# Description: UN_Women_English_Blue

**Terms of Reference**

# International Consultant to Strengthen the Capacity of the Government of Liberia and Women’s Organizations on Gender Responsive Planning and Budgeting

**Duty Station/Location**: Home based with missions to Monrovia, Liberia

**Application Deadline:**  13th August 2020

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

**Language required:** English

**Starting Date:**  31st August 2020

**Expected duration of the assignment**: 31st August 2020- 31st of July 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 five 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 collaboration with 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 Liberia National Action Plan on Women, Peace and Security-2019-2023 (NAP WPS) 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 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[[3]](#footnote-3) on GRB and innovative financing.

The UNSCR 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 NAP WPS[[4]](#footnote-4), failure to allocate sufficient resources and funds has been the most serious and persistent obstacle to the implementation of the WPS agenda over the past 10 years[[5]](#footnote-5).

The Gender Responsive Planning and Budgeting (GRPB) component of the above mentioned joint programme aims at generating resources for delivery of the peacebuilding activities of the Second NAP WPS (2019-2023). The Government through the Public Finance Management Reform Strategy and Action plan (2017-2020) and the National GRB policy approved in 2018, committed to using gender-responsive planning and budgeting as a tool to mainstream gender issues into the public financial management system with the main purpose of ensuring that the benefits of plans and budgets reach the vulnerable groups characterized by their different gender needs and priorities.

In this context, UN Women Liberia seeks to hire an International Consultant (IC) who will strengthen the capacity of Government actors, Civil Society Organizations (CSOs) and Women Rights Organizations on GRPB to ensure increased allocation of financial resources for the implementation of the NAP WPS. The IC will closely work with a National Consultant (NC) who will support with the production of deliverables.

**Objectives of the assignment:**

Conduct an assessment to facilitate capacity building on GRPB for both Government, CSOs and women’s organizations to be able to conduct and produce sector budget analysis. The assessment should generate an understanding/mapping of current capacities in the respective ministries and gaps that will be addressed through training/mentorship, etc.

Through this assessment, doable and sustainable resources will be identified for both Government Agencies (Ministry of Justice, Ministry of Finance and Development Planning (MFDP), Ministry of Gender, Children and Social Protection (MGCSP), Ministry of Internal Affairs (MIA), and Liberian National Police (LNP), Liberia Revenue Authority (LRA) and women’s organizations. The IC will:

* Develop tools and procedures to institutionalize GRPB at county level for enhancement of allocation of resources for the peacebuilding activities of the NAP WPS and to strengthen the monitoring system.
* Strengthen the capacity of Government actors and Women Organizations on GRPB to ensure increased allocation of financial resources for the implementation of the NAP WPS.
* Work with UN Women’s Innovative Financing and M&E Consultants to monitor and support CSOs and Government to establish a monitoring mechanism to monitor and track how resources that are generated are used[[6]](#footnote-6).

**Duties and Responsibilities:**

Under the overall guidance of Women Peace and Security Specialist and direct supervision and support from the Gender Responsive Budgeting (GRB) Programme Specialist and a NC and in close consultation with the MFDP, LRA and the MGCSP, the IC will accomplish the following tasks:

**Task 1. Develop a Consultancy Workplan**

* Conduct a desk review.
* Conduct preliminary consultations with senior management and technicians at the MFDP, MGCSP, Ministry of Justice, Ministry of Internal Affairs, and the LNP, UN Women and OHCHR and county administrations of Nimba and Grand Bassa to facilitate development of a consultancy plan.
* Conduct consultations with relevant CSOs and women rights organization.

**Task 2. Conduct institutional capacity assessment on GRPB in relation to NAP WPS of relevant government agencies (LNP, MIA) and two county administrations (Nimba and Grand Bassa).**

* Based on assessments under the Liberia Spotlight Initiative Program, develop methodology, data collection tools, and collect data to assess the individual and institutional capacity needs to facilitate, implement and report on GRPB.
* Lead and manage data processing and analysis. and
* Develop a well-structured report that comprehensively outlines research findings, methodology, challenges, recommendations, list of persons interviewed and workshop participants.

