

Statement of Work

Function: Freedom 250 Programming for American Spaces Phase 2

Organizational Location: Six American Spaces in Northern Nigeria

Requesting Office: Public Diplomacy Section (PDS), U.S. Embassy Abuja

Period of Performance: Twelve (12) months from date of contract award

BACKGROUD

As part of Mission Nigeria's Freedom 250 programming and broader public diplomacy efforts, the U.S. Embassy in Abuja seeks to enhance the physical environment, technological capacity, and programmatic offerings of key American Spaces in Northern Nigeria. These spaces serve as strategic platforms for advancing core U.S. foreign policy priorities, promoting American values, culture, and innovation while building lasting relationships with Nigerian youth, students, educators, and emerging leaders.

This Statement of Work supports the design and furnishing, technology upgrades (including additional computers), and provision of operational supplies for five American Spaces, as well as dedicated AI-focused programming that showcases America's leadership in Artificial Intelligence (AI) across six American Spaces. These investments directly serve U.S. interests by strengthening the Mission's ability to project American excellence, expand positive engagement with Nigeria's next generation of leaders, reinforce the United States as the preferred partner in education, technology, and innovation, and advance Freedom 250 goals highlighting 250 years of American leadership and opportunity.

PROGRAM DESCRIPTION

This contract covers a one-year period of design, furnishing, technology enhancement, supply provision, and AI-focused programming support at the following American Spaces: American Center Abuja, American Space Kano, American Space Bauchi, American Space Sokoto, American Space Maiduguri, and American Space Abuja.

The project strategically strengthens U.S. public diplomacy platforms across Northern Nigeria to advance American values, showcase U.S. leadership in artificial intelligence and innovation, expand engagement with Nigerian youth and

emerging leaders, and reinforce the United States as the preferred partner in education, technology, and opportunity.

Primary Objectives:

1. Improve the look, feel, comfort, and functionality of five American Spaces through thoughtful design and furnishing, including chairs and related furniture.
2. Upgrade technology infrastructure by providing two (2) additional computers per space across five American Spaces, ensuring modern, reliable access for patrons and programming.
3. Supply essential operational materials and consumables needed to support the daily operations of the five spaces.
4. Design and implement AI-focused programming that highlights American leadership in artificial intelligence, innovation, ethics, education, and economic opportunity across all six American Spaces, at a minimum of one (1) program per space per month (72 total programs over 12 months).
5. Ensure all investments and activities across the six American Spaces reinforce Freedom 250 themes, American values, and the United States' position as a preferred partner in technology and education.

SCOPE OF WORK

The Contractor shall provide all personnel, equipment, materials, transportation, supervision, and services necessary to perform the following:

DESIGN AND FURNISHING (FIVE SPACES)

- Develop and implement a cohesive design concept that enhances the look and feel of each of the five designated American Spaces, consistent with U.S. Mission branding and Freedom 250 visual identity.
- Purchase and install appropriate chairs and related seating/furniture suitable for programming, study, discussion, and workshop use.
- Improve overall ambiance, layout functionality, and visitor experience while respecting existing architectural constraints.
- Ensure all furnishings are durable, practical for high-traffic public use, and aligned with the professional image of American Spaces.

TECHNOLOGY UPGRADES

- Procure and install an additional two (2) computers at each of five American Spaces (total of 10 computers).

- Ensure computers are suitable for educational use, research, content creation, AI tool demonstration, and hybrid programming.
- Provide necessary peripherals, basic software configuration, initial setup, testing, and orientation for American Spaces staff.
- Coordinate with existing internet infrastructure to ensure optimal performance.

OPERATIONAL SUPPLIES

- Procure and distribute supplies required to support the ongoing operation of the spaces and AI-focused programming (stationery, workshop materials, printing supplies, and basic consumables).
- Establish a practical distribution and inventory system in coordination with each American Spaces director.

AI PROGRAMMING SUPPORT – SHOWCASING AMERICAN LEADERSHIP IN AI

- Design and deliver a series of AI-focused programs and activities across the six designated spaces over the one-year period.
- Programs shall be conducted at a minimum frequency of one (1) AI program per space per month, totaling at least 12 programs per space over 12 months.
- Across all six American Spaces, this results in a minimum of 72 AI programs over the 12-month period.
- Programs shall highlight American leadership in artificial intelligence, including innovation, ethical frameworks, educational applications, entrepreneurship, and responsible use.
- Activities may include workshops, demonstrations, films, facilitated discussions, guest speaker sessions (virtual or in-person where feasible), hands-on exploration of American AI tools/platforms, and youth engagement sessions.
- Align AI programming with Freedom 250 themes of innovation, opportunity, and the enduring impact of American founding principles on technological progress.
- Develop supporting materials (discussion guides, handouts, presentation resources) subject to PDS approval, and coordinate scheduling with American Spaces directors.

