* 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).
* A strong ability to communicate fluently in Hausa, English
* Very strong and passionate commitment to a community driven project
* Very deep contextual knowledge of Yobe state
* Ability to work under penetrating pressure while also paying attention to details
* Experience working in a community radio station, any of the positions listed above is an added advantage
* Previous work experience as a community mobilizer is also an added advantage
* Ability to read, write simple and interpret simple sentence and figures
* Must be resident and will work in Yobe State
* Ability to speak local dialect of at least two languages in Yobe is an added advantage.
* Must be willing to travel to nearby locations within the coverage areas to perform any other relevant duties