**Task 3. Organize tailored gender responsive planning and budgeting trainings for relevant institutions including mentoring sessions to ensure that national and local budgets (county Social Development Fund) integrate actions from the NAP WPS**

* Develop tailored GRB training materials, based on the findings from the institutional capacity needs assessment.
* Develop pre and post tests to measure changes in knowledge and skills.
* Facilitate at least 5 workshops to enhance the capacity of at least one hundred civil servants (Budget officers, M&E officers, Gender Focal Persons and members of the Gender Units established under the Spotlight Initiative Program) and decision makers from targeted Ministries and Government agencies (Ministry of Justice, MFDP, MGCSP, Ministry of Health, and LNP and county administrations (Gran Bassa, Nimba) with enhanced knowledge on GRB/ HRBA
* Write and submit training report.

**Task 4 Develop evidence-based advocacy and GRB tools to facilitate the integration of the NAP WPS into the planning, budgeting and monitoring processes for MGCSP, MFDP, CSOs and women rights institutions**

* Review existing and relevant advocacy tools and draft one to integrate GRPB into the planning, budgeting, and monitoring processes for the implementation of the NAP WPS.
* Draft easy to use advocacy tools on GRPB with the CSOs and women rights institutions for the implementation of the NAP WPS.
* Validate and adopt the advocacy tools with CSOs and women rights institutions on GRPB for the implementation of the NAP WPS.
* Develop GRPB tools to facilitate the integration of gender into the Government’s planning, budgeting, monitoring and reporting cycle including advocacy tools to influence the 2020/21 budget.

**Task 5. Conduct a gender assessment to inform the planning, budgeting and monitoring processes and to allocate resources for the implementation of the NAP WPS.**

* Review existing planning, budgeting and monitoring processes of the national and sub-national budgets to inform the integration of NAP WPS related activities/programme
* Conduct a gender assessment of the Public Finance Management (PFM) Reform to identify potential entry points to mainstream gender.
* Develop and submit a report with the findings.

**Task 6. Enhance the capacity of Government officials and CSOs on how to conduct a gender analysis of the national budget FY 2020/21**

* Conduct a gender analysis of the approved national budget FY 2020/21.
* Facilitate a training on how to conduct a gender analysis of the national budget
* Develop an infographic on the gender gap of the national budget FY2020/21.

**Task 7. Support CSOs and women’s rights organization and Government to establish a monitoring mechanism to track how resources are generated and used.**

* Work with UN Women’s Innovative Financing Consultant, the MFDP and MGCSP to develop Terms of Reference for the government and CSOs to establish a monitoring and accountability mechanism on the implementation of resources generated and use for the NAP WPS
* Strengthen capacities of targeted government officials including planning and budgeting officials, M&E officials and Gender Focal Points, and members of the Gender and Security National Task Force on GRPB.
* Develop monitoring tools and provide technical assistance to Government and CSOs to establish a monitoring and reporting system that captures results achieved on the promotion of gender equality and the implementation of existing policies such as the NAP WPS.
* Facilitate trainings for Government officials and CSOs on how to monitor the allocation and expenditure of resources for the implementation of the NAP WPS.

**Task 8. Facilitate exchange of learning between Liberia and other countries on GRPB for the promotion of Gender Equality, through the UNSCR 1325 Regional network.**

* Facilitate an E-Learning exchange/video conference on GRPB for relevant government institutions.
* Facilitate an E-Learning exchange/video conference on GRPB for CSOs.

