



**Spotlight
Initiative**
*To eliminate violence
against women and girls*



Terms of Reference

International Consultant to strengthen the capacity of the Liberian Parliament in Gender Responsive Budgeting (GRB)

Duty Station/Location:	Monrovia, Liberia
Application Deadline:	July 16, 2019
Type of Contract:	Contract for Consultant (CFC)
Language required:	English
Starting Date:	August 6, 2019
Expected duration of the assignment:	August 6, 2019 – September 13, 2019

I. Background

The 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, peace and security.

The Spotlight Initiative (SI) Programme is a joint initiative of the United Nations system and the European Union in partnership with the Government and civil society of Liberia to contribute to the elimination of gender-based and sexual violence, harmful practices and obstacles to access sexual and reproductive health rights. It provides a unique opportunity to demonstrate that a significant, concerted and comprehensive investment in gender equality can make a transformative difference in the lives of women and girls, as well as contribute to the achievement of all the Sustainable Development Goals (SDGs). It will focus on consolidating gains by developing a more effective prevention and response mechanism to violence against women and girls (VAWG) and the promotion of sexual and reproductive health rights (SRHR), through innovative approaches that strengthen an enabling legal and policy framework, effective and coordinated institutions, community mobilization and empowerment, increased and equitable access to holistic and integrated care services, access to and use of quality statistical data and strengthened and dynamic women's rights organizations.

The national budget is a fundamental indicator of what government proposes to do and what objectives it pursues. It presents the government's financial plans for an upcoming period and is a comprehensive statement of the priorities of the nation. In Liberia, the role of parliament in the budgetary process hinges on the existence of effective committee structures: committees are the engine room of any parliament. A strong parliamentary committee system is therefore a precondition for efficient parliamentary involvement and input in the budget process. Parliamentary committees can monitor, review and assess the budget and can make suggestions.

The Government of Liberia has been targeting gender inequality in society through different initiatives including the launch of the National Gender Policy in 2009 and its revised version in 2018, and the National Gender Responsive Planning and Budgeting Policy, 2019, and has expressed a commitment to gender equality objectives. However, there is a gap between gender responsive policy statements and the ways in which government funds are allocated and spent. The gap discourages the participation of women and their engagement in consultations while formulating new policies and legislation and in the allocation of resources and their expenditures. Consequently, the gender-specific needs of women and girls are overlooked in the planning, budgeting, implementation and reporting processes.

In this context, UN Women Liberia seeks to hire an International Consultant that will strengthen the capacity of the Liberian Parliament¹ in Gender Responsive Planning, Budgeting and Monitoring to promote gender equality and women's empowerment including addressing issues on VAWG, Sexual and Gender Based Violence/Harmful Practice (SGBV/HP) and women and girls' SRHR.

Objectives of the assignment:

- ❖ Recommend policy options to ensure budget allocations and expenditures are gender responsive.
- ❖ Enhance parliamentarians' knowledge in Gender Responsive Planning, budgeting and monitoring to address VAWG, SGBV/HP and promote women and girls' SRHR;
- ❖ Strengthen the capacity of parliamentarian in Gender Responsive Planning, budgeting and monitoring to address VAWG, SGBV/HP and promote women and girls' SRHR

DUTIES AND RESPONSIBILITIES

Under the overall guidance of UN Women Deputy Country Representative and direct supervision from the Gender Responsive Budgeting (GRB) Programme Specialist and in close consultation with the Liberian Parliament, the Ministry of Finance and development Planning (MFDP), and the Ministry of Gender Children and Social Protection (MoGCSP), the consultant will accomplish the following tasks:

Task 1. Desk review and development of a consultancy plan

¹ The Liberian Parliament will include Women Legislative Caucus, Gender Committee, Ways Means and Finance Committee and Legislative Budget Office

