



United Nations Entity for Gender Equality  
and the Empowerment of Women

## JOB DESCRIPTION

### I. Position Information

**Job Title:** National Consultant

**Current Grade:** SSA/Consultant

**Department:** EVAW

**Duty Station:** Monrovia

**Project Title:** GOL/UN Joint Programme  
on Sexual and Gender Based Violence.

**Languages Required:** English

**Starting Date:** 1<sup>st</sup> March 2019

**Reports to (Title/Level):** Deputy Minister  
for Gender – Ministry of Gender, Children  
& Social Protection and the UN Women  
Programme Specialist on EVAW

**Expected Duration of Assignment:** August  
31<sup>st</sup>

### II. Organizational Context

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.

With years of programming in Liberia, UN Women leads the United Nations Country Team (UNCT) on gender equality and the empowerment of women focusing on 1. Women's leadership and political participation; 2. Women's economic empowerment; 3. Women, peace and security; 4. Ending Violence against Women and Girls and 5. Gender responsive governance.

The Joint Programme on Sexual and Gender Based Violence and Harmful Traditional Practices (SGBV/HTP JP), funded by Sweden is a collaborative initiative of the Government of Liberia and the United Nations with UN Women as the Administrative Agency.

Expected outcomes of the SGBV/HTP JP are (1) Educational institutions and relevant stakeholders in Liberia are fully engaged and active in preparedness, prevention and response to SGBV and Harmful Cultural Practices (child marriage, girls' education, teenage pregnancy and FGM); (2) Timely essential services provided for survivors of gender-based violence, harmful traditional practices in all counties; (3) An Improved legal, policy and operational environment and coordination mechanisms at national and sub-national levels for enhanced survivor protection and support; (4) Increased awareness, involvement and accountability at national, institutional, community and individual levels and (5) An improved environment and coordination mechanisms at community, national and sub-national levels for enhanced survivor protection and support.

## **CURRENT SITUATION**

Current institutional capacities and programmatic framework seem largely limited and strained to effectively and efficiently implement multisectoral program interventions hinged on planning, implementing, monitoring and evaluation in order to prevent and respond to SGBV, Harmful Practices and Sexual and Reproductive Health Rights (SRHR)-related issues at both national and subnational levels. Furthermore, technical, human resources, coordination mechanisms, logistical and financial gaps in the institutional and organizational capacities of the Ministry of Gender, Children and Social Protection (MGCSP) on multisectoral programming including gender mainstreaming, strengthening coordination, gender-responsive budgeting (GRB), increased skills building and enhanced capacity for effective advocacy continue to clinch little results.

In this context, the MGCSP has aspired to enter a phase of strengthening its institutional capacity to ensure better and more effective programming that will lead to timely delivery of results. This will include capacity building trainings, program/project management and managerial development, monitoring skills enhancement, etc. Additionally, the SGBV/HTP JP will also contribute to enhance the professional competencies of the technical staff of the Gender Based Violence (GBV) Division, aimed at propelling the image and raising the overall profile of the MGCSP.

Given the context, UN Women will avail the services of a National Consultant whose major responsibility will be to conduct an institutional capacity assessment of the GBV Division and provide technical support to build the Capacity of the GBV Division of the MGCSP.

## **Main Objective of the Consultancy**

To strengthen the capacity of the GBV Division of the MGCSP to better coordinate and implement SGBV related interventions in Liberia.

## **Duties and Responsibilities**

Under the overall guidance of the Minister of Gender Children and Social Protection and

UN Women Deputy Representative, and with direct supervision by the Deputy Minister for Gender and the SGBV/HTP JP Specialist, the incumbent will be based at the MGCSP and will perform the following duties:

**The Specific responsibilities include the following tasks:**

1. Conduct an initial assessment of the capacity needs of the GBV Division and County Coordinators in Margibi and Bong Counties and identify areas of improvement as per the GBV Standard Operating Procedures;
2. Write a report of assessment incorporating findings and concrete recommendations for action;
3. Validate the assessment with the Line Ministries and Agencies on the SGBV/HTP Joint Programme including the Technical Team and identify a clear timeline to improve the areas identified;
4. Develop skills-based training plan in the area of Program/Project Planning, Results Based Management, Monitoring and Report Writing plus other capacity needs that may be identified during the assessment with associated methodology and objectives;
5. Deliver structured skills-based training programme for technical and other relevant staff at the MGCSP/ GBV Division;
6. Develop an implementation plan together with requisite policies, standards and guidance to ensure that the interventions benefit and build a culture of systematic planning within the MGCSP;
7. Support and strengthen inter sectoral linkages between the GBV Division and the Children Protection Division to ensure that survivors of violence, including children, are provided necessary care and attention utilizing the referral pathway mechanism;
8. Support coordination between UN Agencies and the MGCSW;
9. Facilitate workshops with GBV Division Technical Team of the MGCSW to develop a monitoring and evaluation framework to ensure that the achievements of their interventions can be tracked, and the identified challenges and bottlenecks addressed timely.
10. Strengthen and support the validation of the National Action Plan for the Prevention and Management of Gender-Based Violence in Liberia.

