**ATTACHMENT 1, STATEMENT OF CAPABILITIES**

The consultant will be expected to have the requisite skills, experience, and education to support the Northeast Connection program to produce high-quality and impact-focused reporting in-line with the program objectives for submission to USAID. Specifically, the desired qualifications for this agreement are:

1. Bachelor’s degree, preferably in Journalism, Communications, Public Relations, or a related field
2. Two (2) to five (5) years of experience in journalism, communications, or public relations
3. Proven writing and editing skills in English
4. Ability to identify content ideas, find interesting angles and tell stories in a compelling, accurate, authentic, and professional manner.
5. Understand how to effectively interview people
6. Ability to build relationships and establish rapport with colleagues, both in person and virtually
7. Ability to work independently and contribute to larger team projects
8. Excellent English verbal and written communications skills.

**Estimated period of performance**: January 2022 - October 2022

**Estimated Level of Effort**: 90 days

**TASKS TO BE PERFORMED**

Consistent with the Northeast Connection’s communications plan and USAID’s goals, the reporting and communication consultant is expected to:

1. Deliver quality content – written stories, short video scripts– using a journalistic style that reflects the scope and results of the program’s work.
2. Contribute to the production and copy editing of the NE connection quarterly and annual reports.
3. Identify topics and content that could be turned into basic infographics.
4. Develop compelling and visually attractive PowerPoint presentations that demonstrate the NE Connection’s advancements and successes.
5. Coordinate with program teams to produce the weekly programmatic and security report for NE connection program for submission to USAID.
6. Develop at least 6 success stories (2 per state) following USAID guidelines and templates highlighting the impact of NE Connection activities in the Northeast states of Adamawa, Borno and Yobe.
7. Develop information sheets on NE Connection key thematic areas: Mitigation, cohesion, response, gender, and youth.
8. Write ad hoc reports as requested by the Senior Management Team (SMT).
9. Maintain and update NE connection social media platforms and routinely give updates on social metrics focusing on engagement. I.e., Facebook

**RESULTS AND/OR DELIVERABLES**

* Weekly security and activity reports are prepared and ready for submission to USAID by COB every Friday (a draft should be shared with NE Connection Senior Management team (SMT) for review by COB Wednesday.)
* Quarterly and annual reports are produced every reporting period (in accordance with the client’s branding and marking requirements)
* Subcontractors’ reports are reviewed/copy-edited in accordance with the client’s branding and marking requirements before sharing.
* Ad hoc reporting and communication tasks are performed as quickly as possible.

**WORK ASSIGNMENT**

Consultants with the requisite qualifications will be given a blanket consulting agreement under which specific work assignments will be ordered on an ad hoc basis, subject to consultant’s availability. Consultants may be required to compete against other similarly qualified consultants, though generally work will be assigned and negotiated directly with the consultant.

**OTHER MATTERS**

This consultancy is expected to be fully remote with limited or no travel requirements. To help the consultants complete their assignments, Creative may provide a communication allowance for (phone/internet credit). Project resources may also be available on Creative’s SharePoint site for the consultant’s use as appropriate. Additionally, a list of contacts will be provided as a communication channel for reporting and deliverable submission. Consultants are expected to have their own computers, phones, and any other piece of equipment or software necessary in their line of work.