- 1) Conduct a desk review of budget performance reports and past budgets² to analyze the trend of gender responsive planning and budgeting
- 2) Review allotment and actual expenditure for gender equality and women's empowerment including addressing VAWG SGBV/HP and promoting women and girls' SRHR on the national budget
- 3) Conduct a gender budget analysis of the National budget FY2019/2020

Task 2. Develop GRB training of trainer's tools

- 1) Based on the desk review of existing budget performance reports, and the gender budget analysis, develop training of trainer's tools in Gender Responsive planning, budgeting and monitoring to address VAWG, SGBV/HP and promote women and girls' SRHR.
- 2) Finalize the training tools with inputs from UN Women Liberia, the MFDP and the Liberian Parliament
- 3) Based on the finalized GRB training of trainer's tools, organize and facilitate a 3-day training session to strengthen parliamentarians' capacity in Gender Responsive planning, budgeting and monitoring to address VAWG, SGBV/HP and promote women and girls' SRHR.
- 4) In consultation with MFDP, MoGCSP, and the Liberian Parliament develop an action plan to promote gender equality and women's empowerment.³

Task 3. Submit final report

- 1) Draft a comprehensive report with an overview of activities, results, challenges and recommendations and share with MFDP, MoGCSP and the Liberian Parliament, and UN Women Liberia for inputs and comments
- 2) Finalize the draft report with inputs from relevant stakeholders. and
- 3) Submit the final report with an overview of activities, results, challenges and recommendations for future actions to MFDP, MGCSP, Liberian Parliament and UN Women through the Gender Responsive Budgeting (GRB) Programme Specialist

II. Expected Deliverables

² The past two budgets including the National Budget (National Budget FY2019/2020)

1) ³ (including promoting SRHR and addressing VAGW/HP issues) through the national budget in the allocation and expenditure of resources in with a clear benchmarks, timelines and resources needed to implement the action plan

The consultant will produce the following deliverables:

#	Deliverables	Indicative Deadline
1	Consultancy plan submitted by the GRB Specialist	August 8, 2019
2	Gender Budget Analysis report of the National Budget looking at past budgets (FY 2016-FY2018) and current budget FY2019/2020	August 15, 2019
3	Training of trainer's Tools on GRB developed	August 23, 2019
4	Training of trainer's report developed (containing results, changes in knowledge and skills, and recommendations, as well as annexes (pre- and post-tests questionnaires)	
5	Action plan to address VAWG SGBV/HP and promoting women and girls' SRHR developed	August 30, 2019
6	A comprehensive final report submitted	September 6, 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 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 UN Women Liberia Country Office; and
- UN Women shall facilitate consultations/meetings between the consultant and relevant stakeholders

III. Performance evaluation:

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

IV. Qualification and Experience

The Consultant should fulfill the following requirements:

a. Education

University degree (master's degree) in gender studies, social sciences, public financial management, Law, Human Rights or other related fields.

b. Experience:

- At least 7 years of proven experience in gender, gender mainstreaming and public financial management;
- Expertise on gender equality, women's empowerment issues and working with the parliament;
- Proven exposure/experience in public financial management reforms, gender studies, 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

Language and other skills:

- Proficiency in oral and written English
- Must be capable of effectively using MS Word and Excel
- Excellent facilitation and training skills

IV. Submission of application

Interested candidates are requested to submit electronic application to liberia.procurement@unwomen.org no later than July 16, 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)

V. 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 plan	5%		August 8, 2019
Gender Budget Analysis of the National Budget FY2019/2020	10%		August 15, 2019
Training Tools on GRB for the Liberian Parliament	5%		August 23, 2019
Training report containing results, changes in knowledge and skills, and recommendations, as well as annexes (pre- and post-tests questionnaires)	5%		August 30, 2019
Action plan to addresses VAGW/HP and gender equality in the allocation and expenditure of resources in the national budget with a clear benchmarks, timelines and resources needed to implement the action plan	25%		
Submit a comprehensive final report with an overview of activities, results, challenges and recommendations for future actions	50%		September 6, 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.