

Terms of Reference

International Consultant to facilitate an online South-South Exchange to identify best practices in CSO, networks/multi-stakeholder platforms to implement and advocate interventions related to multiple and intersecting forms of violence and discrimination.

Duty Station/Location:	Monrovia, Liberia
Application Deadline:	28 July 2020
Type of Contract:	Contract for Consultant (CFC)
Language required:	English
Starting Date:	04 August 2020
Expected duration of the assignment:	30 September 2020

I. 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 (VAW) and gender responsive governance. UN Women also coordinates and promotes the UN system's joint work in advancing gender equality.

In the framework of the Ending Violence Against Women and girls and the EVAWG Pillar, the United Nations Entity For Gender Equality and the Empowerment of Women (UN Women) is a participating agency and the technical lead on the EU/UN Spotlight Initiative in which the European Union (EU) and the United Nations have embarked on a global, multi-year initiative focused on eliminating all forms of VAWG known as the EU/UN Spotlight Initiative. The Spotlight Initiative places all forms of VAWG at the center of efforts to achieve gender equality and women's empowerment in line with the 2030 Agenda for Sustainable Development. It is a new joined-up approach and partnership between the UN and the EU, in collaboration with the government to deliver on the Sustainable Development Goals (SDGs) in an integrated manner in line with respective mandates. A key component of the programme is to eliminate

Sexual and Gender Based Violence (SGBV), and Harmful Practices (HPs) and increase women's and girls' access to Sexual and Reproductive Health and Rights (SRHRs).

Through a comprehensive approach, the Spotlight Initiative focuses its work on eliminating SGBV and HPs, and addressing SRHRs, through six key pillars: 1) developing and implementing relevant legislation and policies; 2) strengthening national and sub-national institutions; 3) preventing violence through evidence-based programmes and campaigns; 4) establishing essential services for victims and survivors; 5) ensuring the collection and use of prevalence and incidence data and; 6) working with civil society organizations and women's movements.

There are 1,500 formal CSOs in Liberia registered under the umbrella of the National Civil Society Council of Liberia (NCSCCL) with countless informal organizations. Huge gaps in institutional and organisational capacity of national counterparts and CSOs on gender mainstreaming and targeted or multisectoral programming, strengthening coordination, gender responsive budgeting, increased skills building and enhanced capacity for targeted advocacy continue to undermine efforts in holding government and stakeholders accountable at all level of society.

To ensure a coherent, inclusive and empowered CSOs and Women's movement including those representing the youths and vulnerable groups, which can more effectively influence and advance progress on gender equality with particular focus on the elimination of violence against women and girls, additional and/or enhanced set of skills including evidence-based research and advocacy, policy analysis and political and social dialogue are required to deal with the numerous challenges faced by CSOs. Important to note is the need to deal with the fragmentation within the CSOs which makes it difficult for the sector to build collaboration and partnership, constituting a major deterrent towards achieving the common goal of ending SGBV/HPs/ SRHRs.

The EU/UN Spotlight Initiative provides an innovative strategy and mechanism to work with civil society and women's movement groups to further strengthen synergies and dovetail all efforts to eliminate VAWG. Indeed, the elimination of VAWG cannot be achieved without a strong and empowered civil society and autonomous women's movement.

The EU/UN Spotlight Initiative leverages previous lessons learned, especially being cognizant of the fact that national civil society and community engagement and sensitization are key to ensuring their full participation in the implementation of laws, policies and programs that improve their lives and that of their society as a whole. Additional learning from similar context from outside Liberia another country is deemed useful to bring different perspective in addressing these inherent challenges. At the same time it would also be an opportunity to share Liberia's own knowledge and skills on the VAWG. Therefore, the Initiative seeks to conduct a South - South Cooperation to identify best practices in CSO, networks/multi-stakeholder platforms to implement and advocate interventions related to multiple and intersecting forms of violence and discrimination.

In order to ensure that this virtual meeting is well facilitated by an expert with knowledge in best practices working with CSOs as well as undertaken South-South Exchange engagement, it is important to solicit an international consultancy that will provide opportunity for new learning experiences and opportunities that ensures that national CSOs obtain the needed knowledge and skills in collaboration, networking and coordination to address issues that affect women and girls in the country, communities, and villages.

Against the backdrop, UN Women Liberia seeks to hire an International Consultant to facilitate South-South Exchange to identify best practices in CSO, networks/multi-stakeholder platforms to implement and advocate interventions related to multiple and intersecting forms of violence and discrimination.

The consultant will oversee and lead the facilitation of the virtual south-south exchange for CSOs and Women Rights groups in coordination with the Development Education Network – Liberia (DEN-L). The International Consultant will develop a module, organize experience learning sessions and engagement with other CSOs and Women Rights Organisations in the region that have experience in working with Governments, international organisations, etc on EVAWG. The International Consultant will work along with the DEN-L in the planning and coordination of the various session of the conference (virtual meeting). S/He will facilitate sessions that identify best practices in CSOs, Networks/Multi-Stakeholders platforms to implement and advocate interventions related to multiple and intersecting forms of violence and discrimination.