COORDINATION, BRANDING, AND COMPLIANCE

- Coordinate all activities with American Spaces directors and the PDS American Spaces Specialist.

- Ensure all design elements, furnishings, technology, supplies, and program materials comply with U.S. Mission and Freedom 250 branding guidelines.
- Submit all public-facing materials, design concepts, and program content to PDS for review and written approval prior to implementation.
- Obtain necessary participant consents for any photography or content capture related to AI programs.
- Safeguard all Government-Furnished Information and Property (see GFI/GFP section below) and use materials solely for authorized purposes under this SOW.

IN-SCOPE ACTIVITIES – THE CONTRACTOR WILL:

- Develop and implement design concepts and install chairs and related furniture in the five designated spaces.
- Procure, deliver, install, and test an additional two computers at each of five spaces (total of 10 computers), including staff orientation.
- Procure and distribute operational supplies to support space operations and AI programming.
- Design and deliver AI-focused programs (minimum 72 total) that showcase American leadership in artificial intelligence, across all six spaces.
- Coordinate closely with American Spaces directors and PDS on all approvals, schedules, and logistics.
- Collect participant feedback and attendance data for AI programs and submit regular progress reports.
- Submit a comprehensive final report and manage all related vendor contractual agreements.

OUT-OF-SCOPE ACTIVITIES: THE CONTRACTOR WILL NOT:

- Provide programming or activities outside the six designated American Spaces locations covered under this SOW.
- Conduct activities unrelated to the approved design, furnishing, technology, supplies, or AI programming scope.
- Undertake major renovations, structural changes, or creation of new American Spaces.

- Organize overnight trips, multi-day events requiring lodging, or extensive catering (light refreshments only if specifically budgeted and approved).
- Manage participant registration for U.S. government exchange programs.
- Provide medical services, insurance, or food for participants.
- Translate materials into local languages unless specifically budgeted and approved by PDS.
- Cancel or significantly alter approved activities without prior consultation with and approval from PDS staff.
- Access or conduct any activities requiring security clearances or involving classified information beyond standard coordination at the American Center Abuja.

LOCATIONS:

Funds and activities under this SOW will be expended at the following locations:

1. American Center Abuja – U.S. Embassy, Plot 1075 Diplomatic Drive, Central District Area, Abuja
2. American Space Kano – Kano State Library Board, Murtala Mohammad Library Complex, Nasarawa, Kano
3. American Space Bauchi – Professor Iya Abubakar Community Resource Center, Bauchi State Library Complex, GRA, Bauchi
4. American Space Sokoto – Usmanu Danfodiyo University City Campus, Sultan Abubakar Road, Sokoto
5. American Space Maiduguri – University of Maiduguri Library, PMB 1069, Maiduguri
6. American Space Abuja - City Library Abuja – No. 2 Gwani Street, Wuse Zone 4, Abuja

Exact prioritization of the five spaces for design/furnishing and allocation of the additional computers will be confirmed with PDS at project inception. Activities at American Center Abuja will require advance coordination due to Embassy security protocols.

PARTICIPANTS AND KEY STAKEHOLDERS

Target Audience for AI Programs:

- University undergraduate and graduate students, young professionals (ages 18–35)
- High School Students in final year
- High school educators, civil society activists, community leaders, and members of youth/civic organizations
- Individuals interested in technology, innovation, and artificial intelligence

AI programs are expected to engage approximately 30–35 participants per session, depending on space capacity. The Contractor will work with American Spaces directors to recruit participants through existing networks, university partnerships, exchange program alumni, and community organizations.

Key Stakeholders:

- American Spaces directors at the designated locations
- PDS American Spaces Specialist
- Local university administrators, exchange program alumni, civil society organizations, and community leaders

The Contractor shall maintain close coordination with these stakeholders to ensure effective implementation and alignment with Mission objectives.

STAFFING AND PROGRAM DELIVERY PERSONNEL

The Contractor shall provide a Program Manager to oversee all locations and coordinate with PDS and shall recruit and manage qualified personnel to support delivery of AI-focused programs. Where appropriate and with PDS concurrence, the Contractor may engage American Spaces directors or their designated staff for local coordination and delivery.

Personnel Qualifications:

- Minimum one year of experience in educational, cultural, technology, or youth engagement programming
- Ability to lead interactive workshops or technology-focused sessions; familiarity with U.S. innovation, AI concepts, and American values

- Strong communication skills and ability to engage youth and diverse audiences; proficiency in English

Key responsibilities include planning and delivering AI sessions, preparing materials, supporting basic technology orientation, collecting feedback and attendance data, submitting reports, and adapting activities based on feedback and PDS guidance. Honoraria and any transportation support will be provided on an agreed basis within the approved budget.

