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## TERMS OF REFERENCE FOR ENGAGEMENT OF TWO INTERNS TO SUPPORT NDLINK'S RESEARCH, CONTENT DEVELOPMENT, AND DATA ANALYSIS (WWW.NDLINK.ORG)

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### BACKGROUND

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PIND is a Nigerian non-profit Foundation established in 2010 with initial funding by Chevron Corporation to support a portfolio of socio-economic development programs for Nigeria's Niger Delta to improve standards of living of communities in the region. PIND supports projects in collaboration with a diverse range of donor partners including bilateral and multilateral aid agencies, federal and state government agencies in Nigeria, private companies, and foundations. With an overarching goal of increasing income and employment in the region, the Foundation has four distinct but interrelated program areas. They are:

- An **economic development program** focused on generating opportunities for pro-poor market development and employment generation.
- A **capacity building program** that will build the service delivery and engagement capacity of government, civil society and communities.
- A **peace-building program** that strengthens conflict resolution mechanisms for enabling integrated peace and economic growth.
- An **analysis & advocacy program** that improves analysis and understanding of systemic constraints to growth in the Niger Delta region.

### PROJECT BACKGROUND

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PIND launched NDLink ([www.ndlink.org](http://www.ndlink.org)), an online information and communications platform for development actors working in the Niger Delta in 2013. NDLink was launched out of the realization that there is a fundamental need for better development stakeholder coordination in the Niger Delta. An initiative of PIND, NDLink aims to become the information and communications platform for development actors working in the Niger Delta. Through its services, NDLink will play a critical role in allowing organizations to build partnerships, expand capacity, and coordinate with one another to achieve the same goal: sustainable development of the Niger Delta region.

By using NDLink, stakeholders in the region will be able to more efficiently:

- Understand current events in the region
- Conduct debates and discussions
- Engage reliable partners
- Find staff and consultants
- Promote community engagement accomplishments to relevant audiences
- Publish and find funding opportunities
- Build relationships and networks
- Find employment
- Share collective knowledge

PIND's market research in 2012 identified several key target groups for the NDLink development portal, including government, international oil companies (IOCs), donors, development implementers, and development professionals. To address the market needs identified for these groups, NDLink has four founding goals, which include development, coordination, partnership, and sustainability.

After three years of operation, NDLink conducted a visioning strategy session with select members of the platform to re-envision the role, limitations, and success points of the platform. A needs assessment was conducted where it was discovered that the website lacks the basic requirements to function as optimally as a website like [www.devex.com](http://www.devex.com), which NDLink is modeled after.

In 2017, the NDLink website was redesigned to reflect recommendations from the visioning strategy session. Today, the NDLink website exists as a living platform that will continue to be updated and revamped as ideas come.



Figure 1: Screenshot of NDLink’s homepage

### NDLink’s Website Infrastructure

PIND envisions NDLink to be the one-stop Niger Delta development news and information platform. Therefore, the NDLink team hopes to build a community of users by offering a site that is the nexus of information relevant to development in the Niger Delta, including:

- **COMMUNITY:** This features NDLink’s community of practice including champions, contributors, funders, organizations, and members. All these categories have sub-pages on the website.
- **NEWS:** This section holds development news stories and resources, which include PIND’s Conflict Tracker that has been given its special page on the website.
- **DEVELOPMENT MAP:** The NDLink Development Map is a living database of project information housed on AKVO RSR. This section of the NDLink platform is managed by a third-party service provider.
- **JOBS & OPPORTUNITIES:** This section features a jobs board, which includes internship and scholarship opportunities for development professionals.

- **FUNDING:** In a bid to serve NGOs and other organizations, NDLink also has a funding page which features tenders & grants as well as contract opportunities.
- **TECH:** The tech section covers startups, professionals within the tech community, and latest tech news stories.
- **BUSINESS & INVESTMENT:** One of the latest additions to NDLink established during the last redesign process is the business and investment page, a database of business service providers, aquaculture service providers, co-facilitation services, and Agric clusters. This section of the site directly supports the work of PIND's economic development unit.
- **ATED:** This page showcases the work done by PIND's Appropriate Technology Enabled Development (ATED) team. It is given its own column to ensure prominence and visibility of technologies PIND promotes

### About NDLink Development Map

Since 2014, through a partnership with AKVO Foundation, PIND's NDLink project has been promoting data accessibility and transparency in the Niger Delta by using the AKVO Really Simple Reporting (RSR) online tool to capture development data from Niger Delta organizations. Data captured so far is made available to diverse stakeholders online via the NDLink platform's Development Map: <http://pind.akvoapp.org/en/projects/>.

