

Terms of Reference

International Consultant to support the Government of Liberia to develop the ninth periodic report for submission to the CEDAW committee

Duty Station/Location:	Monrovia, Liberia
Application Deadline:	19 th of October 2018
Type of Contract:	Contract for Consultant (CFC)
Language required:	English
Starting Date:	31 st of October 2018
Expected duration of the assignment:	31 st of October 2018 to 30 th June 2019

I. Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women's goal in Liberia is to promote women's human rights and gender equality which are key in sustaining and furthering achievements in stability and development. In this regard, its programming in the Country is connected to five corporate priority areas: women's leadership and political participation; enhancing women's economic empowerment (WEE); and engaging women in all aspects of peace and security processes (WPS), advancing women's rights to live free from violence (VAW) and Gender Responsive Governance. In addition, UN Women coordinates and promotes the UN system's joint work in advancing gender equality.

Liberia ratified the Convention on the Elimination of all forms of Discrimination Against Women (CEDAW) in 1984, and as per article 18 of the Convention, the State Party (SP) has the obligation to submit to the Secretary-General of the United Nations, for consideration by the Committee, a report on the legislative, judicial, administrative or other measures which they have adopted to give effect to the provisions of the Convention and on the progress made in this respect. As per 2015 concluding observations of the CEDAW committee the ninth SP report is due November 2019.

The Government of Liberia has adopted a coordinated approach to reporting under the human rights treaties which envisages the development of the CEDAW report in parallel with the other treaty reports and which seeks to highlight the linkages between the treaties including the common provisions aiming

at the elimination of discrimination against women in their enjoyment of all human rights. The Ministry in charge of overall coordination is the Ministry of Justice through the Human Rights (HR) division.

As per request from the Ministry of Gender, Children and Social Protection (MGCSP) and the Ministry of Justice, UN Women Liberia seeks to hire an International Consultant (IC) to support the Government to strengthen the existing reporting mechanism as per treaty signed, and to support the Government to develop the ninth State Party report for submission to the CEDAW committee. The Consultant is further expected to build the capacity of the Human Rights divisions at the MGCSP, Ministry of Justice and focal points in different line Ministries, particularly in report writing and monitoring of Human Rights Conventions with focus on CEDAW.

Objectives of the assignment

The main objective of this consultancy is to support the Government of Liberia in strengthening the existing treaty-related reporting mechanism, with the aim of developing the ninth State Party report for submission to the CEDAW Committee.

Scope of work and tasks

Under the overall guidance of UN Women Deputy Country Representative, and direct supervision of the Women Peace and Security Programme Specialist, the Consultant will undertake the following tasks, duties and responsibilities:

Task 1. Conduct capacity needs assessment of the Human Rights (HR) divisions at the MGCSP, MoJ and the focal points.

- 1) Develop a methodology and data collection tools to assess capacity needs of the HR divisions at the MoJ and MGCSP and focal points in respective line Ministries.
- 2) Develop a report which will incorporate findings of the capacity assessment, capacity building plan and a detailed monitoring system.

Task 2. Build the capacity of the staff in the HR divisions (MoJ, MGCSP), the focal points and the line Ministries on State Party report-writing and monitoring of Human Rights treaties

- 1) In collaboration with the HR divisions, assess the existing monitoring, reporting and coordination mechanism to facilitate implementation of HR treaties.
- 2) Develop a set of recommendations to improve monitoring, reporting and coordination mechanism of HR treaties
- 3) Develop an assessment report
- 4) Support the HR divisions to develop a workplan
- 5) In collaboration with the HR divisions, review existing literature during the reporting period to 'bridge' the gap between the combined Seventh and Eighth State Party Report (2014) and the Ninth State Party Report,
- 6) Support the HR divisions to develop data collection tools
- 7) Facilitate a workshop on HR bodies, HR conventions and monitoring and reporting mechanisms.

Task 3. Support the HR divisions to draft the ninth Periodic Report for submission to the CEDAW committee.

- 8) Provide guidance to the HR divisions on how to convene multi-stakeholder national consultation and validation workshops with a focus on drafting the ninth periodic report.
- 9) Review the draft ninth state party report as well as comments received during consultations and provide feedback and guidance on its structure, and content, including on the implementation of the General Recommendation 30. Support the HR divisions in presenting findings of the CEDAW report and solicit feedback through a validation workshop
- 10) Participate in a validation workshop and provide expert advice on the CEDAW and its reporting process.
- 11) Support the HR divisions in incorporating comments received during the validation workshop into the State Party report.

Duration of the assignment

The duration of the assignment will be from 31st of October 2018 to 30th June 2019. This includes both in- country and home-based assignments.

