

TERMS OF REFERENCE FOR ENGAGEMENT OF A CONSULTANT TO MANAGE PIND's PIA PROJECT

BACKGROUND

The Foundation for Partnership Initiatives in the Niger Delta (PIND) is a non-profit organization that promotes peace and equitable economic growth in the Niger Delta region through strategic partnerships and collaborations with diverse organizations, including bilateral and multi-lateral aid agencies, federal and state government agencies in Nigeria, private companies, and civil society.

With an overarching goal of increasing income and employment in the region, PIND has two primary programs:

- **Economic Development:** Facilitates inclusive, sustainable, and diversified economic growth enabled by improved analysis, advocacy, and capacity building of market actors.
- **Peace Building:** Strengthens conflict management systems and capacities for enabling peace & economic growth, utilizing analysis & advocacy to address constraints to peace

These two programs are supported by four enablers: capacity building, advocacy, communications, gender and social inclusion.

PROJECT BACKGROUND

Following the enactment of the Petroleum Industry Act (PIA) law in 2021, PIND seeks to create awareness for, and educate community stakeholders about the PIA, and build the capacities of NGOs and CSOs working in the sector to function effectively. PIND is also exploring opportunities to work with some Settlers to develop governance documentation in setting up their HCDDTs and broad technical support. Currently, PIND has two PIA projects – the Bridges Project and Support to Chevron Nigeria Ltd PIA implementation efforts.

The Bridges Project is a collaboration between The Foundation for Partnership Initiatives in the Niger Delta (PIND) and the Ford Foundation. Both organizations are looking to bridge the power and knowledge gap between communities and settlers in the implementation of the HCDDTs in oil-producing areas. The project also seeks to explore realistic models of community development in which different actors - companies, communities, NGOs, government, and others can come together to build a sustainable model of development in the communities in oil-producing communities. This is to guide the involvement of community members and to ensure that their interests are well represented in the implementation process while promoting good relations with stakeholders and fostering sustainability of impact.

With CNL, PIND shall be collaborating to provide technical support to some components of its PIA intervention as part of the ongoing collaboration between PIND and CNL PGPA. The management of this lies within the purview of the PGPA unit at CNL and will be centered around the following key areas:

- i. Developing a curriculum for capacity-building sessions for the various stakeholders involved in the intervention.
- ii. provide technical support to CNL by offering Capacity Building/training to its HCDDTs, and other supporting organizations. There may also be opportunities for PIND to support needs assessment for some communities, and support the development of charters and guidelines and procedural and

policy documents for the effective running of the HCDTs.

- iii. Expansion of ongoing PIND activities to support improved livelihoods and peace in the targeted Host Communities for CNL and other potential oil and gas company partners

It is expected that the consultant shall be involved in all PIA-related activities during the duration of this agreement. Specific aspects would be agreed upon following approvals and shared understanding

PURPOSE/OBJECTIVES OF ACTIVITY

The objective of the consultancy is

1. Ensure that PIND's PIA-related goals (ensuring that the Host Community Development Trusts (HCDTs) are productive avenues for community development) are achieved
2. To manage the daily implementation of all PIND's PIA-related projects and provide strategic insight
3. To report project activities, outcomes, and learnings to relevant stakeholders and funders.

SCOPE OF WORK

The consultant will have a matrix reporting to the Advocacy Manager and the Economic Development manager as direct reports for this project. All correspondence and internal alignments would be done through that channel. Monthly work plans will be pre-agreed and monthly achievements will be reported at the end of the month with an invoice for the days worked.

1. Serve as the primary field resource to relevant stakeholders on a technical Role for PIND in the implementation of PIA activities, and coordinate PINDS PIA-related activities working with internal and external stakeholders
2. Support/Facilitate the PIA Multi-Stakeholder Platform
 - Support all the activities of this working group
 - Coordination of quarterly meetings of the MSP
 - Documenting and reporting community development models that would emanate from the MSP engagements
 - Follow up on the action items emanating from the MSP joint and individual engagements.
 - Address conflict issues that may arise from the intergroup interactions and embed a mechanism to address MSP-related grievances.
3. Provide up-to-date information on PIA activities at national and sub-national levels
 - Develop and share briefs on PIA-related news, events, and discussions
 - Develop opinion editorials on the impact of the implementation of the PIA in the region with a focus on PIND's interventions as case studies or references
 - Develop concept notes on the convening of stakeholders for a National and sub-national discussion on the lessons on the implementation of PIA
 - Support the coordination & implementation of the PIA Stakeholder discourse.
4. Monitoring, Evaluation, and Learning
 - Review and embed the project M&E framework that provides the logic for the project

- Review and update indicator metrics to measure project success

5. Other tasks as may be assigned.

ACTIVITIES AND TIMELINES

S/N	Description of activities	Duration	Associated Deliverables (Codes)
T1	Coordination of the activities of the MSP	15	D1
T2	Development and dissemination of PIA-related briefs	15	D2
T3	Coordinate all PIND PIA-related activities including PIA Stakeholder Convening	30	D1, D2
T4	Support the review and embed the project M&E framework that provides the logic for the project	30	D3

DELIVERABLE

Item	Due date
D1. Monthly progress report on the status of project implementation.	Fourth week of every month (February 2024 – December 2024)
D2. Quarterly reporting of tracking of changes in knowledge, attitude, and practice of program participants, Briefs and opinion editorials on the PIA	The third week in the last month of every quarter (February-December 2024)
D3. Evidence of project implementation according to design	At the end of every project activity (pictures, videos, news reports)
D4. Review and update indicator metrics to measure project success Project M&E logic framework.	Quarterly

DURATION

The project would be completed in 90 days within a 10-month duration beginning in February 2024

to December 2024.

COSTS

Vendors and consultants would be requested to provide a budget or cost for this assignment using their desired template. However, consultant(s)/firm will be engaged based on previous relevant experience and will be paid a daily rate (for individual consultants), as provided in the PIND procurement policy. PIND will provide accommodation, transportation, and per diem to cover all approved travels related to this engagement in line with its travel policy and guidelines. Please note that PSS is mandated to negotiate rates with consultants and vendors.

Note: All monies paid by PIND to Vendors/Consultants for expenses shall be retired with relevant receipts after the assignment, and any balance outstanding shall be refunded to PIND.

QUALIFICATIONS

Qualified consultant with 15 years of proven experience working in the development sector, community engagement, and /or experience working with oil and gas companies or government agencies

HOW TO APPLY

The application and cost proposal should be emailed to procurement@pindfoundation.org along with the following mandatory items/supporting documents latest by **5PM Nigerian time on 15th of March, 2024**.

Mandatory Required items from vendors/consultants who intends to bid on any work or service in PIND

1. Certificate of Business Registration/Mean of Personal Identification
2. Profile of organization or resume in case of a consultant
3. Completed PIND bio data form in case of consultants
4. Valid Tax Clearance Certificate
5. Bank Reference Letter

6. **Stamp Duty Notification Applicability:**

All bidders are advised to take note that Stamp Duty (1%) applies to the total value specified in all contracts/grant agreements, as stipulated by the Stamp Duties Act of 2004. The deduction will be done at source (at once) and remitted to the Federal Inland Revenue Service (FIRS).