

Term of references

International Consultant for Capacity Need Assessment of National Institutions (Justice and Security Sectors) and CSOs

1. Background

Gender equality and women empowerment are central to the mandate of United Nations Development Programme (UNDP) and fundamental to its development approach. As reflected in the vision of the UNDP Strategic Plan 2018-2021 and its subsequent 2018-2021 Gender Equality Strategy, the organization is fully committed, to promoting women equal participation and involvement in political processes, peace and security issues, to reducing gender inequalities within its offices, its programmes and operations and facilitates the same approach for its partners and stakeholders. Another goal is the eradication of poverty and the significant reduction and elimination of sexual and gender-based violence (SGBV) by empowering women and promoting and protecting their rights.

In response to the need of strengthening the Government of Liberia (GoL) capacity to respond to and eradicate cases of SGBV, harmful traditional practices (HTPs) and building better institutional frameworks for enhanced protection capacities and services to survivors, the European Union and the United Nations have launched the Spotlight Initiative aimed at addressing all forms of violence against women and girls, and eliminating harmful practices, through a transformative and evidence-based approach, 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".

Implemented in the context of the Pro-Poor Agenda for Prosperity and Development of the GoL, the EU/UN Spotlight Programme aims to support the Government of Liberia in its efforts to build a society where vulnerable women and girls and marginalized groups can enjoy their full rights and achieve their potential in a secure and safe environment. Its ultimate goal is to reduce significantly the prevalence of SGBV, HPs and their inter-linkages with sexual and reproductive health and rights (SRHR).

The EU/UN Spotlight Initiative is premised on the existing UN/Government of Liberia (GoL) Joint Programme on SGBV and HPs. Organized under 6 pillars, it aims to: (i) Strengthen policies, legislation and regulatory frameworks; (ii) Enhance integrated multi-sectoral capacities of national institutions, organizations and partners in preparedness, prevention and response; (iii) Improve social norms and practices, through inclusive participation and awareness raising of communities on the negative impacts of deep-rooted socio-cultural gender norms and HP; (iv) Integrate multi-sectoral response services to all survivors ensuring effectiveness and efficiency; (v) Develop a multi-sectoral Information Management System (IMS) to support evidence based planning and monitoring of results; (vi) Develop and operationalize a coherent and inclusive framework engaging the different actors including CSOs, the private sector and women's movement groups to eliminate violence against women and girls in Liberia.

The implementing agencies are UNDP, UN Women, UNFPA, UNICEF, OHCHR, UNHCR, and IOM. The programme coverage is nationwide with a progressive approach to the 15 Liberia counties. In addition, the project initially

targets five hotspot counties including Nimba, Grand Gedeh, Lofa, Grand Cape Mount and Montserrado which is due to the high prevalence of SGBV/HPs and less SRHR.

UNDP seeks an International consultant to support an international consultant in assessing the capacity of ten (10) Civil Society Organizations (CSO) and the relevant national institutions such as Liberia National Police (LNP), Drug Enforcement Agency -DEA, Liberia National Fire Service-LNFS, Liberia Immigration Services-LIS, Ministry of Justice, Armed Forces of Liberia (AFL) and Ministry of National Defense -MOD to enhance their technical capacity and resources to prevent and respond to SGBV and HPs at national, subnational and community levels.

The program will be accompanied with strong capacity development support to strengthen the capacity of the relevant institutions to organize evidence-based advocacy campaigns to prevent SGBV/HPs and address SRHR; and engage in coordinating, planning, developing and implementing multi-sectoral programmes/interventions.

The activities are part of the EU/UN Spotlight Initiatives (a multi-national partnership initiative designed to eliminate all forms of violence against women and girls as well as increase access to sexual and reproductive health and rights services) and will be implemented in the five most-affected counties (Montserrado, Grand Cape Mount, Lofa, Nimba and Grand Gedeh).