IV. Expected Deliverables

The National Consultant will produce the following deliverables:

#	Deliverables	Indicative Deadline
1	A detailed consultancy activity plan agreed upon with MGCSP, MoJ and UN Women	5 th of November 2018
2	First draft report which will incorporate findings of the capacity needs assessment of the HR divisions (MoJ and MGCSP) and focal points. The report should include a set of recommendations for improvement of monitoring, reporting and coordination mechanism for HR treaties	6 th of December 2018
3	Second draft report which will include a detailed description of activities implemented to strengthen the capacity of the HR divisions and focal points as well as results achieved. The report should include pre and post tests as annexes.	10 th of January 2018
4	Third report which will include a detailed description of the activities implemented to strengthen the capacity of the HR divisions and focal points, and the results achieved. The report should include pre and posttests as annexes.	3 rd of March 2019
5	Final report which will incorporate all feedback provided to the Ninth State Party Report, and draft State Party Report and recommendations	15 th of May 2019

All the deliverables, including annexes, notes and reports should be submitted in writing in English.

Upon receipt of the deliverables and prior to the payment of the first installment, the deliverables and related reports and documents will be reviewed and approved by UN Women. The period of review is one week after receipt.

V. Inputs

- UN Women will provide the Consultant with background materials relevant to the assignment
- The Consultant is expected to work using his/ her own computer.

VI. Performance evaluation:

Consultant's performance will be evaluated based on: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

VII. Required experience and qualifications

The Consultant should fulfill the following requirements:

a. Education

Master's degree in Gender Studies, social science or other related fields

b. Experience:

- At least 4 years of experience in the field of Human Rights and CEDAW
- Proven experience facilitating high level consultative workshops for Government Institutions and CSOs
- Prior proven experience in strengthening capacity of Government agencies in women's human rights
- Previous experience in a similar assignment will be considered an asset.
- Knowledge on Monitoring and Results based Management;
- Previous experience in conducting capacity needs assessments will be considered an asset.

Language and other skills:

- Proficiency in oral and written English
- Computer literacy and ability to effectively use office technology equipment, Internet and email.
- Excellent facilitation and training skills

VIII. Submission of application

Interested candidates are requested to submit electronic application to liberia.procurement@unwomen.org no later than **19th of October 2018**.

Submission of package

1. Cover letter;
2. CV, including contact information of 3 references;
3. Financial proposal. The financial proposal shall specify a total lump sum amount per each deliverable, including any travel, per diem and administrative fees, based on the template in

Annex 1. The lump sum costs must be accompanied by a detailed breakdown of costs calculation.

All applications must include (as an attachment) a CV and a financial proposal. Applications without a financial proposal will be treated as incomplete and will not be considered for further processing.

Please note that only short-listed candidates will be invited to the interview.

Selected candidates will need to submit prior to commencement of work:

1. A copy of the latest academic certificate
2. UN Women P-11 form, available via <http://www.unwomen.org/en/about-us/employment>
3. A statement from a medical doctor of 'good health and fit for travel'
4. Before any travel outside of Monrovia, the consultant will need to provide proof (certificate) of "Basic and Advanced Security in the Field" (which can be accessed here: undss.trip.org)

IX. Evaluation

Applications will be evaluated based on the cumulative analysis.

- Technical Qualification (100 points) weight; [70%]
- Financial Proposal (100 points) weight; [30%]

A two-stage procedure is utilised in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. Only the price proposal of the candidates who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical qualification evaluation will be evaluated.

Technical qualification evaluation criteria:

The total number of points allotted for the technical qualification component is 100. The technical qualification of the individual is evaluated based on the following technical qualification evaluation criteria:

Technical Evaluation Criteria	Obtainable Score
Experience and skills	90 %
Language and other skills	10 %
Total Obtainable Score	100 %

Only the candidates who fit the minimum requirements will be longlisted and additional documentation may be requested. Candidates with a minimum of 70% of total points will be considered as technically-qualified candidates and will be shortlisted for potential interview.

Financial/Price Proposal evaluation:

- Only the financial proposal of candidates who have attained a minimum of 70% score in the technical evaluation will be considered and evaluated.
- The total number of points allotted for the price component is 100.

- The maximum number of points will be allotted to the lowest price proposal that is opened/ evaluated and compared among those technical qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.

Annex I: Financial Proposal

BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

Breakdown of Cost by Components:

Deliverables	Percentage of Total Price (Weigh) for payment)	Fixed price	Due Date
A detailed consultancy activity plan agreed upon with MGCSP, MoJ and UN Women			5 th of November 2018
First draft report which will incorporate findings of the capacity needs assessment of the HR divisions (MoJ and MGCSP) and focal points. The report should include a set of recommendations for improvement of monitoring, reporting and coordination mechanism for HR treaties			6 th of December 2018
Second draft report which will include a detailed description of activities implemented to strengthen the capacity of the HR divisions and focal points as well as results achieved. The report should include pre and posttests as annexes.			10 th of January 2018
Third report which will include a detailed description of the activities implemented to strengthen the capacity of the HR divisions and focal points, and the results achieved. The report should include pre and posttests as annexes.			3 rd of March 2019
Final report which will incorporate all feedback provided to the Ninth State Party Report, and draft State Party Report and recommendations			15 th of May 2019

The lump sum costs should include all travel and administration costs and expenses related to the consultancy. All prices/rates quoted must be exclusive of all taxes. The lump sum costs must be accompanied by a detailed breakdown of costs calculation.