
Support for the Disengagement, Review, Reintegration, and Reconciliation of Persons Formerly Associated with Non-State Armed Groups (NSAGs) in North-East Nigeria (SD3R)

TERMS OF REFERENCE FOR THE CONSULTANCY SERVICES FOR THE SUPPORT OF BORNO STATE GOVERNMENT EMPOWERMENT INITIATIVE THROUGH MINISTRY OF EDUCATION, DEPARTMENT OF SCIENCE AND TECHNOLOGY, IN CONDUCTING THE GRADUATION AND DISTRIBUTION OF BUSINESS STARTUP KITS CEREMONY IN BAMA

1. Background and Context

The SD3R project is dedicated to advancing community-driven reintegration and reconciliation for former associates of non-state armed group in Borno, Yobe, and Adamawa states, including those who have been forcibly displaced. A central focus of this initiative is economic reintegration, which is essential for enabling beneficiaries and community members to secure sustainable employment and income, helping them overcome economic hardships and rebuild connections with their families and communities. The programme adopts a tailored, gender-responsive approach that addresses the specific needs of both the beneficiaries and the receiving communities. In partnership with the Borno State Government, the SD3R project will provide business startup kits to 274 graduates of the Borno State Empowerment Initiative in Bama. These graduates, who are among the conflict's victims and are particularly vulnerable, will benefit from this initiative as part of a broader effort to support economic reintegration and empowerment in post-conflict communities. The distribution of these kits will be marked by a significant ceremony, celebrating the achievements of the graduates and showcasing the collaborative efforts between the SD3R project and the Borno State Government. To ensure the success of this event, consultancy services are needed to assist the Borno State Ministry of Education, Department of Science and Technology, in organizing and executing the graduation and distribution ceremony effectively.

2. Objective

The overall objective of this consultancy is to ensure that the distribution ceremony is executed working with Borno State Ministry of Education, Department of Science and Technology with professionalism. The specific objectives of this consultancy are as follows:

1. To assist the Borno State Ministry of Education, Department of Science and Technology, in the comprehensive planning and coordination of the distribution ceremony for business startup kits, ensuring that all logistical, financial, and operational aspects are effectively managed.
2. To design, produce, and supply all necessary ceremony materials, including banners, souvenirs, ceremony clothes, shirt and facing caps and other promotional items that will enhance the visibility and significance of the event.
3. To agree and setup of the venue, including the provision of canopies, chairs, and refreshments, ensuring a comfortable and organized environment for all participants including working with the ministry to ensure all protocols for the arrival of high-level entourage, Commissioners, SSAs, Directors, Emir, LGA Chairman, IOM and partners etc.
4. To provide finances to the Department of Science and Technology to cover the costs associated with participant transportation, accommodations and other logistical needs, ensuring that the ceremony runs smoothly.
5. To ensure the proper documentation of all activities related to the ceremony, including high resolution video coverage, pictures, and the collection of feedback from beneficiaries, participants and stakeholders, and to provide a comprehensive report summarizing the outcomes, quotes and lessons learned from the event.

3. Scope of Work and Deliverables

The consultancy will be responsible for supporting the Borno State Ministry of Education, Department of Science and Technology, in the planning, coordination, and execution of the distribution ceremony in Bama. The consultancy will be responsible for the following tasks ensuring responding to the objectives above:

SN	Task	Specific Tasks
1.	Planning and Coordination	<ul style="list-style-type: none"> a. Collaborate closely with the Department of Science and Technology to develop a detailed plan for the distribution ceremony, outlining the sequence of events, roles, and responsibilities. b. Provide support in coordinating with all relevant stakeholders, including local government officials, community leaders, and security personnel, to ensure that the event is well-organized and runs smoothly. c. Work with the ministry to manage all logistical aspects, including scheduling, transportation, accommodation, and protocol arrangements, particularly for the high level entourage.
2.	Design and Production of Ceremony Materials	<ul style="list-style-type: none"> d. Design and produce all necessary materials for the ceremony, including banners, souvenirs, ceremony clothes, shirt, caps and other promotional items that will highlight the significance of the event. e. Ensure that all materials are of high quality, delivered on time, and align with the branding and messaging of the SD3R project and the Borno State Government.
3.	Venue Setup and Management	<ul style="list-style-type: none"> f. Organize the setup of the ceremony venue, ensuring that it is properly equipped with canopies, chairs, sound systems, and other necessary infrastructure. g. Perform arrangement of refreshments and other amenities to ensure a comfortable and hospitable environment for all beneficiaries and attendees. h. Ensure that all protocols are observed, particularly for the arrival, seating, and participation of the high dignitaries.
4.	Financial and Logistical Support	<ul style="list-style-type: none"> i. Provide financial resources to the Department of Science and Technology to cover costs related to participant transportation, accommodations, and other logistical needs. j. Work with the ministry to ensure that funds are allocated and utilized efficiently, and that all logistical arrangements are handled smoothly.
5.	Documentation and Reporting	<ul style="list-style-type: none"> k. Prepare and submit an Inception Report outlining the methodology, detailed event plan and timeline within the first 3 days after signing the contract. l. Take and submit comprehensive documentation of the ceremony, including high-resolution video coverage, photography, and the collection of feedback from participants and stakeholders. m. Compile and submit all documentation and feedback into a detailed report that summarizes the event, and identifies lessons learned for future initiatives.

4. Duration of the Assignment

The consultancy is expected to be completed within a period of two weeks in the month of October, the date to be agreed with the Ministry. The timeline for deliverables will be agreed upon during the inception phase with IOM.

5. Application Process and Eligibility Criteria

Interested firms are invited to submit their proposals written in English. The consulting firm should have the following expertise and evidence should be included in the proposal.

Criteria	Explanation
Technical Proposal	A technical proposal detailing approach, methodology and workplan.
Financial Proposal	A financial proposal detailing the consultancy costs, including any additional expenses. The proposal should also demonstrate cost-effectiveness and efficient use of resources.
Experience	State proven experience in event planning and coordination, particularly in post-conflict settings. State specific events the consultancy managed and share some lessons learned.
Fieldwork Capability	State evidence of ability to carry out fieldwork in challenging environments, showing resilience and adaptability.
Understanding of DDDR Programming	Evidence of knowledge of peacebuilding programming and experience working in conflict-affected areas, with a solid grasp of the related challenges and strategies.
Registration	The applicant should be based or operating in, and legally registered in Nigeria, and have an established presence and operational capacity in northeast (valid registration documents should be

	provided with the application). Proof of Registration with corporate affairs commission
Collaboration	Written approach on how the consultancy will collaborate with the Ministry of Education and Department of science and technology in the implementation of this consultancy.
Grant Experience	Evidence of receiving/managing donor grants. Donors (current and past). Statement on ability to deliver high-quality services within tight deadlines
Selection	Only short-listed consultancy firm will be assessed

6. Budget

A financial proposal detailing the consultancy costs, including any additional expenses should be provided. The proposal should also demonstrate cost-effectiveness and efficient use of resources.

7. Report and Timelines

The project should be completed no later than 15th November 2024. The proposal should include a detailed description and work plan showcasing how the project will be implemented within the timeframe provided. It is expected that the consultancy will strictly respect reporting timelines and activities schedule. Any amendment from either party will be negotiated. This TOR outlines the responsibilities and expectations for the consultancy services, ensuring that the distribution ceremony for the business startup kits is conducted successfully and contributes to the overall goals of the SD3R project.

8. Management and Supervision

The consultancy will be overseen by the DRR team in IOM Maiduguri and will receive direct guidance from a dedicated focal person under the overall supervision of the DRR Programme Manager.

9. Competencies and Values

- **Inclusion and respect for diversity** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintain high ethical standards and act in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.