



## **PROJECT CLOSEOUT CONSULTANT**

### **SCOPE OF WORK**

Equal Access International (EAI) – a non-governmental organization (NGO) headquartered in Washington, D.C. – partners with communities around the world to co-create sustainable solutions utilizing community engagement and participatory media and technology. With funding from bi-laterals, multi-laterals, foundations, and individual donors, EAI has a 20-year record of accomplishment implementing social change projects and currently operates in Afghanistan, Burkina Faso, Cameroon, Chad, Kenya, Mali, Nepal, Niger, Nigeria, and the Philippines.

### **PROJECT OVERVIEW:**

EAI is an implementing partner to FHI 360 on USAID's Civil Society: Mutual Accountability Project (CS: MAP) in Nepal. The project goal is to foster a more legitimate, accountable and resilient Nepali civil society, capable of advancing public interest. The objectives are to 1) strengthen an enabling environment for civil society and media; 2) improve civil society and media capacity for effective policy advocacy and government engagement; 3) ensure more coordinated and effective civil society and media oversight of public resource use and public service delivery; and 4) strengthen organizational capacity and sustainability of CSOs working in USAID priority sectors, to advance local solutions. The project effective from April 4, 2016 until May 31, 2022, CS: MAP is implemented in selected Wards within municipalities and gaunpalikas in 34 project districts – 20 CDCS, and 14 earthquake-affected.

### **OBJECTIVES/DELIVERABLES:**

- Draft, revise, and finalization of the CSMAP closeout report by conducting final interviews / focus groups with project stakeholders, reviewing past reports and identifying major achievements and finalizing all necessary annexes as per the need of FHI 360, USAID, and EAI.
- Lead CSMAP closeout consultation meeting with CSMAP partners and stakeholders including funding agencies of CSMAP.
- Be responsible for the overall compilation of all yearly progress reports ( 7 years) and as per the need quarterly progress reports (QPRs) to produce a comprehensive project closeout report.
- Coordinate closely with EAI, FHI, USAID, and other partner's team members to ensure the quality of the report.

- High quality and timely reporting to FHI as required.
- Attend closeout discussion meetings as per the need organized by FHI, EAI, and other partners/stakeholders to assurance by compiling all thematic areas of CSMAP.
- Plan/facilitate, as required, aim to bring together different success stories/achievements showcasing of the outreach and media activities of the EAI CSMAP project.

#### **EXPERTISE:**

- Experience in international development, particularly in the areas of media, participatory research, civic engagement and/or governance.
- 7 to 10 years of progressively increasing responsibility delivering complex programs with a focus on media and civil society development programs in Asia, preferably in Nepal at a senior level.
- Significant experience managing USG donor-funded development projects
- Strong analytical approaches to problem solving combined with practical on-the-ground program development and implementation; experience in results-oriented program design, strategic planning, and program evaluation.
- Experience conducting research projects.

#### **AVAILABLE RESOURCE MATERIALS:**

EAI will provide the consultant with necessary documents. While EAI will provide some background documents, the consultant is also expected to identify and use resources via electronic and print media and solicit additional information and resources, as appropriate.

#### **LOCATION:**

Nepal

#### **PERIOD OF PERFORMANCE:**

The period of performance for this Scope of Work is from May 1, 2022 through June 30, 2022.

#### **APPLICATION INSTRUCTIONS:**

To apply, please send your CV/daily or hourly rate, and indicate your project closeout and report writing experience to: [consultancies@equalaccess.org](mailto:consultancies@equalaccess.org) with " CSMAP-PROJECT CLOSEOUT CONSULTANT" in the subject line of the email.