



ATTACHMENT 1, STATEMENT OF CAPABILITIES

The USAID Nigeria Northeast Connection Activity aims to enhance the resilience of communities vulnerable to violent extremist infiltration and conflict and develop local capacity to respond to emerging threats.

The Nigeria Northeast Activity is seeking experienced Organizational Development Consultants to provide technical expertise to support their Civil Society Organization (CSO) capacity building activity. The activity aims to 1) identify Nigerian organizations and strengthen their ability to serve as anchor organizations that can operate in Borno, Adamawa, and Yobe (BAY) states and 2) support the growth and development of small and nascent CSOs and Community Based Organizations (CBOs).

Consultants are expected to have the skills, qualifications, experience, education, and general expertise necessary to provide organizational development and capacity building technical assistance to strengthen the capacity of local civil society and community-based organizations in the Northeast to foster locally led and sustainable conflict prevention, mitigation and response and social cohesion initiatives.

Specifically, the minimum qualifications for this agreement are:

- Proficiency in three (03) or more of the following technical and functional areas:
 - USAID Organizational Capacity Assessments (OCA)
 - Incorporation and legal compliance of non-profit organizations
 - Financial management and systems strengthening
 - Organizational development
 - Strategic planning
 - Strategic communication
 - Resource mobilization and sustainability planning
 - Knowledge management
 - Monitoring and evaluation of projects
 - Human resources management
 - Organizational governance and board strengthening
 - Organizational leadership development
 - Organizational management
 - Project management
 - Procurement & logistics
 - Grant writing and applications
 - Grants management and USAID compliance
 - Project report writing
 - Strategic collaborations/partnerships and networking
 - Advocacy
 - Gender and youth engagement
- Bachelors or equivalent required in organizational leadership, organizational development, organizational management, institutional strengthening, international relations, development, or related field



- A minimum of three (03) years' experience in the respective area of expertise or five years (05) years' consultancy experience in respective area
- Demonstrated experience in working with civil society, government and non-governmental institutions
- Demonstrated experience consulting and engaging with executive level leadership and USG and/or host country officials and local leaders
- Experience writing reports, briefings and decks and presenting to clients in a way that is clear, professional and influential
- Excellent facilitation and training skills
- Excellent interpersonal, written and verbal communication, and oral presentation skills
- Experience in training, coaching and mentoring nascent or emergent organization
- Excellent planning, organizing, and time management skills.

Preferred qualifications:

- Masters degree preferred, but not required.
- Nigerian nationals highly preferred.
- Nigeria-based candidates highly preferred.
- Working proficiency or fluency in a local language is highly desirable
- Professional training in the respective area of expertise is an advantage.
- Professional experience in consulting and/or program and project management in transition, conflict, or complex environments is highly desirable
- Professional experience working in field of peacebuilding, governance, community mobilizations, conflict resolution, preventing and countering violent extremism or similar technical areas.

Estimated period of performance: **10/15/2021 – 10/14/2022**

Estimated Level of Effort: BCAs will be issued for up to a one-year period of performance. Individual assignments will be issued through limited work orders that vary in duration and scope.

TASKS TO BE PERFORMED:

The consultant will be responsible for liaising with Creative's NE Connection leadership and other key team members to provide short-term technical, facilitation, or training support for program implementation that aligns with Creative's project requirements. The consultant must have a proven ability to deliver under pressure and within deadlines and experience in field programming as this position exists for the purpose of providing the highest quality of implementation support for our project and local counterparts. Responsibilities may include but are not limited to:

- Plan, design and conduct various Organizational Capacity Assessments (OCA) for multiple nascent and emergent CSOs and CBOs
- Design tailored capacity building action plans for CSOs based on the outcome of the OCAs
- Collaborate with anchor organizations to review OCA findings for assigned CSOs to ensure OD consultants and anchor organizations are aligned on the strengths and weaknesses of each CSOs, as well as the capacity building action plans



Conduct targeted and tailored trainings and workshops with anchor organizations for CSOs in respective areas of expertise, as needed and identified in capacity building plans

- Provide coaching/mentorship support to individual staff, leaders and teams in respective areas of expertise
- Conduct periodic assessments of CSO following OCA outcome progress
- Work with Connection staff to track and analyze capacity building activities, needs, challenges, and accomplishments
- Travel to field locations to establish relationships with CSOs and community actors and provide short term technical assistance, mentoring and coaching to CSOs/CBOs and anchor organizations

RESULTS AND/OR DELIVERABLES

- Workplan for the completion of assigned OCAs
- Weekly progress reports while OCAs are being completed
- OCAs completed for 20+ CSO/CBOs
- Submission of detailed report on the OCA process and outcomes (draft and final reports will be submitted)
- Development of capacity development plans for assigned local CBOs/CSOs
- Development of “handover” notes or PowerPoint slides that summarize the development plans for the CSOs’ anchor organizations, for easy handover.
- Development training materials for training to staff and leadership of local CBOs/CSOs.
- Training report for training staff and leadership of local CBOs/CSOs. Each training report will provide a summary of the topics trained, successes and challenges, as well as suggestions for the anchor organizations. Training materials, attendance sheets, and pictures will need to be submitted as annexes to the report.
- Reports for any mentorship/progress visits or meetings with CSOs or anchor organizations.

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

- Creative is open to international and regional consultants, but Nigerian nationals are preferred.
- All consultants will be expected to travel to the BAY states to complete most of the tasks. The amount of travel will depend on the individual work orders.