



JOB DESCRIPTION

I. Position Information

Job Title: National Research Assistants (5)
**Baseline Study for the EU/UN Liberia
 Spotlight Initiative**

Department: EAWW

Reports to (Title/Level): International
 Consultant

Current Grade: SSA/ Consultant

Languages Required: English

Starting Date: 16 July-2018

Expected Duration of Assignment:
 15 days

II. Organizational Context

Liberia is one out of the eight African Countries selected to benefit from the European Union (EU) and the United Nations (UN) Spotlight Initiative launched with the aim to address all forms of violence against women and girls including harmful practices, addressing unequal power relations between men and women and focusing on gender equality and women's empowerment. In line with the principles of the 2030 Agenda for Sustainable Development, the Initiative will follow a human rights-based approach and take into consideration the specific needs of women and girls who experience multiple and intersecting forms of discrimination and uphold the principle of "leaving no one behind".

Within the overall framework of the initiative, there are three core agencies (UN Women, UNFPA and UNDP), and one Participating Agency (UNICEF) on the Spotlight Initiative in Liberia and is supported by the Resident Coordinator's Office. The EU /UN Spotlight Initiative is in the process of developing the Country Programme Document (CPD). This builds on an already existing Government of Liberia/UN Joint Programming Initiative to Prevent and Respond to Sexual and Gender Based Violence (SGBV) and Harmful Traditional Practices (HTPs) in Liberia.

About the Position

The National Research Assistants, reporting directly to the International Consultant, will work under her/his overall supervision and in close coordination with the UN Technical Working Team. The purpose of the assignment is to assist the International Consultant to support the development of the CPD by supporting the Baseline Study and conducting a

Field Feasibility Study with a Desk Review component. Primary data collection will also be conducted in selected six (6) counties and the analysis will be used to compliment and inform the CPD.

Duties and Responsibilities

Under the direct supervision of the International Consultant, the Research Assistants will support the International Consultant in designing the Baseline study on Sexual and Gender Based Violence and Harmful Practices such as rape, domestic violence, child marriage, Female Genital Mutilation and sexual and reproductive health rights to inform the CPD.

The Research Assistants will be responsible to support the International Consultant in carrying out the Baseline Study and the Field Feasibility Study including Desk Review in the selected six (6) counties of Liberia and the mapping of the various existing interventions put in place for the prevention and response to SGBV cases.

The Specific responsibilities include the following tasks:

1. Support the International Consultant on developing the baseline study design as an inception framework that outlines the methodology, research tools, work plans, desk review resources, target groups and timeline of the assessment;
2. Undertake the pretest of the research tools;
3. Hold meetings with focal persons from Line Ministries, Agencies and Organizations to conduct desk review;
4. Hold key informant interviews in the targeted counties in rural and urban Liberia with major stakeholders;
5. As part of the inception report, disaggregate data by age, sex, gender, location, etc as indicated in the research design;
6. Submit daily field data to the International Consultant ;(herein the team leader)
7. Closely work with the International Consultant in ensuring that the Baseline Study and the Field Feasibility Study report is submitted timely.

III. Functions and key results expected

Summary of Key Functions:

- ☐ Support Desk Review of relevant literature and statistical data
- ☐ Support Design framework for conducting Baseline Study for the Spotlight Initiative
- ☐ Conduct Field Feasibility Study in six counties in Liberia
- ☐ Provide a mapping of the various existing interventions put in place for the prevention and response to SGBV Cases
- ☐ Submit study report with findings and recommendations from desk review and primary data collection

Description of Functions:

The National Research Assistants will support the International Consultant in conducting Baseline and Field Feasibility Study with a Desk Review Component that will inform the development of the Spotlight CPD. Primary data collection will also be conducted in selected six (6) counties and analysis used to compliment the CPD development.

Duration of the Assignment

The Assignment is expected to be for a total of fifteen (15) working days.

IV. Impact of Results

- ☐ Close collaboration with the International Consultant to submit a Field Feasibility Study report, outlining methodology, structure and outline of the report and indicate the data sources;
- ☐ Completed design framework and Baseline Study that informs the CPD Results Framework;
- ☐ Final Field Feasibility Study report with findings and recommendations from desk review and primary data collection.

