

STATEMENT OF WORK

POSITION TITLE:	Consultant, Regional Support, Closeout
PLACE OF PERFORMANCE:	TBD
PERIOD OF PERFORMANCE:	o/a July 15, 2021 – October 31, 2021
LEVEL OF EFFORT:	STTA- 30 Days, with potential for regional 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 regional support for the Voices for Peace (V4P) Project in key departments during close out, provide capacity building to local staff, and complete key operations tasks.

PRIMARY RESPONSIBILITIES

Consultant will identify which operational category expertise lie: Communications, Personnel, Administrative, Financial, Legal, Logistics and Facilities. Primary responsibilities may include, but are not limited to the following:

- Provide operations management and surge support to the Chief of Party (COP), regional team, and/or country teams, on an as-needed basis.
- Work with national close out consultants in Chad, Cameroon, Niger, Burkina Faso, and/or Mali and ensure all teams adhere to the project closeout plan
- Provide ongoing close-out support in one (or more) of the following areas: Communications, Personnel, Administrative, Financial, Legal, Logistics and Facilities
- Ensure local staff are aware of categorical closeout requirements expertise lie in. Provide training to staff to ensure information of knowledge is transferred.
- If needed, travel regionally to provide support to country teams.
- 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. More than one consultant can be identified.

The Consultant will deliver daily (as needed) briefings to the COP.

To apply for this consultancy, please apply by submitting a cover letter and resume at

<https://fs29.formsite.com/iuEmIR/jotvkbopms/index.html>