

**International Consultant on the development of the
Gender Mainstreaming Strategy (2020-2024) for United Nations Country Team Liberia**

Location: Monrovia, Liberia

Application Deadline: 4th December 2020

Additional Category: Gender Equality

Type of Contract: Individual Contract

Post Level: International Consultant

Languages Required: English

Starting Date: 11th January 2021 (Date expected to begin)

Duration of Initial Contract: Up to **30 fee days** until 15th of February 2021, including 10 days in Liberia

Background

Promotion of Gender Equality and Women's Empowerment (GEWE) through the process of gender mainstreaming is part of the mandate of all UN agencies, funds and programmes. Agencies are required to strengthen efforts to mainstream gender in all programmatic spheres and to strengthen the capabilities of the United Nations system as a whole in the area of gender equality. The Economic and Social Council (ECOSOC) requests the United Nations System, including its agencies, funds and programmes, within their respective mandates, to continue mainstreaming the issue of gender in accordance with previous resolutions of the ECOSOC, in particular resolution 2008/34 titled "Mainstreaming a gender perspective into all policies and programmes in the United Nations system", and the General Assembly resolution 64/289 namely the "System-wide coherence", including mainstreaming a gender perspective into all operational mechanisms, inter alia the United Nations Sustainable Development Cooperation Framework and other Development Frameworks. These also call upon managers to provide leadership and support, within the United Nations system, to advance gender mainstreaming, to strengthen planning, programming, implementation, monitoring, reporting and evaluation to allow system-wide assessment of progress in gender mainstreaming. Using existing training resources, including institutions and infrastructure, Agencies are to assist in the development and application of unified training modules and tools on gender mainstreaming and to promote the collection, analysis and use of accurate, reliable, comparable and relevant data, disaggregated by sex and age, during programme development and the evaluation of gender mainstreaming in order to assess progress towards achieving gender equality and the empowerment of women.

A strong global commitment to gender equality is reflected in individual agency policy

documents¹ whereby most UN agencies have comprehensive gender policies in place at the headquarters and regional level.

The United Nations Country Team (UNCT) in Liberia is required to develop its Gender Mainstreaming Strategy (GMS) in line with the country's United Nations Sustainable Development Cooperation Framework (UNSDCF) and the UN priorities for gender mainstreaming that increasingly recognize the importance of inter-agency collaboration at the country level to achieve gender equality goals. The GMS for UNCT was also recommended by the Gender Score Card exercise that was conducted and endorsed by the UNCT in 2018. The UNCT Gender Scorecard exercise highlighted the need for a comprehensive framework for gender mainstreaming comprising quality standards, accountability mechanisms, methodologies to measure staff performance, incentives for organizational learning and adequate budgets. The GMS will be designed to strengthen and expand UNCT efforts on gender equality and women's empowerment in Liberia.

Aim of the Gender Mainstreaming Strategy

The UNCT Gender Mainstreaming Strategy (2020-2024) will be based on an overarching vision of employing mainstreaming strategies to each UN agency as well as focusing coordinated efforts on strategically targeted areas to help promote gender equality in Liberia. The United Nations agencies in Liberia must work collectively to achieve this vision by implementing individual agency policies and programming activities to support the Government in meeting its commitments to gender equality and women's empowerment. In this light, the new GMS shall outline the roles and priorities of the UNCT to target areas of inequality and to mainstream transformative approaches from a gender perspective into each organization's area of specialization. The GMS will thus include specific actions, outcomes and responsibilities. The monitoring and evaluation framework of the GMS will also include baselines, targets and indicators to help ensure implementation is kept on track.

The UNCT GMS will aim to:

- Enhance and strengthen UNCT programmatic and operational quality, effectiveness and efficiency through analysis for current core documents and policies as well as providing key recommendations for future considerations;
- Identify priority areas for coordinated UNCT programming to address critical gender inequalities, ensure inclusiveness of the vulnerable and Leaving No One Behind;
- Operationalize gender policies;
- Support gender capacity development; and

¹ <http://www.un.org/en/ecosoc/docs/2011/res%202011.6.pdf>

- Institute accountability mechanisms.

The UNCT GMS objective is to strengthen programme and operational management systems (through planning for results, monitoring, and strengthening accountability mechanisms and programmatic action); ensuring an enabling policy framework (by strengthening norms and guidelines for programme and operations management and ensuring workplace equality); enhance the availability of financial, technical and knowledge resources for gender mainstreaming; build human resources (strengthening capacities, expanding access to opportunities and building commitment); develop guidance on the effects of gender socioeconomics, gender based violence, and GEWE during and post- the COVID-19 outbreak in policies and programmes as well as the affects at local levels in Liberia; and expand alliances and partnerships (within the UN and with non-UN development partners as well as civil society, private sector and the government).

The United Nations Gender Theme Group (UNGTG), under the guidance of the Resident Coordinator's Office (RCO), the Inter-Agency Programming Team (IAPT), the Operations Management Team (OMT) and overall oversight of the UNCT will be designated as the Inter-Agency Working Group responsible for implementation of the process and ensuring that yearly action plans address key results areas, and that they are responsive to the UNSDCF (2020-2024). The Inter-Agency Working Group will be responsible for facilitating monitoring and evaluation of the GMS, as well as, for the implementation of various activities as per its approved workplan.

The UNSDCF annual review will be an integral process which will include the evaluation/review of the GMS. This will help to strengthen all the UN Agencies commitments on achieving programme and institutional gender equality goals

In this context, an International Consultant will be hired by the UNCT through UN Women Liberia, as the chair of the UNGTG. The International Consultant will work closely with the Heads of Agencies, the UNGTG, the RCO, the IAPT, the OMT and other relevant UNCT coordination mechanisms and Working groups in the preparation of the GMS.

