



TERMS OF REFERENCE

National Consultant to develop a Two- Year Strategic Plan and Costed Annual Work Plan for The Ministry of Gender Children and Social Protection

Duty Station/Location:	Monrovia, Liberia
Application Deadline:	23 April 2021
Type of Contract:	Contract for Consultant
Language required:	English
Starting Date:	24 May 2021
Expected duration of the assignment:	24 May 2021–30 August 2021

BACKGROUND

The Ministry of Gender, Children and Social Protection (MGCSP) has been established October 2014 by an Act of the Legislature to promote the development, empowerment and protection of women, girls and children, as well as the welfare and integration of persons with disabilities, the vulnerable, extremely poor, excluded and disadvantaged.

The Ministry, following Presidential elections in 2017, ushered in a new political administration. This was subsequently followed by inauguration of His Excellency Dr. George Manneh Weah as President of the Republic of Liberia whose government immediately formulated a new National Development Agenda known as the Pro poor Agenda for Prosperity and Development (PAPD) which succeeded the Agenda for Transformation (AFT). To implement the PAPD, the Ministry in 2018, deemed it expedient to effectively review its five-year Strategic Plan developed in 2016, which reflected the need for a comprehensive review and adoption of a new Strategic Plan to align properly with the PAPD. Hence the MGCSP, wants to redesign a new Strategic Plan that properly realigns its activities, programs and projects with the PAPD to effectively and sufficiently direct, manage and control the activities of the Ministry in conformity with the PAPD.

As its strategic partner, 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; engaging women in all aspects of peace and security processes and advancing women's rights to live free from violence and gender responsive governance. UN Women also coordinates and promotes the UN system's joint work in advancing gender equality.

Against this backdrop and with financial and technical support from UN Women, the MGCSP seeks to hire a National Consultant to develop its Strategic Plan and a costed Annual Work Plan.

OBJECTIVE

- Based on the review of the 2016 Strategic Plan, redesign a two (2) year (up to 2023) Strategic Plan and costed Annual Work Plan to aligned with the activities and programs of the PAPD;
- Substantiate and catalogue the progress made over the last years and identify the challenges, strength, weaknesses, opportunities;
- Develop a two year Strategic Plan, costed Annual Work Plan; and
- Organize a donor conference and present the Ministry's two year Strategic Plan and costed Annual Work Plan

SCOPE OF WORK AND TASKS

Under the overall guidance and management of the Deputy Country Representative of UN Women and the Deputy Minister of Research Policy and Planning of MGCSP and with direct supervision from the Gender Responsive Budgeting Programme Specialist, the National Consultant will perform the following tasks:

Task 1. Desk review and development of a consultancy work plan and an inception report;

- Conduct a desk review of the current Strategic Plan and Reports for the past years;

- Conduct a desk review of existing relevant documents including the Revised National Gender Policy, the Common Country Assessment and the PAPD;
- Develop a consultancy work plan and an inception report;

Task 2: Conduct an institutional assessment to inform the development of the Ministry's Strategic Plan and costed Annual Work Plan;

- Conduct preliminary consultations with all Departments (Department for Administration, Department of Gender, Department of Children and Social Protection and Department of Research, Policy and Planning) of the MGCSP;
- Conduct consultations with relevant development partners/donors (UN Women and related UN agencies, Sweden, EU, and AFDB), line ministries, media, CSOs and marginalized groups to inform the development of the Ministry's Strategic Plan and Costed Annual Work Plan
- Hold working session with MGCSP Staff to review the Ministry's activities and programs within the current strategic plan; and
- Hold feedback session with senior management of the MGCSP and discuss on the way forward

Task 3: Draft the Ministry's Strategic Plan and a costed Annual work Plan with the MGCSP

- Based on the institutional assessment, draft a Strategic Plan and costed Annual Work Plan with clear goals and targets. The plan should further state roles and responsibilities for concerned stakeholders/departments and outline a monitoring and reporting framework and include an indicative budget;
- Hold a working session with MGCSP Staff to review the Ministry's draft Strategic Plan and costed Annual Work Plan;
- Ensure the Strategic Plan and costed Annual Work Plan is participatory by incorporating inputs from staff of the MGCSP

Task 4: Finalize and submit the Ministry's Strategic Plan and a costed Annual Work Plan

- Organize and facilitate an event to validate the Ministry's Strategic Plan and a Costed Annual Work Plan
- Coordinate with the Ministry and hold a one donor resource mobilization conference to share the Ministry's final Strategic Plan and a costed Annual Work Plan
- Consolidate and share a summarized report with clear action points and recommendations with the Ministry and development partners

EXPECTED DELIVERABLES

The consultant will produce the following deliverables:

#	Deliverables	Indicative Deadline
1	Consultancy work plan and inception report submitted	14 May 2021
2	The Institutional Assessment report submitted	31 May 2021
3	Draft of Strategic Plan and a costed Annual Work Plan developed	18 June 2021
4	The Ministry's Strategic Plan and a costed Annual Work Plan finalized and submitted	25 June 2021
5	Printed copies of the two (2) year Strategic Plan and Cost Annual Work Plan submitted	9 July 2021

All the deliverables, including annexes, notes and reports should be submitted in writing 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 MGCSP. The period of review is one week after receipt.

Inputs

- ✚ MGCSP 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 MGCSP

PERFORMANCE EVALUATION:

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

REQUIRED EXPERIENCE AND QUALIFICATIONS

The Consultant should fulfill the following requirements:

a. Education

Master's degree is required, but PhD would be an added advantage in Gender Studies, Program Management, Social Sciences, Political Science, Strategic Planning, Governance, or other related fields.

b. Experience:

- ✚ At least 3 years of proven experience in gender and gender mainstreaming;
- ✚ Proven exposure/experience in gender and program including the design/development/implementation of capacity development support programmes
- ✚ Proven experience in leading and facilitating workshops;
- ✚ Previous experience in strategic plan development and policy analysis and development would be an asset; and
- ✚ Familiarity with Gender responsiveness;

c. Language and other skills:

- ✚ Proficiency in oral and written English
- ✚ Ability to effectively utilize computer software (i.e. MS word, Excel, Access, etc.)
- ✚ Excellent facilitation and training skills

SUBMISSION OF APPLICATION

Interested candidates are requested to submit electronic application to liberia.procurement@unwomen.org no later than 23 April 2021.

i. Submission of package

1. Cover letter;
2. CV, including contact information of 3 referees;

All applications must include (as an 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.

ii. Evaluation

Applications will be evaluated based on the Cumulative analysis.

- Technical Qualification (100 points) weight; [80%]
- Financial Proposal (100 points) weight; [20%]

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 80% 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
Experience and skills	90 %
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.