1. **Expected Deliverables**

The International Consultant will produce the following deliverables:

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| **#** | **Deliverables** | **Indicative Deadline** |
| 1 | Consultancy Workplan | 10th of September 2020 |
| 2 | **Gender Analysis of the Approved 2020/21 National Budget** on the existing gender gap to implement the NAP WPS | 25th September 2020 |
| 3 | Institutional and individual capacity assessment report for relevant institutions and 2 County Administrations. The report should have the following structure:   * Introduction * Methodology * Data collection tools * Findings * Recommendations/Way Forward * Annexes | 30 th of November 2020 |
| 4 | A report on the Gender Assessment conducted to inform the planning, budgeting and monitoring processes and to facilitate the mainstreaming of gender into the planning, monitoring, reporting and budgeting processes at the national and local levels including the PFM reform. | 25th of January 2021 |
| 5 | GRB tools developed to facilitate the integration of gender into Government’s planning, budgeting, monitoring and reporting processes. | 30th of January 2021 |
| 6 | Developed/ adapted training materials on GRBP | 26th  of February 2021 |
| 7 | Terms of Reference to establish a government-CSO monitoring, accountability and transparency mechanism. | 12th of March 2021 |
| 8 | Monitoring tools for Government and CSOs to track allocation for the implementation of the NAP WPS. | 7th of April 2021 |
| 9 | Capacity strengthening report which should capture activities rolled-out such as mentoring, training, technical support provided and exchange learning sessions. The report should include the results achieved (changes in knowledge and capacity), recommendations, and annexes such as means of verification.  The IC should show evidence that at least 100 ( 50 women and 50 men) civil servants (Budget officers, M&E officers, Gender Focal Persons and members of the gender units of …..) and decision makers from targeted Ministries and Government agencies (Ministry of Justice, MFDP, MGCSP, Ministry of Health, INCHR and LNP) and local governments (Grand Bassa, Nimba) have enhanced knowledge and skills on GRPB. | 4th of June 2021 |
| 10 | End of mission report which will include a description of technical support provided, results achieved, recommendations and annexes. | 20th of July 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 MFDP will provide the IC with background materials relevant to the assignment.
* While on mission, the I will be based at UN Women Liberia Country Office and will regularly visit the MFDP, LRA, and MGCSP.
* UN Women shall facilitate consultations/meetings between the consultancy firm and relevant stakeholders.
* The IC is expected to work using his/ her own computer.
* UN Women will provide transportation while the IC is on mission.

1. **Performance evaluation:**

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

1. **Required experience and qualifications**

The IC should fulfill the following requirements:

1. **Education**

Master’s degree in Gender Studies, Public Finance, Law, Public Administration or other related fields

1. **Experience:**

* At least 5 years of experience in gender mainstreaming, gender and human rights assessments, planning and budgeting
* Proven experience facilitating high level consultative workshops for government institutions and CSOs and local community members.
* Experience in working with the Ministry of Finance and Development Planning in developing countries.
* Previous experience working in Liberia or a post conflict country would be an asset.
* Proven experience in conducting research in the area of gender equality and women empowerment.

**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

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 **13th August 2020**

**Submission of package**

1. Cover letter.
2. CV, including contact information for 3 references;
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 an attachment) the CV and the financial proposal. Applications without 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)
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 evaluation will be further 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** |
| 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 100.
* The maximum number of points will be allotted to the lowest price proposal that is opened/ evaluated and compared among those technical 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:**

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| --- | --- | --- | --- |
| **Deliverables** | **Percentage of Total Price (Weigh) for payment)** | **Fixed price** | **Due Date** |
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**The lump sum costs should include all 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.**

**UN Women will directly purchase necessary flight tickets**

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. Ministry of Justice, Ministry of Finance and Development Planning, Ministry of Gender Children and Social Protection, Ministry of Internal Affairs, Ministry of Justice and LNP [↑](#footnote-ref-3)
4. 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-4)
5. Assessment of the implementation of the NAP WPS (2009-2013), Institute for Inclusive Security, 2014 [↑](#footnote-ref-5)
6. It should be aligned with SDG Indicator 5.c.1 in terms of development of a monitoring and tracking system for gender responsive budget allocations <https://unstats.un.org/sdgs/metadata/files/Metadata-05-0c-01.pdf> [↑](#footnote-ref-6)