In 2014, the project was set up, and an initial 47 projects were published online via Akvo RSR. Between 2017 and 2018, over 500 projects have been published on the NDLink Development Map and PIND hopes to increase this number as well as develop on the functionality of the map thus, the need for interns.

### PURPOSE OF THE ASSIGNMENT

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The purpose of this project is to engage two interns to support NDLink's research, content development, and data analysis. This contributes to PIND's wish to provide a platform for development coordination and collaboration as part of the analysis & advocacy program.

### SPECIFIC OBJECTIVES

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- **To gather, analyze, and publish data on NDLink's Development Map:** Interns are expected to engage stakeholders to gather data, analyze collected information, and publish same using the Akvo RSR tool—which selected persons would be trained to use.

- **To Support Content Production & Community Engagement on NDLink:** Interns are expected to support in sourcing and publishing development news, resources, and job openings on the NDLink website as well as engage community members via NDLink’s forum platform.
- **To lead discussions and debates on NDLink:** PIND is currently building a new platform focused on development debates on NDLink. Selected interns will be expected to keep this platform active by leading discussions and debates on the website.
- **To offer general Support to PIND’s Analysis & Advocacy Program:** The NDLink project is under PIND’s Analysis & Advocacy (A&A) Program. Interns will be expected to take up any other A&A/PIND tasks assigned to them from time to time.

**ACTIVITIES AND TIMELINES**

S/N	Description of activities	Associated Deliverables (Codes)
T1.	Data gathering, analyzation, and publication on NDLink Development Map	300 new projects published on the NDLink development map by June 2018
T2.	Publication of relevant news, resources, job openings, etc. on NDLink.	15 blog posts published on NDLink, disaggregated as such:  5 development news stories  4 development resources like development research, policy papers, etc.  5 development job openings  1 interview with Niger Delta experts
T3.	Community engagement via organizing forum discussions, debates, polls, etc.	3 forum discussions organized on NDLink monthly  2 debates organized on NDLink monthly

Added to the above, interns will be expected to submit a monthly report of activities undertaken and results achieved plus new insights/skills gained by the 28th of every month to the NDLink Content Coordinator and Analysis & Advocacy Manager.

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## DURATION AND LOCATION

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The internship engagement will last for one year from July 2018 till July 2019. Interns will be based in Port Harcourt and will make regular field visits across the Niger Delta.

## COSTS

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A monthly stipend of N60, 000 will be provided to assist the intern to cover logistics for the period and a monthly stipend of N10,000 for call credit and internet data. PIND will be responsible for all travel logistics that may arise during the period and will make a laptop available for the duties stated.

## QUALIFICATIONS

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Applicants must possess:

- Research skills
- Interpersonal skills
- Computing skills and knowledge of basic computer applications
- Excellent organizational, analytical, oral and written communication skills
- Knowledge of development issues in the Nigeria and Niger Delta
- Interest in business development, strategic partnerships, applied research and marketing.
- Interest in digital media technologies and in building relationships with partners
- Intellectual curiosity and the ability to learn and adapt quickly.
- Social media marketing skills
- Knowledge of Wordpress backend administration

## HOW TO APPLY

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Applications should be emailed to [internships@pindfoundation.org](mailto:internships@pindfoundation.org) and [ebenezar@pindfoundation.org](mailto:ebenezar@pindfoundation.org) along with the following mandatory item/supporting documents;

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

1. Letter of interest describing how you can contribute to NDLink and the objectives of this engagement

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2. Curriculum Vitae
3. One Writing sample (in PDF)
4. At least one link—added to your ‘Letter of Interest—to anything that demonstrates your social media presence (LinkedIn, Facebook, Instagram, Twitter, etc. handle) or past work online (in text, audio, or video; websites; articles and writing; features; initiatives; etc.)

Please use “**NDLinkInternship18\_LastNameFirstName**” as the subject of your email. Only complete applications will be reviewed.

**Deadline:** 17<sup>th</sup> June 2018

**Non-Discriminatory Clause:**

Foundation for Partnership Initiatives in the Niger Delta (PIND) provides equal opportunity in employment and engagement for all persons, vendors and contractors, and prohibits unlawful discrimination and harassment in all aspects of contractual engagement or employment because of age, sex, gender, marital status, disability, nationality, race, religion or any other factor.

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