# Description: UN_Women_English_Blue

**Terms of Reference**

**International Consultant to conduct a baseline study**

**Duty Station/Location**: Monrovia, Liberia

**Application Deadline:**  January 15, 2020

**Type of Contract:** Contract for Consultant (CFC)

**Language required:** English

**Starting Date:** 31 January 2020

**Expected duration of the assignment**: 31 January 2020 - 30 April 2020

1. **Background**

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 aspects in sustaining and furthering achievements in stability and development. In this regard, its programming in the Country is connected to four (4) corporate priority areas: women’s leadership and political participation; enhancing women’s economic empowerment (WEE); and engaging women in all aspects of peace and security processes (WPS), advancing women’s rights to live free of violence (VAW) and Gender Responsive Governance. In addition, UN Women also coordinates and promotes the UN system’s joint work in advancing gender equality.

UN Women UNDP and WFP are jointly implementing the project Sustaining Peace and Reconciliation through Strengthening Land Governance and Dispute Resolution Mechanisms. The Project aims to support the implementation of the Land Rights Act (LRA) and Local Government Act (LGA). The joint implementation of the two Acts will provide opportunities for empowering rural communities, including women and youth, by allowing them to manage their land and land-based resources to advance their economic growth and development, thus contributing to a reduction of land-related disputes in conflict prone counties.

In addition, the project will strengthen coordination between relevant government agencies, civil society, communities, development partners and concession companies with a view to creating a space for more effective implementation of LRA and LGA.

Against this backdrop, UN Women Liberia seeks to hire an International Consultant to conduct a baseline study for the joint project.

**Objectives of the assignment**

The main objective of this consultancy is to conduct a baseline study.

**Scope of work and tasks**

Under the overall guidance UN Women Peace and Security Programme Specialist and direct supervision and management of the Rule of Law Project Officer, the International Consultant will perform the following tasks:

**Task 1. Desk Review and develop a consultancy work plan and an Inception report that describes the methodology for the baseline study.**

* Conduct a desk review of existing relevant documents (Home-based);
* Conduct preliminary consultations with members of the project team (UN Women, UNDP and WFP and project stakeholders)
* Develop a consultancy work plan;
* Draft and submit an Inception report (Home-based). The report should be structured as follows:
* Introduction
* Methodology
* Data collection tools
* Findings
* Annexes

**Task 2. Undertake data collection, analysis and develop a baseline report**

* Develop data collection tools and agree with UN Women, UNDP and WFP on its usage;
* Analyze data collected;
* Develop a well-structured report that comprehensively describes findings of the research. The report will be structured as follows:
  + Executive summary
  + Acronyms
  + Introduction
  + Table of Contents
  + Background information
  + Methodology
  + Baseline Data
  + Analysis
  + Findings
  + Conclusion and recommendations

Annexes

**Task 3. Facilitate a validation exercise on findings with major project stakeholders;**

* Develop a concept note, a presentation, and an agenda;
* Organize and facilitate a two-day validation exercise with project stakeholders;
* Incorporate stakeholders’ comments in draft document;
* Finalize the baseline report;

**Task 4: Submit a final comprehensive report that reflects findings of the baseline survey**

* Draft a final report which will include results achieved, challenges and recommendations .

**Duration of the assignment**

The duration of the assignment will be from **31st January – 30th April 2020**

**Expected Deliverables**

The Consultant will produce the following deliverables:

|  |  |  |
| --- | --- | --- |
| **#** | Deliverables | **Indicative Deadline** |
| 1 | **Consultancy work plan and a detailed Inception Report** | 10 February 2020 |
| 2 | **Baseline study report.** The report will be structured as follows:   * + Executive summary   + Acronyms   + Introduction   + Table of Contents   + Background information   + Methodology   + Baseline Data   + Analysis   + Findings   + Conclusion and recommendations   Annexes | 20 March 2020 |
| 3 | **Final report which will include results of the validation exercise, final version of the baseline study, recommendations and annexes.** | 10 April 2020 |

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 UN Women. The period of review is one week after receipt.

1. **Inputs**

* UN Women/ UNDP/WFP will provide the Consultant with background information and documents, and a list of stakeholders relevant for the assignment;
* The Consultant is expected to work using his/ her own computer;
* UN Women will provide transportation while on missions;

1. **Performance evaluation:**

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

1. **Required experience and qualifications**

The Consultant should fulfill the following requirements:

1. **Education**

* Master’s degree in Political Science or Social Science, Gender Studies, International Development or in Monitoring and Evaluation.

1. **Experience:**

* At least 5 years of relevant experience in conducting research at the national or international level
* Proven experience in conducting baseline studies;
* Proven experience in data collection, analysis and reporting;
* Experience in the United Nations systems in an asset;
* Field experience in a post conflict environment is an asset.
* Previous experience on gender and land rights would be an asset.

**Language and other skills:**

* Proficiency in oral and written English
* Computer literacy and ability to effectively use office technology equipment, Internet and email.
* 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 **15th January 2020**.

**Submission of package**

1. Cover letter;
2. Curriculum vitae including contact information of at least 3 referees
3. A sample of similar work done previously;
4. A financial proposal. The financial proposal shall specify a total lump sum amount per each deliverable, including any administrative fees, based on the template in Annex 1. **The lump sum costs must be accompanied by a detailed breakdown of costs calculation.**

Applications without any of the items listed above will be treated as incomplete and will not be considered for further processing.

**Please note that** only short-listed candidates will be invited to 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)
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:

|  |  |
| --- | --- |
| **Technical Evaluation Criteria** | **Obtainable Score** |
| Experience and skills | 90 |
| Language and other skills | 10 |
| **Total Obtainable Score** | **100** |

Only the candidates who meet the minimum requirements will be longlisted, and additional documentation may be requested. Candidates with a minimum of 70% of total points will be considered as technically-qualified candidates and will be shortlisted for 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**

**Breakdown of Cost by Components:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverables** | **Percentage of Total Price (Weigh) for payment)** | **Fixed price** | **Due Date** |
|  | 10% |  |  |
|  | 40% |  |  |
|  | 60% |  |  |

**The lump sum costs should include administration costs, per diem 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.**

**Fight tickets will be directly purchaised by UN Women**