# Description: UN_Women_English_Blue

**Terms of Reference**

**National Consultant to conduct a Pperception Study on gender stereotypes and public perceptions of gender roles and attitudes towards women’s participation in local governance and peacebuilding processes**

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

**Application Deadline:**  9th February 2020

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

**Language required:** English

**Starting Date:** 24th February 2020

**Expected duration of the assignment**: 24th February 2020 until 10th July 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 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 in partnership with the OHCHR is implementing a joint project to advance the implementation of United Nations Security Council Resolution (UNSCR) on Women, Peace and Security (WPS). This joint project is generously funded by the Peace Building Fund and implemented in partnership with the Government of Liberia. In more concrete terms, this intervention has been designed to accelerate the implementation of the second phase of the Liberian National Plan of Action on Women, Peace and Security (NAP WPS, 2019-2023) which is a peacebuilding policy document aligned with global, regional and national commitment such as the Sustainable Development Goals, Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), and the UNSCR on WPS[[1]](#footnote-1) including the UNSCR 2122 (2013) which underscores the importance of women's full participation in peace processes as well as in other sectors of society. It stresses that the issue of gender equality must be given utmost importance in order to fully implement UNSCR 1325. Equality between both sexes and the inclusion of women are prerequisites for sustainable peace and a stability.

Alongside the strengthening of state institutions for implementation of the NAP WPS, UN Women and OHCHR will continue strengthening their investments in targeted Counties (Grand Bassa and Nimba) to further develop core skills and capacities of women’s groups, young women and women with disabilities, including advocacy and monitoring for accountability to enable them to meaningfully participate and shape more equitable and inclusive peacebuilding and local plans.

In this context, UN Women and OHCHR would like to raise awareness and roll-out participatory activities to change gender stereotypes in peacebuilding processes in targeted counties. The male partners and families of beneficiaries of the project, including local leaders, religious leaders, will be targeted to reduce the risk of possible resistance and backlash from families.

Against this backdrop, UN Women and OCHR seeks to hire a National Consultant (NC) to conduct a perception assessment and a gender and power analysis to assess community’s perception about human rights issues, and women’s role in peace building, local governance and politics. The findings will inform the development of a communication campaign and the design of awareness raising activities and the implementation of activities at county level.

**Objectives of the assignment**

The purpose of this assignment is to conduct a perception study on gender stereotypes and public perceptions of gender roles and attitudes towards women’s participation in local governance and peacebuilding processes in Grand Bassa and Nimba. This assignment also aims to assess a gender and power analysis that will inform the roll-out of project activities including awareness raising activities.

The selected NC is also expected to strengthen the capacity of a local NGO that will be selected by UN Women Liberia, in the delivery of Perception Study and gender and power analysis. This will include among others, providing technical support, facilitating trainings, and mentoring the assigned staff members.

**Scope of work and tasks**

Under the overall guidance and management of the UN Women Peace and Security Programme Specialist and supervision from the Women, Peace and Security Project Manager in collaboration with OHCHR, the NC will perform the following tasks:

**Task 1. Conduct Desk Review and development of a consultancy Work Plan and an Inception Report that describes the methodology for a Perception Study**

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

**Task 2. Undertake data collection, perception assessment and gender and power analysis in Nimba and Grand Bassa Counties**

* Develop data collection tools with the selected local NGO
* Provide guidance and technical support to the selected local NGO during the data collection process
* Analyze data collected with the selected local NGO
* 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 workshop and present results to major project stakeholders**

* Develop a concept note, presentation, and an agenda for the validation workshops in Monrovia
* Facilitate a validation workshop and present results to major project stakeholders
* Collect additional information from stakeholders to ensure finalization of the report
* Finalize the perception assessment and gender and power analysis report

**Task 4. Strengthen the capacity of the selected local NGO on how to conduct a perception assessment and a gender and power analysis.**

* Conduct capacity needs assessment
* Develop training materials and roll out a series of trainings for the selected local NGO
* Provide technical support and mentor local staff while conducting the perception assessment and gender and power analysis
* Measure changes in capacity
* Draft a report on the support provided to strengthen the capacity of the selected local NGO

**Methodology**

The Perception Study will be composed of four components: 1) Development of methodology (to be approved by UN Women) 2) A desk review based on secondary data 3) Primary data collection in Liberia in targeted Counties. 4) Data analysis and writing of final report.

The Perception Studyresearch will use a mixed-methods approach, using surveys, Focus Group Discussions and key InformantIinterviews. For primary data collection, women and men will be interviewed. Given the sensitiveness of the topic, all interviews will be conducted by enumerators from the selected NGO, county monitors from INCHR, and county gender officers from the Ministry of Gender, Children and Social Protection trained on protection principles. (When necessary, the organization will provide a training on protection principles especially pertaining to “do no harm” and confidentiality).

**Duration of the assignment**

The duration of the assignment will be from 24th January 2020 until 10th July 2020

1. **Expected Deliverables**

The Consultant will produce the following deliverables:

|  |  |  |
| --- | --- | --- |
| **#** | Deliverables | **Indicative Deadline** |
| 1 | Consultancy work plan and a detailed Inception Report | 7th March 2020 |
| 2 | A Perception Study report validated on gender stereotypes and public perception of gender roles and attitudes towards women’s participation in local governance and peacebuilding processes in Nimba and Grand Bassa. 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  | 15th of May 2020 |
| 3 | Capacity needs assessment report  | 20th June 2020 |
| 4 | Report of the capacity strengthening activities rolled out which will include results (changes in knowledge and capacity), recommendations, and annexes such as means of verification.  | 1st of July 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, will provide the Consultant with a list of contacts of stakeholders relevant for the assignment;
* UN Women will provide the organization with background materials relevant to the assignment;
* The NC while on mission will be based at the local NGO selected by UN Women;
* The Consultant is expected to work using his/ her own computer;
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:

**Education**

Master’s degree in Gender and Development Studies, International Affairs, Political Science or Social Science

**Experience:**

* At least 5 years of proven experience in conducting gender responsive research.
* At least 5 years of experience in developing and delivery of training programs on conducting research and/or conducting gender analysis .
* Proven experience in facilitating workshops on research, perception surveys or similar topics.
* Previous experience in a similar assignment would be considered an asset.

**Language and other skills:**

* Fluency in English, with the ability to produce well written reports
* Excellent facilitation skills
* Good mastery of information technology is required to ensure well organized and systematized presentations, including statistical and graphical descriptions
1. **Submission of application**

Interested candidates are requested to submit electronic application to liberia.procurement@unwomen.org no later than on 9th February 2020

**Submission of package**

1. Cover letter;
2. CV, including contact information for 3 referees;
3. A research report;
4. 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 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**

**Breakdown of Cost by Components:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverables** | **Percentage of Total Price (Weigh) for payment)** | **Fixed price** | **Due Date** |
|  | 5% |  |  |
|  | 35% |  |  |
|  | 10% |  |  |
|   | 50% |  |  |

**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.**

**Flight tickets will be directly covered by UN Women**

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)