DELIVERABLES

Pre-Implementation (within 30 days of contract award):

- Detailed project plan and overall timeline
- Design concept proposals and furniture/technology specifications with comparative options (five spaces)
- AI programming outline and sample session plans (six spaces)
- Logistics and distribution plan for furnishings, computers, and supplies (five spaces)
- Logistics plan for AI programming across all six locations
- Outline of branding and materials plan, subject to PDS approval

Performance Period (Months 1–12 from contract award):

- Completed design and furnishing of the five designated spaces (target: no later than Month 4)
- Delivery, installation, testing, and orientation for the additional computers (target: no later than Month 4)
- Distribution of operational supplies (ongoing, beginning Month 1)
- Delivery of AI-focused programs across six spaces, at a minimum of 1 program per space per month (72 total over Months 1–12)
- Session reports within 48 hours of each AI program
- Monthly attendance reports (due by the 5th of the month following each reporting month)
- Monthly impact assessments/progress reports (due by the 10th of the month following each reporting month)
- Photos and session summaries for PDS use (ongoing)

Closeout (within 30 days of the end of the Period of Performance, i.e., by Month 13):

- Comprehensive final report covering summary of all sessions delivered; design, technology, and supply outcomes; total attendance figures and participant demographics; analysis of participant feedback and qualitative outcomes; success stories/testimonials; challenges encountered and lessons learned; recommendations for future programming
- Inventory of all furnishings, equipment, and remaining supplies
- All digital files (photos, videos, presentation materials)
- Final financial reconciliation with supporting documentation

BUDGET AND PAYMENT

Budget Ceiling:

The Contractor must provide a detailed budget breakdown with quotes for all major cost components (design and furnishing, computers and peripherals, operational supplies, AI programming support, logistics, personnel, and any other direct costs) in the proposal. All costs must be realistic and fully aligned with the scope of this SOW.

Item	Description	Quantity	Unit Cost (NGN)	Total (NGN)	Total (Naira)
Facilitator Honoraria/ Transportation	AI Programming across 6 locations	72sessions			
Technology	Computers/	10			
Look and feel	All corners	5			
Supplies	Materials, consumables	250			
Total					

Payment Terms:

- Progress payments
- First invoice upon delivery and acceptance of major equipment/furnishings
- Second invoice at mid-year for progress payment
- Final invoice upon completion of all activities and acceptance of the final report.

BRANDING, COMMUNICATIONS, AND GOVERNMENT SUPPORT

- All materials, signage, program resources, and public communications must feature approved U.S. Embassy and Freedom 250 branding.
- PDS will provide branding guidelines, Freedom 250 messaging documents, and guidance on AI programming priorities.
- All public-facing content requires prior written PDS approval. The Contractor shall credit U.S. Embassy Abuja and Freedom 250 appropriately and coordinate any media engagement with PDS.
- Existing American Spaces infrastructure (furniture, AV, internet where available) may be utilized.

GOVERNMENT-FURNISHED INFORMATION (GFI) AND PROPERTY (GFP)

- GFI: PDS will provide branding guidelines, Freedom 250 messaging documents, and digital content resources.
- GFP: American Spaces may have existing AV equipment, furniture, and internet connectivity that the Contractor may use.
- Contractor Responsibilities: The Contractor must safeguard all GFI and GFP, use materials only for authorized purposes, and return or account for all GFP at contract completion.

ACCESS TO CLASSIFIED INFORMATION

None required

PERFORMANCE STANDARDS AND REQUIRED EXPERIENCE

Performance Standards:

- On-time delivery: 100% of scheduled sessions delivered and all reports submitted by stated deadlines
- AI programs that are engaging, accurate, and positively reflective of American innovation leadership, and aligned with Freedom 250 themes
- Quality furnishings and technology that are durable and fit for purpose
- Attendance targets: an average of 30–35 participants per AI program session, consistent with space capacity
- Participant satisfaction: at least 80% of participants rate sessions "satisfactory" or higher in post-event surveys
- Reporting accuracy: all reports include accurate attendance data, participant feedback, outputs, outcomes, impact, and photographic documentation

Required Experience – The Contractor should demonstrate:

- Experience in interior design, furnishing, or facility enhancement for educational or cultural spaces
- Proven ability to procure and install technology (computers and related equipment) across multiple sites
- At least one year of professional experience in educational, cultural, technology, or youth engagement programming
- Proven ability to recruit, train, and manage program facilitators/personnel
- Capacity to manage multi-location logistics across Northern Nigeria
- Experience with hybrid event technology and virtual platforms
- Familiarity with U.S. public diplomacy objectives and branding requirements (strongly preferred)
- Experience working in Northern Nigeria (strongly preferred)
- Knowledge of U.S. history, culture, and values (preferred)
- Existing relationships with educational institutions and civil society organizations in Northern Nigeria (preferred)