2. Objectives of the assignment

The consultancy focuses on pillar 2 of the EU Spotlight Initiatives Country Programme Document which translates to outcome 2 relative to the below specific output seeking to ensure:

1. Key officials at national and/or sub-national levels in all relevant institutions are better able to develop and deliver evidence-based programs that prevent and respond to VAWG, especially for those groups of women and girls facing intersecting and multiple forms of discrimination, including in other sectors.

Working in close consultation with the Governance Team of UNDP Liberia, the International Consultant is expected to undertake the following activities:

A. Conduct capacity needs assessment of justice & security actors and CSOs to respond, respect, protect and prevent third parties from perpetration of SGBV, HP and SRHRs violations and an audit of human resource management policies, code of conduct, regulations, and procedures to address and respond to SGBV, and HTPs

Recognizing the need to achieve sustainable SGBV prevention and responses programming, identifying capacity gaps, strengthening national legal frameworks and bringing them into greater harmony with international standards are critical to promote women's rights and gender equality and prevent SGBV.

Conducting a capacity assesment of the justice and security actors and CSOs will require extensive consultation with the key ministries and agencies to ensure good gender audits of their key personnel, human resources management policies, code of conducts and procedures will inform on critical areas which need strengthening as well as introduce resource availability to meet the required results.

Against this background, and based on the International Consultant's expertise and knowledge of the Liberian gender and the justice and security sectors context, he/she will realize deliverables A and B below, as well as undertake other relevant tasks that may emerge as important in the course of this assignment by leading on the following:

- Develop the template and content of the capacity assessment including gender audit, providing guidance for the approach and methodology for the identification of key personnel, human resource manuals, code of conducts, procedure and processes;
- Organize a system for collection, review, preparation and submission of report, etc.
- Facilitate the preparation of meetings, desk reviews and interviews
- Provide technical guidance to facilitate the expansion, cascading across government MACs, Counties and NGOs etc.;
- Develop a concept note to facilitate learning, experience sharing and knowledge networking among personnel to practice and integrate gender, gender mainstreaming, human rights, SGBV into work processes and relevant areas of knowledge within the sub-region and beyond.
- Develop tools and framework to evaluate progress and assist with the identification of problems, bottlenecks, and recommend solutions to continuous monitoring of best practices

B. Enhance gender-sensitive HRM policies and procedures and implement a justice & security sector-wide gender mainstreaming strategy with a view to ensuring greater gender sensitivity of justice, security and protection services.

- Prepare guidance and inputs into the design and facilitation of planning, knowledge building and validation workshops
- Develop a justice and security sector-wide gender mainstreaming strategy
- Conduct review and validation of documents (HRM policies and procedures)
- Provide training and guidance to staff on gender-sensitivity and gender mainstreaming in order to respond, respect, protect and prevent third parties from perpetration of SGBV, HP and SRHRs violations
- Facilitate training and coaching of Justice and Security sectors to comply recommendations from the capacity assessment report and the approved requirements;
- Advice and guide personnel on how to respond, respect, protect and prevent third parties from perpetration of SGBV, HP and SRHRs violations

3. Scope of Work

Approach/Methodology

The approach will be collaborative, working with key stakeholders, both at the individual and institutional level, to develop responses and deliverables that will respond, respect, protect and prevent third parties from perpetration of SGBV, HP and SRHRs violations. The approach is guided by the request to UNDP for Institutional Capacity Development for the Justice and Security Sectors outlined under pillar 2 in the Spotlight Initiatives Country Program Document, 2018.

The International Consultant will work directly with the local Consultant to support design, development and assessment of personnel among senior public officials, with a view to support the

institution's role in regards to respond, respect, protect and prevent third parties from perpetration of SGBV, HP and SRHRs violations.

He/she will establish more evidence-informed decisions and increased accountability for the effective implementation of the SGBV prevention and response program in Liberia.

The approach will be participatory with sufficient time to support and engage with relevant stakeholders to ensure acceptance and 'ownership' by the senior public officials to practice and integrate gender, gender mainstreaming, human rights, SGBV into their work processes and relevant areas of knowledge. Such ownership will be critical if they are to respond, respect, protect and prevent third parties from perpetration of SGBV, HP and SRHRs violations. Besides targeted Justice and Security sectors, other CSOs will be engaged actively in the capacity assessment, development and roll-out of the documents.