The Consultant will be responsible to oversee and lead the facilitation of the virtual south-south exchange for CSOs and Women Rights groups in coordination with the Development Education Network-Liberia (DEN-L). She/he will develop a module, organize experience learning sessions and engagement with other CSOs and Women Rights Organisations in the region that have experience in working with Governments, international organisations, etc on EVAWG. The International Consultant will work along with the DEN-L in the planning and coordination of the various session of the conference (virtual meeting). S/He will facilitate sessions that identify best practices in CSOs, Networks/Multi-Stakeholders platforms to implement and advocate interventions related to multiple and intersecting forms of violence and discrimination.

The Consultant will be responsible for developing knowledge products as well as contextualized souvenirs for visibility as well as provide a comprehensive documentation of the virtual conference for CSOs and Women Rights Groups.

Objectives of the assignment

The main objective of this consultancy is to oversee and lead the facilitation of the virtual south-south exchange for CSOs and Women Rights groups;

Scope of work and tasks

Under the overall guidance and management of the UN Women Peace and Security Specialist and supervision from the Program Specialist, in collaboration with the key stakeholders, the Consultant will perform the following tasks:

1. Responsible for the development of an exchange learning module and an agenda that support the south-south virtual exchange meeting with CSOs and Women Rights Groups;
2. Prepare materials for presentation of various topics relates to identification of best practices in CSOs, networks,/multi-stakeholder platforms to implement and advocate interventions related to multiple and intersecting forms of violence and discrimination;
3. Facilitate 3 days virtual meeting with CSOs and Women Rights Groups, including organizing other CSOs from the region to provide learning experiences with regards to their work on ending violence against women and girls;

Key Deliverables

1. A cross-country/regional CSO Community of Practice developed;
2. 20 key recommendations identified by all participants to influence National policies in EVAWG identified;
3. Knowledge products developed including Policy brief, EVAW brief, etc.; and
4. Comprehensive Report on South-South Exchange with CSOs and Women Rights Groups developed;
5. A Draft a final report which will include results achieved. This should capture including information on training outcomes , specifically on advocacy, and legal review and drafting. It should also include detailed recommendations, and a list of relevant annexes .

Duration of the assignment

The assignment will be completed within a timeframe of **August 04 to 30 September 2020**.

IV. Expected Deliverables

The Consultant will produce the following deliverables:

#	Deliverables	Indicative Deadline
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1	A cross-country/regional CSO Community of Practice developed.	6 days after the exchange sessions
2	20 key recommendations identified by all participants to influence National policies in EVAWG	During the exchange session
3	Knowledge products developed including Policy brief, EVAW brief, etc.	10 days after the exchange session
4	Comprehensive Report on South-South Exchange with CSOs and Women Rights Groups developed.	10 days after the Exchange session

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.

V. Inputs

- UN Women in consultation with DEN-L will provide the Consultant with a list of CSOs and Women Rights Groups for the training;
- The Consultant is expected to work using his/ her own computer;
- UN Women will provide needed support for both consultant and participants;

VI. Performance evaluation:

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

VII. Required experience and qualifications

The Consultant should fulfill the following requirements:

a. Education

Master's degree in Gender Studies, law, social science, Gender and Development Studies or other related fields

b. Experience:

- At least 5 years of experience in the field of Law, Criminal Justice, Sociology, Psychology, Education, International Relations and Gender, Development Studies on women's human rights, Ending Violence Against Women and Girls and South-South Exchange;

- At least 2 years of experience in providing policy advice and technical assistance on gender and human rights, and legislative drafting and research to government institutions;
- Proven experience in facilitating workshops for Government and CSOs;
- Previous experience in facilitating workshops on South-South Exchange and advocacy;
- Familiarity with domestic laws and legal system of Liberia would be an added advantage.
- Knowledge of international human rights instruments
- Experience of applying adult learning techniques

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 and training skills

VIII. Submission of application

Interested candidates are requested to submit electronic application to liberia.jobs@unwomen.org no later than **28 July 2020 at 5:00PM**.

Submission of package

1. Cover letter;
2. CV, including contact information for 3 referee ;
3. 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.**

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 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)

IX. 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 fit 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 30.
- 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
A cross-country/regional CSO Community of Practice developed;			31 July 2020
20 key recommendations identified by all participants to influence National policies in EVAWG identified;			14 August 2020
Knowledge products developed including Policy brief, EVAW brief, etc.;			28 August 2020
Comprehensive Report on South-South Exchange with CSOs and Women Rights Groups developed;			4 th September 2020

The lump sum costs should include 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.