

Terms of Reference

National Consultant to provide technical support to the drafting of a Gender Policy for the National Disaster Management Agency (NDMA).

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| Duty Station/Location: | Monrovia, Liberia |
| Application Deadline: | 31 May 2019 |
| Type of Contract: | Contract for Consultant (CFC) |
| Language required: | English |
| Starting Date: | 6 June 2019 |
| Expected duration of the assignment: | 6 June 2019–20 August 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); 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 to these, UN Women emphasizes the gender dimensions of disasters as an issue of disaster risk reduction (DRR) effectiveness. UN Women advocates for equal rights and opportunities, strengthened language relating to women's equal participation and leadership, as well as inclusion of gender-responsive targets and indicators as per the Sendai Framework for Disaster Risk Reduction. Therefore, recognizing and documenting women's contribution into planning & implementation phases of disaster response in both national and local levels means empowerment of not only women themselves, but also girls, boys and men. This collective empowerment, in the long term, pave way to reduce harms in possible future disasters such as loss of lives, loss of control in assets, intangible as well as material losses.

DRR involves reducing disaster risks through efforts to analyze and reduce their causes. Gender-responsive DRR refers to analyzing and taking into account the needs, opportunities, roles and relationships of women, men, girls and boys informed by gender norms within a given culture and society.

It requires specific attention to women's rights and gender equality as part of a proactive and people-centered approach to reducing risks and vulnerabilities.

Disasters affect women, men, girls and boys in different ways. Gender inequalities increase women's and girls' vulnerability because they limit women's and girls' access to information, services and resources. This makes it more difficult for them to be resilient and recover from disasters.

The National Disaster Management Agency (NDMA) has taken several steps to demonstrate its strong commitment to promoting gender equality in the Agency and through its policy frameworks by the establishment of a Gender Department with the objective to develop policy guidelines and strategies that would inform the activities and programmes of NDMA in mainstreaming gender effectively in these interventions at the national and local government levels; and effectively coordinate and inform the different phases of disaster management from preparedness to recovery. NDMA has a Draft Gender Policy that incorporates inputs/comments from gender officers in the various counties. In addition, it aims to ensure that gender is integrated at both the structural and programmatic levels to influence the coordinating role of the Agency in collaborating with stakeholders from different backgrounds for a comprehensive gender-responsive approach to address the different challenges of disaster management.

Against this backdrop, UN Women Liberia seeks to hire a National Consultant to finalize the Draft Gender Policy for disaster management and develop a costed Action Plan for NDMA.

Objectives of the assignment

- ❖ The main objective of this consultancy is to review and finalize the Gender Policy for the NDMA and develop a five-year costed action plan with clear goals and targets, in a participatory manner. In addition, the assignment will envisage to institute mechanisms that promote gender sensitive budgeting so that resources are allocated, training needs identified, and capacity building opportunities are available to benefit women, men and girls and boys equitably.
- ❖ The Gender Policy for the NDMA will articulate the gender responsiveness of disaster management before, during and after disasters in developing and coordinating a gender-responsive strategy to meet the challenges of disasters and equip communities with the relevant skills and knowledge to become real agents of change in coping with the adversities of disaster situations from a gender perspective. It will be a realistic document that reflects the real life needs and challenges of those who are most vulnerable and exposed to disasters.

❖ Scope of work and tasks

Under the overall guidance of the Deputy Country Representative of UN Women Liberia and direct supervision from the Program Specialist on Governance and Gender Responsive Budgeting, and in close collaboration with the Gender Department at the NDMA, the Consultant will perform the following tasks:

Task 1. Desk Review and development of the consultancy plan

- 1) Conduct a desk review of existing relevant documents;

- 2) Conduct preliminary consultations with the NDMA Senior Management and the Gender Department of the NDMA, Ministry of Gender Children and Social Protection (MGCSP) and UN Women for development of a consultancy plan.