4. Outputs/Deliverables

The key tasks and estimated inputs are summarized in the following table:

No	Task Definition and Deliverable	Estimated Inputs
1.	Work with the local Consultant to conduct a capacity needs assessment of justice & security actors and CSOs to respond, respect, protect and prevent third parties from perpetration of SGBV, HP and SRHRs violations and an audit of human resource management policies, code of conduct, regulations, and procedures to address and respond to SGBV, and HTPs which will include the following task: <ul style="list-style-type: none">i Prepare tools, conduct desk review and conduct meetings and interviewsii Document and report proceedings and recommendations from trainings and workshops.iii Develop knowledge products.	30 days
2.	Work with the local Consultant to enhance gender-sensitive HRM policies and procedures and implement a justice & security sector-wide gender mainstreaming strategy with a view to ensuring greater gender sensitivity of justice, security and protection services which will including the following task: <ul style="list-style-type: none">i) Facilitate trainings and validationsii) Document and report proceedings and recommendations from trainings and workshops.iii) Develop knowledge products.	60 days

5. Timing, Location and Duration

As noted above, the technical expertise is required urgently to support the project implementation as it commenced operation.

The International Consultant is expected to provide 90 person working days' input, as shown in the table above. All of these days will be provided in-country to engage with key stakeholders.

6. Work Plan

In consultation with the heads of the respective ministries and agencies, the International Consultant will develop a Work Plan setting out a program of consultation with stakeholders relevant to each of the two deliverables. The Work Plan will be developed in the first three operational days in Monrovia and will include indicative appointment dates and times with key participants (e.g. the Minister of Justice, Ministry of National Defense, Liberia Immigration Service, National Fire Service, Bureau of Corrections, the Head of the National Civil Society Council)

7. Institutional Arrangements

UNDP representative will provide day to day supervision on the assignment to ensure the delivery of the project objectives set out in these terms of reference. The International Consultant will facilitate stakeholder validation sessions as required throughout the assignment.

The UNDP will provide office space.

8. Required Qualification, Skills and Experience of the Consultant:

The International Consultant shall have:

1. Master's degree or equivalent, in Gender and Human Rights, international relations or a relevant social science;
2. A minimum of 5 years of progressive experience in gender development and human rights
3. Extensive experience in the design, management and implementation of justice and security sector reform processes and/or capacity development initiatives
4. Advance knowledge and experience on SRHR, Gender and SGBV issues
5. Experience of working in countries/contexts affected by fragility
6. Extensive experience of working with government institutions and civil society organizations
7. Experience of survey design, data collection and reviews in Liberia (required)
8. Demonstrable experience undertaking similar consultancies for international development organizations
9. Proven track record, technical expertise, human resources, and operational capacity to undertake assignments of this scale/specification.
10. The Contractor would work with an additional local consultant for the implementation of this task.

Language Requirements:

Fluency in English, including excellent writing skills.

9. Competencies

Corporate Competencies

- Demonstrates integrity by modelling the UN values and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism
- Excellent analytical and organizational skills

Functional Competencies

Knowledge Management and Learning

- Strong organizational, analytical and writing skills;
- Ability to work strategically to realize organizational goals, develop strategies, set clear policy related to core assignment.
- Results oriented, strong team player with good interpersonal and coordination skills;
- Ability to effectively interact with a wide range of national and international interlocutors, reach agreements and promote ideas;
- Ability to work independently and under pressure and meet deadlines;
- Demonstrated ability to manage complex tasks and openness to change;
- Computer skills including Microsoft Word, MS Excel and Power Point;
- Capacity to work independently and demonstrate initiative;
- Advanced skills in acquiring and providing information;
- Ability to handle multiple tasks without compromising quality of work, team spirit and positive working relationships.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.