



STATEMENT OF WORK

POSITION TITLE:	International Consultant, Operations Support, Closeout
PLACE OF PERFORMANCE:	Abidjan
PERIOD OF PERFORMANCE:	o/a July 1, 2021 – October 31, 2021, 9
LEVEL OF EFFORT:	STTA- 90 Days, Inclusive of Travel, with the possibility for extension

BACKGROUND

Voices for Peace (V4P) is a five-year USAID-funded program implemented by Equal Access International aimed at reducing vulnerability to violent extremism in Burkina Faso, Cameroon, Chad, Niger, and Mali. V4P is a West African regional project designed to build local communities' resilience to VE narratives by tapping into a vast array of local actors and resources. The project builds local partnerships with a strong network of community radios, respected leaders, public and private institutions, and civil society networks, including youth and women's groups, to address the factors and root causes of violent extremism, such as marginalization, local and sub-regional community conflicts, exclusion and poor governance.

OBJECTIVE

Provide support for the Voices for Peace (V4P) Project during close out and to complete key operations tasks.

PRIMARY RESPONSIBILITIES

Primary responsibilities include, but are not limited to the following:

- Provide operations management and surge support to the Chief of Party (COP), regional team, and country teams, on an as-needed basis.
- Work with regional team based in Abidjan on key operational tasks, and travel to country offices to assist operational and finance staff with close-out related tasks duties as required.
- Work with national close out consultants in Chad, Cameroon, Niger, Burkina Faso, and Mali and ensure all teams adhere to the project closeout plan
- Provide ongoing close-out support across the following seven areas: Communications, Personnel, Administrative, Financial, Legal, Logistics and Facilities
- Communications
 - Ensure the government is notified of the end of the program, if applicable, and discuss the final report, in accordance with the country ministries
 - Ensure the Labor Office of the end of the program is notified, if applicable
 - Close staff email accounts (MS365 and SharePoint) when staff depart
 - Ensure key contacts and stakeholders of the project are informed of the closing date 2 months in advance
- Personnel
 - Update personnel files based on checklist
 - Update staff equipment sheet in case of departure of staff
 - Ensure a schedule for the payment of severance benefits in accordance with local legislation is developed and followed
 - Ensure staff are provided with termination or notification letters

- Ensure and support the reconciliation of travel advances/accounts, expense reports
- Collect the company's assets before the final payment (assigned equipment, keys, identity documents, etc.)
- Ensure final staff payments are made and documented
- Ensure re-in-the-policy of each staff member's health insurance policy at the time of their departure
- Ensure staff are provided with a management letter/certificate of appreciation
- Assisting staff with career guidance and job search
- Administrative, Financial, and Legal
 - Close all open, long-standing service agreements
 - Closing Mobile Money accounts, if applicable
 - Collect all deposits (offices, expat houses, utilities or other contracts, etc.)
 - Save computer data on removable media and send it to headquarters.
 - Remove all data and computer software from computers before proceeding with distribution
 - Support the process of transferring ownership of vehicles and other equipment
 - Support the preparation of vehicle transfer documents and ensure transfer
 - Ensure the beneficiaries of the vehicle are informed of the expiry date of the insurance
 - Ensure the implementation and documentation of the disposal of assets (collect transfer receipts)
 - Transfer the final NXP and EXP transfer documentation to SharePoint
 - Organize the final transmission of all equipment, files, etc. to the head office (collect 3 quotes)
 - Ensure procurement files are all up-to-date on SP
 - Ensure all vouchers are all up-to-date on SP
- Facilities
 - Ensure all landlords are informed of the termination of the lease in writing
 - Ensure all utilities and suppliers are informed of the date of termination of the contract in writing
 - Ensure the office space are restored to its original state, if required by the owner, and/ or that repairs and painting of the premises are completed, according to the terms of the lease agreement
 - Ensure that all furniture and equipment that are defective are discarded
 - Ensure the handover of the premises and the completion of the delivery documents duly signed by the owner and the EAI representative
 - Ensure the collection and process the latest invoices from utilities and service providers
- Follow timelines set by Equal Access and the Voices for Peace Closeout Disposition Plan.

Management of the Assignment

The Consultant will report to the V4P COP or their designee. The Consultant will deliver daily (as needed) briefings to the COP.

To apply for this consultancy, please submit a coverletter and resume to v2precrutement@equalaccess.org.