V. Competencies**Core values and Guiding principles:**

- ☐ Integrity
- ☐ Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct
- ☐ Professionalism
- ☐ Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work
- ☐ Cultural sensitivity and valuing diversity
- ☐ Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity

CORE COMPETENCIES:

- ☐ Ethics and Values
- ☐ Demonstrate and safeguard ethics and integrity
- ☐ Organizational Awareness
- ☐ Demonstrate corporate knowledge and sound judgment

- ☐ Development and Innovation
- ☐ Take charge of self-development and take initiative

Work in teams:

- ☐ Demonstrate ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds
- ☐ Communicating and Information Sharing
- ☐ Facilitate and encourage open communication and strive for effective communication
- ☐ Self-management and Emotional Intelligence
- ☐ Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards others
- ☐ Conflict Management
- ☐ Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution
- ☐ Continuous Learning and Knowledge Sharing
- ☐ Encourage learning and sharing of knowledge
- ☐ Demonstrate informed and transparent decision making

FUNCTIONAL COMPETENCIES:

Competencies

- ☐ Demonstrated expertise and knowledge of research on SGBV, Harmful Practices and Sexual and Reproductive Health Rights
- ☐ Profound knowledge of the gender related institutions, processes and interrelated coordination structures in Liberia is high desirable
- ☐ Proven ability to support design Baseline study and undertake Desk Review of literature and statistical data
- ☐ Proven ability to support Feasibility Study including data collection, analysis and reporting
- ☐ Consistently approaches work with energy and a positive, constructive attitude
- ☐ Ability to work under pressure and with multi-disciplinary and multicultural teams and possess excellent inter-personal skills
- ☐ Effective presentation and facilitation skills
- ☐ Demonstrates strong written and oral communication skills; strong analytical and strategic skills
- ☐ Proven networking, team-building, and communication skills
- ☐ Strong computer skills and the ability to understand and transcribe interviews concerning gender and culture
- ☐ Ability to establish priorities for self and others, and to work independently

Development and Operational Effectiveness

- ☐ Proven ability to problem-solving and thinking creatively to develop and implement smart business solutions in a challenging socio-economic environment;

Knowledge Management and Learning

- ☐ Possesses knowledge of the issues of women's rights and gender equality

including women movement and civil society <input type="checkbox"/> Significant knowledge and experience with programming, monitoring and evaluation <input type="checkbox"/> Experience in developing strategies for community led development programmes is highly desirable <input type="checkbox"/> Promotes knowledge management and a learning environment in the office and among local partners through leadership and personal example <input type="checkbox"/> Actively works towards continuing personal learning and development, acts on learning plan and applies newly acquired skills <input type="checkbox"/> Seeks and applies knowledge, information, and best practices from within and outside of UN Women
--

VI. Recruitment Qualifications	
Education and certification:	<ul style="list-style-type: none"> • B.Sc. or University Degree (Master's degree) or Equivalent in any of the Social Science, Development Studies, International Relations, Gender and Development or other relevant fields. • Or at least 3 years of professional experience in designing and conducting research studies, field assessments and evaluations and Monitoring & Evaluation.
Experience:	<ul style="list-style-type: none"> • At least 3 years of professional experience in designing and conducting research, studies, field assessments and evaluations • Professional experience in the areas of gender, SGBV and Human Rights, research and training. • Expertise in gender, elimination, prevention or response to gender-based violence, commitment to gender equality particularly in conflict/ post-conflict settings
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English is required

All interested applicants must submit an application letter with a UN standard personal history form and send to: sourcing.liberia@unwomen.org . Please download the P11 form from <http://www.unwomen.org/en/about-us/employment>. **The deadline for application is July 13, 2018.**

We will only consider applications with **complete P11** attached. UN Women will only be able to respond to those applicants in whom UN Women has a further interest. UN Women does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status. UN Women does not solicit fees at any stage of the recruitment process.

Women are strongly encouraged to apply.