



SCOPE OF WORK



Country:	Lagos State, Nigeria
Host site:	TBD
Partner organization:	Save the Children, STEER Project
Assignment title:	Social Work Organizational Development Specialist
Length of assignment:	6 - 12 months

OVERVIEW OF VOLUNTEER ASSIGNMENT

Despite efforts to ramp up care and support activities for OVC and their caregivers through policy development, Nigeria continues to face significant hurdles to deliver for the nation's most vulnerable children. A recent OVC Situational Analysis revealed that extreme poverty, abuse and neglect, and the inadequacy of social welfare systems to prevent children and families from falling through the cracks continue to make Nigeria's 17.5 million OVC at risk of significant harm and unable to reach their developmental potential. HIV and AIDS compound these issues. With family and social support systems currently overwhelmed, children and families are falling through the cracks, not meeting their basic needs for survival thus continuing a vicious cycle of poverty and vulnerability.

In partnership with Save the Children's **Systems Transformed for Empowered Action and Enabling Response (STEER)** project, AIHA will help scale up the movement to create professional cadres of social workers at the community level in the five project states. AIHA is strengthening existing institutions and working in concert with state and local governments, as well as local community-based organizations (CBOs), to provide a community-level response to the unmet needs of orphans and vulnerable children. AIHA is implementing in the South in Enugu and through their work with the Schools of Social Work have trained over 2,000 Auxiliary Social Workers who are linked to CSO providers. CSOs operating in the North will greatly benefit from this approach ensuring that children are receiving appropriate services.

Through its Volunteer Healthcare Corps, AIHA will deploy a volunteer whose goal will be to build the organizational capacity of local community-based organization (CBO) in Lagos State to stand as a local resource that actively supports Nigeria's social welfare workforce through the organization of the country's CBOs working with OVC. The volunteer will provide hands-on coaching, mentoring, and technical assistance to the organization's officers to strengthen organizational deficiencies and gaps.

In-country placement site:

The volunteer will report to AIHA's Nigeria Country Director, however s/he will be placed within a CBO office in Lagos State. The volunteer will generally help develop and carry out the mission of the organization, which is to form a functional, cohesive association of committed NGOs that is continuously improving capacity of member organization for quality service delivery and



mobilizing resources to address critical issues of vulnerable children (VC) in Nigeria for holistic child development.

Length of the assignment: 6 -12 months, full time (8 hours per day; 5 days per week; with appropriate holidays and vacation)

Name and title of supervisor: Justice Ulunta, AIHA/Nigeria Country Director

Name and title of counterpart: Abdullahi Abubakar, AIHA/Nigeria Social Work Advisor, will coordinate and provide direction to the volunteer

Volunteer qualifications:

Required:

- Baccalaureate degree in social work or Masters in social work
- At least 2 years' experience in social work
- Experience in organizational development and assessments, budgeting, and financial management
- Knowledge of public health, particularly related to OVC and HIV/AIDS programs
- Experience training and enhancing the skills of others in an interactive manner
- Ability to hand multiple tasks simultaneously and to work independently, as well as part of a multidisciplinary team
- Excellent oral and written communication skills
- Self-starter with strong problem-solving skills

Preferred:

- Experience at a Social Work Association and/or Council
- Experience with social work in the African or international context
- Igbo language skills

OBJECTIVE OF THE VOLUNTEER ASSIGNMENT

Objective: The volunteer will serve as an organizational development advisor at a local CBO, helping to revitalize the association's management and operations systems and structure. The Volunteer will conduct an organizational capacity assessment (OCA) to assess current systems and processes in the areas of governance, administration, program management, finance, procurement, and human resources. Upon completion of the OCA, the volunteer will provide training and mentoring to organization employees and other relevant individuals in areas identified through the assessment and provide support to the ASW training program.

ACTIVITIES OF THE VOLUNTEER ASSIGNMENT

Volunteer activities:

- Conduct a detailed organizational capacity assessment of organization

- Lead ongoing mentoring and supportive supervision of staff for organizational development (OD) capacity strengthening
- Assist organization to assess requirements of establishing a permanent office and operations (inclusive of procurement of equipment for staff)
- Work with the Nigeria Association of Social Workers (NASOW) to develop a national Web portal to house critical evidence-based resources for social workers in Nigeria
- Help support organization to develop a business plan to source financial resources from the private sector, in collaboration with relevant stakeholders including the private sector
- Support organization to build its membership through outreach to existing VC focused organizations and in partnership with Federal and States Ministries of Women Affairs Social Development (MWASD) to identify and recruit new registered VC focused organizations
- Assist organization in sensitizing policy making government officials on the role of the government in caring for VCs in Nigeria
- Assist in mentoring Auxiliary Social Workers in Field Work and reaching VCs
- Work with NASOW in raising funds and strategizing to pass the Social Work Regulatory Bill into law

EXPECTED OUTCOMES OF THE VOLUNTEER ASSIGNMENT

Deliverables:

- Monthly and quarterly progress reports to STEER and AIHA tracking experiences, successes, challenges and recommendations
- Capacity Assessment Report on organization
- Final report

RESPONSIBILITIES OF PARTICIPATING STAKEHOLDERS

Volunteer:

- Complete the scope of work in the timeframe outlined
- Complete and submit all deliverables to AIHA and STEER

Host Organization/STEER:

- Provide resources necessary for the volunteer to carry out assignments successfully
- Identify a suitable assignment and site for the volunteer to ensure sustainability of volunteer activities
- Submit performance assessment reports on the volunteer to AIHA
- Provide secure housing for the volunteer during his/her placement

American International Health Alliance:

- Conduct pre-assignment orientation for volunteer and placement site staff
- Provide ongoing support of the volunteer as needed