



Empowered lives.  
Resilient nations.

## PROCUREMENT NOTICE INDIVIDUAL CONSULTANT REPORT WRITER/ RAPPORTEUR

**PROCUREMENT NOTICE No. IC/UNDP/NATL /SPR /PBO/2020/040**

**Date: 29 October 2020**

**Country: Liberia**

---

**Country:** Liberia

**Duty Station:** Monrovia

**Description of the assignment:** NATIONAL CONSULTANT, REPORT WRITER/RAPPORTEUR

**Project name:** Sustaining Peace and Reconciliation through Strengthening Land Governance and Disputes Resolution Mechanisms

**Duration:** 26 working days

**Starting date:** Immediate

**Contract type:** National Individual Contractor

**Languages:** English

Proposals should be submitted at the following address: **by email to [bids.lr@undp.org](mailto:bids.lr@undp.org) (Please include procurement notice number in the subject area- No. IC/UNDP/NATL /SPR /PBO/2020/040)**. All bids should be submitted no later than **Friday, 06 November 2020 at 12:00 PM (GMT)**. Any request for clarification must be sent by standard electronic communication to the address or e-mail indicated below: [info.lr.procurement@undp.org](mailto:info.lr.procurement@undp.org)

UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

---

### 1. Background

The Liberia Peacebuilding Office, the Ministry of Internal Affairs and Liberia Land Authority with funding from UNDP, WFP and UN Women are implementing a project entitled: "Sustaining Peace and Reconciliation through Strengthening Land Governance and Disputes Resolution Mechanisms". The project seeks to strengthen the institutional and technical capacity of key Government institutions and local infrastructures of peace to carry out improved land disputes resolution mechanisms. Furthermore, the project supports early warning and response mechanism at district and county levels to collect conflict incidents and report same to the Liberia Early and Response Network (LERN) platform via SMS.

The LERN data are used to produce monthly policy briefs and recommendations for real-time actions by policy makers.

According to the 2018 SCORE Index, the underlying causes of the 14 years civil unrest still persist and largely remained unaddressed by the Government. Key among them are land disputes and boundary/border harmonization issues, corruption and inter-generational tensions.

### **Contextual background**

The Liberia Peacebuilding Office (PBO) and the Ministry of Internal Affairs together with the Liberia Land Authority, civil society actors and other relevant stakeholders have made significant progress to resolve critical land disputes and boundary harmonization issues in recent years. A recent research titled “mapping opportunities for peace consolidation in Liberia” identified land/property disputes, corruption and boundary/border disputes as key conflict drivers that continue to present eminent threats to national peace and stability. In addition, land dispute was identified by the SCORE Index (2018) as the predominant conflict trigger reported in all 15 counties, usually referred to as “dangerous triplet” that require bold, concerted national efforts to combat with urgency and decisiveness.

To sustainably continue the collection of regular real-time data on conflict trends in Liberia, PBO set up the Liberia Early Warning and Response Network (LERN) system in 2013 with funding from the Peacebuilding Fund Support Office (PBSO) through UNDP Liberia. The LERN platform has 272 early warning monitors across the country who collect conflict incidents with implications to escalate into violence and transmit them to the LERN platform via SMS. In collaboration with the National Center for the Coordination of Response Mechanisms (NCCCRM), PBO has deployed competent analysts that conduct preliminary analysis and send the results to the NCCCRM for deeper analysis and formulation of recommendations for real-time actions by relevant policy makers. Despite the progress achieved in the last few years, there are still reports of several land and boundary disputes across the country.

### **III. Scope of Work**

The land governance and inter-generational conflict survey seeks to complement the LERN data and provide in-depth understanding on the socio-cultural issues affecting women and youths in rural counties on land access, affordability and governance. The survey which was implemented in four counties (including Nimba, Sinoe, Maryland and Grand Cape Mount) focuses on intra-and-inter county boundary disputes, concession-related land disputes, natural mineral-induced land conflicts and women and youth land related disputes.