Task 2. Conduct an institutional gender assessment or gender audit to inform the development of the Gender Policy at the NDMA

- 1) Data collection: conduct desk review and interviews to assess capacity building needs to facilitate implementation of the Gender Policy.
- 2) Lead and manage data processing and analysis.
- 3) Develop a well-structured report that comprehensively outline the research findings, methodology, challenges, recommendations, list of persons interviewed and workshop participants

Task 3. Finalize the Gender Policy and Costed Action plan for the NDMA

- 4) Based on the gender assessment/gender audit results, finalize the Gender Policy and develop a detailed Costed Action Plan (2019-2024) with clear goals and targets. The plan should further state roles and responsibilities for concerned stakeholders and outline a monitoring and reporting framework and include an indicative budget;
- 5) Develop a concept note to organize the validation workshop for the Gender Policy
- 6) Facilitate the validation workshop
- 7) Incorporate recommendations from the validation workshop into the Gender Policy and the Costed Action Plan
- 8) Submit the Gender Policy for approval by NDMA Senior Management and subsequent adoption by the Agency's board
- 9) Make preparation and work with the NDMA Gender Department for the Launch of the Gender Policy and ensure its dissemination including its publication on the NDMA's website

Task 4. Strengthen the capacity of the NDMA Gender Department and the Senior Management to facilitate implementation of the Gender policy

- 10) Conduct two tailored trainings on gender equality including gender mainstreaming in DRR and understanding the gendered dimensions of DRR and mitigation.

IV. Expected Deliverables

The consultant will produce the following deliverables:

| # | Deliverables | Indicative Deadline |
|---|--|---------------------|
| 1 | Consultancy work plan | 13 June 2019 |
| 2 | Report on the Institutional Gender Assessment/Gender Audit | 29 June 2019 |
| 3 | Validated and launched Gender Policy and Costed Action Plan for NDMA. The policy will incorporate goals and targets and will further describe tasks and responsibilities, monitoring and reporting frameworks and have indicative budget | 23 July 2019 |
| 4 | Training report containing results, changes in knowledge and skills, and recommendations, as well as annexes (pre- and post-tests questionnaires) | 20 August 2019 |

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

Inputs

- UN Women and NDMA will provide the Consultant with background materials relevant to the assignment;
- The Consultant is expected to work using his/ her own computer;
- The Consultant will be based at NDMA; and
- NDMA shall facilitate consultations/meetings between the consultant and relevant stakeholders

IV. Performance evaluation:

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

V. Required experience and qualifications

The Consultant should fulfill the following requirements:

a. Education

Master's degree in Gender Studies, social sciences, disaster management or other related fields.

b. Experience:

- At least 3 years of proven experience in gender and gender mainstreaming;
- Proven exposure/experience in gender and emergency including the design/development/implementation of capacity development support programmes
- Proven experience in leading and facilitating workshops;
- Previous experience in conducting gender audits and developing gender policies would be an asset; and
- Familiarity with the UN system would be an asset;

Language and other skills:

- Proficiency in oral and written English
- Ability to effectively utilize computer software (i.e. MS Excel, Access, oracle, SPSS etc.) for database development and management.
- Excellent facilitation and training skills

VI. Submission of application

Interested candidates are requested to submit electronic application to liberia.procurement@unwomen.org no later than 31 May 2019.

Submission of package

1. Cover letter;
2. CV, including contact information of 3 referees;
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 attachment) a CV and 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 for 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)

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

| Technical Evaluation Criteria | Obtainable Score |
|--------------------------------------|-------------------------|
| Education and area of Expertise | 30% |
| Proven Work Experience and skills | 60 % |
| Language and other skills | 10 % |
| Total obtainable Score | 100 % |

Only the candidates who fit the minimum requirements will be longlisted and may be requested further documentation. 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 technically 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 |
|---|--|-------------|----------------|
| Consultancy work plan | 10% | | 13 June 2019 |
| Report on the Institutional Gender Assessment | 15% | | 29 June 2019 |
| Validated and launched Gender Policy and Implementation Plan for GC. The policy will incorporate goals and targets and will further describe tasks and responsibilities, monitoring and reporting frameworks and indicative budget; | 25% | | 23 July 2019 |
| Training report containing results, changes in knowledge and skills, and recommendations, as well as annexes (pre- and post-tests questionnaires) | 50% | | 20 August 2019 |

The lump sum costs should include all travels 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.