### **III. Functions and key results expected**

#### **Work Schedule**

Build the capacity of the technical staff of the GBV Division of MGCSP and other relevant staff in Program/Project Planning, Results Based Management, Monitoring and Report writing and other areas identified during the initial assessment in close collaboration with the SGBV JP Management Unit, from 1<sup>st</sup> March for 31<sup>st</sup> August 2019.

#### **IV. Impact of Results**

- Ministry of Gender, Children and Social Protection have enhanced technical capacity to effectively prevent and respond to SGBV and HPs at national and sub-national level.

#### **V. Deliverables**

- Capacity Assessment Report highlighting gaps and recommendations provided by the end of the first week of tenure
- An inception report highlighting the methodological/strategic framework of the consultancy and or, task at hand provided by the end of the second week of tenure
- Training Modules with various areas of improvement identified in the Capacity Assessment Report developed by the end of first month of tenure
- Skills Based Training Plan including Outline of the proposed training delivered by the end of the first month
- An Implementation Plan that support a culture of systematic planning adopted.
- Skills based training report including results, recommendations and relevant annexes provided by mid second month of tenure
- M&E framework developed to track progress of intervention and identify challenges and bottlenecks;

#### **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 Ministry of Gender, Children & Social Protection and UN Women 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 to promote institution goals and objectives.

### **Working 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

### **Appropriate and Transparent Decision Making**

- Demonstrate informed and transparent decision making

## FUNCTIONAL COMPETENCIES

### Competencies:

- Significant knowledge and experience in Gender programming, building strategic partnership, knowledge management and learning environment in the office and among GBV Stakeholders and skills in monitoring an evaluation to monitor progress against milestones and deadlines;
- Proven knowledge on the issue of women's rights and gender equality including sexual and Gender Based Violence with the ability to problem solve and think creatively to develop programme document and implement smart business solutions in a challenging socio-economic environment.
- Ability to work under pressure and with multi-disciplinary and multicultural teams and possess excellent inter-personal skills and consistently approach work with energy and a positive, constructive attitude;
- Demonstrates openness to change, flexibility, and ability to manage complexities
- Demonstrates strong written and oral communication skills including facilitation skills;
- Strong analytical skills and the ability to establish priorities for self and others, proven networking, team-building and to work independently.

## VI. Recruitment Qualifications

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<b>Education and certification:</b>	<ul style="list-style-type: none"><li>• Advanced University Degree (Master's degree) or Equivalent in Gender Studies, Development Studies, or any other related field.</li><li>• Or 5 years' experience in developing strategies and ensuring effective gender mainstreaming and institutional/individual capacity building</li><li>• Experience in conducting similar institutional capacity assessments with government institutions.</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>• Proven, verifiable track record of success in this type of service delivery. (Essential)</li><li>• Experience in managing a team (Essential)</li><li>• Experience in conducting assessments</li><li>• Strong facilitation skills</li><li>• Excellent knowledge of English (Essential)</li><li>• Proficient in Microsoft Office (Word, Excel, Power point) and relevant internet and email software (Essential)</li><li>• Experience in computer data entry for research analysis</li></ul>

	<p>(Essential)</p> <ul style="list-style-type: none"> <li>• Understanding of the UN Development System Repositioning, the legal framework and the relevant national policies and plans for and relating to Ending Violence Against Women/Girls (Essential)</li> <li>• Must have extensive knowledge on EAW/G (Essential)</li> <li>• Proficient writing and verbal communication skills including writing programme documents, proposals and project reports.</li> <li>• Familiarity with the Program and knowledge of the local context will be considered a great asset</li> <li>• A proven track record in managing and monitoring results-based and rights-based national programming is required, including in-depth knowledge of results-based management approaches</li> <li>• Self-Motivated, and capable of working under pressure</li> <li>•</li> </ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>• Fluency in English is required</li> </ul>

## VII. Submission Of Package

### Submission of package

1. Cover letter;
2. CV, including contact information for 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.**
4. Deadline: February 28,2019

All applications must include (as an attachment) the CV and the financial proposal. Applications without 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](http://undss.trip.org))

## IV. 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 the 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 allocated for the technical qualification component is 100. The technical qualification of the individual is evaluated based on following technical qualification evaluation criteria:

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
Experience and skills	90 %
Language and other skills	10 %
<b>Total Obtainable Score</b>	<b>100 %</b>

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 allocated 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:**

<b>Deliverables</b>	<b>Percentage of Total Price (Weigh) for payment)</b>	<b>Fixed price</b>	<b>Due Date</b>
An inception report highlighting the methodological/strategic framework of the consultancy and or, task at hand provided by the end of the second week of tenure.			March 29, 2019
Capacity Assessment Report highlighting gaps and recommendations provided by the end of the first week of tenure.			April 12, 2019
Training Modules with various areas of improvement identified in the Capacity Assessment Report developed by the end of first month of tenure.			April 19, 2019
Skills Based Training Plan including Outline of the proposed training delivered by the end of the first month.			April 30, 2019
An Implementation Plan that support a culture of systematic planning adopted.			May 10, 2019
Skills based training report including results, recommendations and relevant annexes provided by mid second month of tenure.			May 30, 2019
M&E framework developed to track progress of intervention and identify challenges and bottlenecks.			June 10, 2019
Final Report			September 15, 2019