### **IV. Deliverables**

Under the direct supervision of the National M&E Officer and under the direct guidance of the Executive Director of PBO, the Consultant (Report Writer) will perform the following deliverables/milestones:

Activities	Dates	Percentage
<b>Data analysis:</b> the consultant will conduct an in-depth analysis, data query and visualization of data/variables including disaggregation by gender, county, district and other variables.	To be determined	To be determined
<b>Policy brief 1:</b> Intra-and inter-county boundary disputes: this policy brief should provide insights		

	<p>and evidence on the perceptions of people on key conflict drivers related to land and boundary disputes in-county and between counties and provide recommendations for resolution mechanisms.</p> <p>Each policy draft should be not less than 7 pages and not more than 10 pages including appendices</p>			
	<p>Desk Review: review the LERN platform data, project documents and other literature materials to corroborate and triangulate key findings of the survey.</p> <p><b>Policy Brief 2:</b> Concession related land disputes: this brief will look at the extent to which concession related conflicts are affecting social cohesion, inter-dependencies and level of divisions they create between and among local inhabitants and stakeholders or how it affects state-society relations.</p>	To be determined	To be determined	
	<p>Report Writing: the consultant shall produce four evidence-based policy/research briefs on the following thematic areas of the survey.</p> <p><b>Policy Brief 3: Natural mineral induced land disputes:</b> how access to and control of natural minerals are undermining peace and reconciliation at district and county levels or national level.</p>	To be determined	To be determined	
	<p><b>Policy Brief 4:</b> It is envisaged that the Consultant will ensure women, youth and people with disability are related by land disputes: how women, youth and people with disability are affected by land disputes and their limited access to and control over land? And what factors influence their limited access to land or participation in land governance?</p>	To be determined	To be determined	

## V. Impact of Results

The project seeks to strengthen the institutional and technical capacity of key Government institutions and local infrastructures of peace to carry out improved land disputes resolution mechanisms.

VI. Recruitment Qualifications	
Education:	Advanced university degree in International Development, Public Policy, Communications, Creative Writing, or a related field
Experience:	<ul style="list-style-type: none"> <li>• At least 5 years of relevant professional experience</li> <li>• Proven experience in report writing</li> <li>• Experience in producing high-quality reports and policy briefs for UN agencies and other development partners and donor organizations.</li> </ul>
Language Requirements:	Fluency in English, including excellent writing and analytical skills

**The national Consultant shall have:**

- Strong research and excellent writing skills in English
- High proficiency in the use of Word and Excel applications
- Excellent organizational skills
- Ability to meet deadlines and work under pressure
- Strong interpersonal skills, able to communicate and work with diverse people

**Documents to be included when submitting the proposals:**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

(i) Explaining why they are the most suitable for the work (1 page); detailed methodology on how they will approach and conduct the work

2. Financial proposal

3. Personal CV including experience in similar projects and at least 3 references

**a) Financial Proposal**

The financial proposal shall specify an all-inclusive daily fee. Payments will be made to the Individual Consultant based on specific and measurable deliverables as specified in the TOR upon completion of all deliverables.

**b) Evaluation**

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

*Award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:*

*a) responsive/compliant/acceptable, and*

*b) Having received the highest score out of a pre-determined set of weighted technical and financial*

*\* Technical Criteria; 70 points]*

*\* Financial Criteria; [30 points]*

*Only candidates obtaining a minimum of 70% of the maximum points would be considered for the financial evaluation*

The technical revision of CVs will consider the following criteria:

1. Relevance of Academic Qualifications
2. Professional Experience in similar projects
3. Appropriateness of proposed methodology for the requirement
4. Adequacy of Competencies and Skills for the Assignment

#### **ANNEXES**

**ANNEX 1-** TERMS OF REFERENCES (TOR)

**ANNEX 2-** INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

**ANNEX 3 –** OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT