

**Terms of Reference**

**Innovative financing expert to develop an innovative financing strategy and strengthen the capacity of the Government of Liberia (relevant line ministries) and Women’s organizations on innovative financing.**

Duty Station/Location: Monrovia, Liberia

Application Deadline: January 17, 2020

Type of Contract: Contract for International Consultant (CFC)

Language required: English

Starting Date: February 3, 2020

Expected duration of the assignment: February 3, 2020 – May 30, 2021

1. **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.

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 four corporate priority areas: women’s leadership and political participation; enhancing women’s economic empowerment (WEE); engaging women in all aspects of women, peace and security (WPS) processes; advancing women’s rights to live free from violence and gender responsive budgeting and governance. UN Women also coordinates and promotes the UN system’s joint work in advancing gender equality.

UN Women alongside the OHCHR is implementing a joint project to advance the implementation of United Nations Security Council Resolution (UNSCR) on Women Peace and Security. This joint project is generously funded by the Peace building Fund and is implemented in partnership with the Government of Liberia. This intervention has thus been designed to accelerate the implementation of the second phase of the Liberian National Action Plan (NAP WPS) (2019-2023) which is a peacebuilding policy document that is aligned with global, regional and national commitments such as the SDGs, the Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), and the UNSCR on WPS[[1]](#footnote-1). This project aims to enhance allocation of financial resources for the implementation of the Second National Action Plan on Women Peace and Security (NAP WPS) through innovative financing[[2]](#footnote-2) and Gender Responsive Budgeting (GRB). To this end, this project will equally strengthen the capacity of women’s organizations and targeted government agencies on GRB and innovative financing.

The Security Council Resolution (SCR) 2242 (2015) and the 2017 report on WPS agenda of the Secretary General (SG) to the General Assembly calls for increased funding for Gender Equality and WPS programming. A lack of financial resources has been identified as one of the major challenges that impeded the implementation of the Liberian first NAP WPS. Despite significant attempts by the government to advance the implementation of the UNSCR on 1325 and the subsequent UNSCR on WPS[[3]](#footnote-3),,failure to allocate sufficient resources and funds has been the most serious and persistent obstacle to the implementation of the women, peace and security agenda over the past 10 years[[4]](#footnote-4).

The innovative financing component of the above mentioned joint programme aims at generating resources for delivery of the peacebuilding activities of the Second NAP WPS (2019-2023). Some of these peacebuilding activities include the mainstreaming of gender into the existing peace infrastructure, implementation of sustainability plans of the women peace huts, roll-out of the gender sensitive community policing policy and implementation of the gender policies of security institutions among others.

In this context, UN Women Liberia seeks to hire an International Consultant that will strengthen the capacity of Government actors and Women Organizations on innovative financing to ensure increased allocation of financial resources for the implementation of the NAP WPS.

**Objectives of the assignment:**

* Conduct an assessment to facilitate development of an innovative financing strategy for both Government and women’s organizations and to tailor the capacity development initiatives. Through this assessment, doable and sustainable financial innovative modalities will be identified for both Government Agencies (MGSCP, MFDP, MIA, LNP, LRA) and Women’s organizations.
* Strengthening the capacity of Government actors and Women Organizations on innovative financing to ensure increased allocation of financial resources for the implementation of the NAP WPS.
* Support the government and women organizations to develop and roll-out at least two innovative financing sub-projects and/or mechanisms that will facilitate the generation of financial resources.
* Monitor and support CSOs and Government to establish a monitoring mechanism to monitor and track how resources that are generated are used.

**Duties and Responsibilities:**

Under the overall guidance of Women Peace and Security Specialist and direct supervision from the Gender Responsive Budgeting (GRB) Programme Specialist and in close consultation with the Ministry of Finance and development Planning (MFDP), Liberia Revenue Authority and the Ministry of Gender Children and Social Protection (MoGCSP), the consultant will accomplish the following tasks:

**Task 1. Develop a Consultancy Workplan**

* Conduct a desk review on revenue, resource mobilization, domestic revenue generation, and further on private companies operating in Liberia, tax laws and policies;
* Conduct preliminary consultations with senior management and technicians at the MFDP, MoGCSP, Ministry of Justice, Ministry of Internal Affairs, and the Liberia National Police and UN Women for development of a consultancy plan;
* Conduct consultations with relevant CSOs and women rights organization.

**Task 2. Conduct individual and institutional capacity assessment of the Department of Fiscal Affairs (Revenue and Tax Policy Division), Department of Budget of the Ministry of Finance, and relevant line ministries[[5]](#footnote-5) on innovative financing**

* Develop methodology, data collection tools, and collect data to assess the individual and institutional capacity needs to facilitate, implement and report on innovative financing.
* Lead and manage data processing and analysis; and
* Develop a well-structured report that comprehensively outlines the research findings, methodology, challenges, recommendations, list of persons interviewed and workshop participants.

**Task 3 Develop advocacy tools to facilitate the integration of innovative financing for the implementation of the NAP on WPS**

* Review existing and relevant advocacy tools and draft one to integrate innovative financing for the implementation of the NAP on WPS;
* In collaboration with the Ministry of Gender Children and Social Protection and the Ministry of Finance and Development Planning, identify relevant CSOs and Women rights institutions that are willing and committed to advocate for additional resources to implement the NAP on WPS;
* Draft easy to use advocacy tools on innovative financing with the CSOs and women rights institutions for the implementation of the NAP on WPS; and
* Validate and adopt the advocacy tools with CSOs and women rights institutions on innovative financing for the implementation of the NAP on WPS.

**Task 4. Develop a costed innovative financing strategy and roll-out innovative financing trainings for the Ministry of Finance, relevant line ministries and two county administrations**

* Review existing documents on tax administration, domestic resource mobilization, revenue sharing formula, and financing strategies;
* Draft a costed innovative financing strategy with the MFDP, MoGCSP, relevant line ministries and two county administration;
* Share draft innovative financing strategy with the MFDP, MoGCSP, relevant line ministries, UN Women and OHCHR for inputs and comments.
* Incorporate inputs and comments from the MFDP, MoGCSP, relevant line ministries, UN Women and OHCHR and other stakeholders such as the World Bank (WB) into the draft innovative financing strategy
* Validate and adopt the draft innovative financing strategy with the Ministry of Finance and Development Planning, Ministry of Gender Children and Social Protection, relevant line ministries, two county administrations and UN Women
* Support the targeted line Ministries and CSOs to develop innovative financing sub-projects or mechanisms
* Roll out a series of trainings for government and CSOs on innovative financing.
* With a learning by doing approach, the international innovative financing expert is expected to capacitate targeted government institutions, CSOs, on innovative financing.
* Mentor and technically support the implementation of at least two innovative financing sub-projects.
* Facilitate an online training courses on innovative financing for targeted line ministries, CSOs and human rights institutions

**Task 5. Monitor and support CSOs and Government to establish a monitoring mechanism to track how resources that are generated are used.**

* Develop Terms of Reference for the government and CSOs to establish a monitoring and accountability mechanism to ensure that the funds generated are used for what were intended
* Develop monitoring tools and provide technical assistance to Government and CSOs to establish a monitoring system.
* Develop a knowledge product on innovative financing for the implementation of the NAP WPS

**Task 6. Facilitate exchange of learning between Liberia and other countries on implementation of NAP WPS and innovative financing for the promotion of Gender Equality (GE), through the 1325 Regional network:**

* Facilitate an E-Learning exchange/video conference on innovative financing for relevant government institutions;
* Facilitate an E-Learning exchange/video conference on innovative financing for Civil Society Organizations

1. **Expected Deliverables**

The consultant will produce the following deliverables:

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| # | Deliverables | Indicative Deadline |
| 1 | Consultancy Workplan | 10 February 2020 |
| 2 | Individual and institutional capacity assessment report. The report should have the following structure:   * Introduction * Methodology * Data collection tools * Findings * Annexes | 10 April 2020 |
| 3 | Practical/Easy to use advocacy tools to facilitate the use of generated funding for the implementation of the NAP on WPS | 27 March 2020 |
| 4 | Costed and validated innovative financing strategy | 1 May 2020 |
| 5 | Concept notes and project documents developed in collaboration with the Government and CSOs to support the roll out of innovative financing sub-projects | 8 June 2020 |
| 7 | Terms of Reference to establish a government-CSO monitoring accountability and transparency mechanism | 9 June 2020 |
| 8 | Report of the capacity strengthening activities that were rolled out including mentoring, technical support and exchange learning sessions. The report should include the results achieved (changes in knowledge and capacity), recommendations, and annexes such as means of verification. | 15 September 2020 |
| 9 | Monitoring report which will include information on the results achieved by the MFDP and CSOs during the implementation of the innovative financing pilot projects/mechanisms | 15 March 2021 |
| 10 | A knowledge product on innovative financing for the implementation of the NAP WPS | 10 April 2021 |
| 11 | End of mission report which will include a description of technical support provided, results achieved, recommendations and annexes | 15 May 2021 |

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 the Ministry of Finance and Development Planning will provide the Consultant with background materials relevant to the assignment;
* The Consultant is expected to work using his/ her own computer;
* While on mission, the IC will be based at UN Women Liberia Country Office and will regularly visit the MFDP, Liberia Revenue Authority, and MGCSP
* UN Women shall facilitate consultations/meetings between the Consultant and relevant stakeholders
* UN Women will provide transportation while the IC is on mission

1. **Performance evaluation:**

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

1. **Qualification and Experience**

The Consultant should fulfill the following requirements:

**Education**

University degree (master’s degree) in (international) finance, development economics, public administration, management or another related field.

**Experience:**

* A minimum of 5 years of experience in Development Financing, Resource Mobilization or partnerships building, preferably at an international level.;
* At least 2 years of experience on innovative financing
* Established track record in fund raising and working with International Financial Institutions and public-private partnerships;
* Strong experience working in resource mobilization and financing instruments.
* Experience in leading/supporting the development of Innovative Financing mechanisms is an asset;
* Experience working for/with multi-lateral organizations (including IFIs), the United Nations, the private sector, investors, World Bank and IMF is desirable
* Experience working in developing countries is an asset.
* Expertise in the promotion of gender equality would be an asset.
* Proven experience in leading and facilitating workshops

**Language and other skills:**

* Fluency in English, with the ability to produce well written reports
* Excellent facilitation skills

1. **Submission of application**

Interested candidates are requested to submit electronic application to [liberia.procurement@unwomen.org](mailto:liberia.procurement@unwomen.org) no later than January 17, 2020.

**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 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)
5. **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:

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| --- | --- |
| **Technical Evaluation Criteria** | **Obtainable Score** |
| Education and area of Expertise | 10% |
| Proven Work Experience and skills | 80 % |
| 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 Workplan | **5%** |  | 10 February 2020 |
| Individual and institutional capacity assessment report. The report should have the following structure:   * Introduction * Methodology * Data collection tools * Findings * Annexes | **10%** |  | 10 April 2020 |
| Practical/Easy to use advocacy tools to facilitate the use of generated funding for the implementation of the NAP on WPS | **10%** |  | 27 March 2020 |
| Costed and validated innovative financing strategy | **15%** |  | 1 May 2020 |
| Concept notes and project documents developed in collaboration with the Government and CSOs to support the roll out of innovative financing sub-projects | **10%** |  | 8 June 2020 |
| Terms of Reference to establish a government-CSO monitoring accountability and transparency mechanism | **10%** |  | 9 June 2020 |
| Report of the capacity strengthening activities that were rolled out including mentoring, technical support and exchange learning sessions. The report should include the results achieved (changes in knowledge and capacity), recommendations, and annexes such as means of verification. | **10%** |  | 15 September 2020 |
| Monitoring report which will include information on the results achieved by the MFDP and CSOs during the implementation of the innovative financing pilot projects/mechanisms | **5%** |  | 15 March 2021 |
| A knowledge product on innovative financing for the implementation of the NAP WPS | **10%** |  | 10 April 2021 |
| End of mission report which will include a description of technical support provided, results achieved, recommendations and annexes | **15%** |  | 10 May 2021 |

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.

1. SCR 1820 (2009), SCR1060 (2010), SCR 2106 (2013), SCR 2122 (2013), SCR 1888 (2009), SCR2242 (2015), SCR 2272 (2016), SCR 2178 (2014) and Resolution 2250, adopted by the United Nations Security Council in 2015, is the first resolution fully dedicated to the important and positive role young women and men play in the maintenance and promotion of international peace and security. [↑](#footnote-ref-1)
2. Globally, innovative financing was designed to generate additional resources for development, and not only to be used as a substitute for traditional resources, as stated in declarations adopted by the United Nations and in various conclusions of Leading Expert Group meetings on innovative financing for development. [↑](#footnote-ref-2)
3. In October 2000, at the call of civil society, the Security Council recognized that it must acknowledge and address the impact of conflict on women and women’s participation in conflict resolution, peacekeeping, and peacebuilding through UN Security Council Resolution 1325. There are seven UN Security Council Resolutions (SCR) that make up the Women, Peace and Security agenda: 1325 (2000), SCR 1820 (2008), 1888 (2008), 1889 (2009), 1960 (2010), 2106 (2013) and 2122 (2013). [↑](#footnote-ref-3)
4. Assessment of the implementation of the NAP WPS (2009-2013), Institute for Inclusive Security, 2014 [↑](#footnote-ref-4)
5. Ministry of Justice, Ministry of Finance and Development Planning, Ministry of Gender Children and Social Protection, Ministry of Internal Affairs, Ministry of Justice, Liberia Revenue Authority and LNP [↑](#footnote-ref-5)