Duties and Responsibilities

Under the direct supervision of the UN Women Representative and with guidance from the UNGTG, the RCO, the IAPT and the OMT, the International Consultant will develop the UNCT GMS (2020-2024) in accordance with the UNSDCF. The International Consultant will also review the UN agencies policies on Gender Equality and Women Empowerment and the national blueprints (i.e. the Pro-Poor Agenda for Prosperity and Development, the National Gender Policy, etc.) and other relevant strategic documents in the preparation of the UNCT GMS. The international consultant will also coordinate

and receive guidance and inputs from the UNGTG, the RCO, the IAPT and the OMT in the process of the development of the GMS.

The International Consultant will deliver concrete outputs as follows:

- Online survey of programme and operational staff;
- Desk review of UN key global strategic documents on gender mainstreaming, GEWE, sustainable development and peace building (ECOSOC Resolutions, General Assembly Resolutions, Secretary General Reports and Action Plans, etc.), country strategic documents such as UNSDCF and previous UNDAF, the Gender Score Card exercise, UN Women Country Strategic Plan and other UN agencies' relevant/similar document on highlighting Gender Equality Strategies. In addition, a review of national documents such as the Pro-poor Agenda for Prosperity and Development, National Gender Policy, the National Action Plan on UNSCR 1325, etc. will be undertaken.

(5 fee days);

- Study an inventory report on implementation of UNCT Liberia Annual Work Plan for 2018 and the previous years; the previous Common Country Assessment and the final UNDAF 2013-2017 evaluation.

(1 fee day);

- Develop recommendations for introducing transformative GEWE approach in a new UNSDCF cycle, institutional arrangement for operationalization of GEWE policies and tools at all areas of programming such as management systems, enabling policy framework, availability of financial, technical and knowledge resources; human resources, alliances and partnerships. The special focus should be given for external/internal communication, institutional capacity development and gender-sensitive organizational culture and informal norms as a critical determinant of the gender capability of the UN agencies.

(2 fee days);

- Develop a methodology of engagement (such as focus group discussion, one to one interview/online interviews, etc.) with UNCT/UNGTG/IAPT/OMT members and key national stakeholders for the formulation of the outline of the UNCT GMS (2020-2024) and submit to UN Women Country Office for approval then to the UNGTG, IAPT and OMT for consensus and the UNCT for endorsement.

(1 fee day);

- Face-to-face/one-to-one online interview with the Head of all the UN Agencies, and the national counterparts; and workshop with the UNGTG
- Conduct mission to Liberia and facilitate interaction on participatory development of UNCT GMS for promoting GEWE with focus on some of the potential strategic areas such as sustainable development, peace building, rule of law and human rights, access to justice and basic social services, women's and girls' economic empowerment, addressing sexual and gender based violence and reproductive health and rights, enhancing women's political participation, to name few areas; as well as promoting programmatic strengthening in relation to the aforementioned key areas. Ensure varying levels of understanding of the linkages between the process of gender mainstreaming (changes in organizational policies, systems and capacities), its outcomes (gender-responsive practices and programmes) and its ultimate goals (on transformation of gender relations in society and achievement of GEWE).
(10 fee days);
- Present the first draft of the UNCT GMS (2020-2024) to all the UN coordination mechanism (i.e. UNGTG, IAPT, OMT, etc.) and incorporate feedback received. Present the revised draft to the UNCT, receive inputs from UNCT and submit the revised draft incorporating the feedback from the UNCT to UN Women Country Office for finalization with the UNGTG.
(6 fee days);
- Upon clearance from all the UN coordination mechanism (i.e. the UNGTG, IAPT, OMT, etc.) and UN Women Country Office, then re-submit for approval to UN Women Management and endorsement of UNCT.
(2 fee days);
- Prepare and submit the final report on activities undertaken.
(1 fee day).

Implementation Timeframe:

Deliverable 1:

- The methodology for the formulation of the Outline of the GMS is developed and approved by the UN Women CO. The mission to Liberia including focus group discussion, one to one

meetings/interviews are conducted. The inception report including methodology of the UNCT GMS (2020-2024) is developed and submitted to the UN Women Country Office.

Deliverable 2:

- The first draft of the UNCT GMS (2020-2024) and the final report on activities implemented based on the desk review and activities conducted.
- The International Consultant will redraft report and the final strategy as per the inputs given by the relevant stakeholders involved. The revised UNCT GMS is finalized and approved by the UN Women Country Office. The final report is submitted and approved by the UN Women Country Office
- The International Consultant shall commence the assignment as early as 1 October 2020 and finalize the report no later than 30 November 2020 with the final strategy and the report being submitted in hardcopy and electronic file. The draft outline and draft GMS will also be submitted in hard and electronic copy.

Management Arrangements

The International Consultant will report to the UN Women Representative and work under the day-to-day guidance of the UN Women Deputy Representative. The consultant will work closely with UN Agencies gender focal points (i.e. the UNGTG) as well as members of other UN coordination mechanism (i.e. the IAPT, OMT, etc.)

Financial Arrangements

The successful candidate will receive a payment, approved by the UN Women Country Representative, based on satisfactory deliverables.

Competencies

Core Competencies:

- Ethics and Values: Demonstrate and safeguard ethics and integrity
- Organizational Awareness: Demonstrate corporate knowledge and sound judgment Development and Innovation: Take charge of self-development and take initiative
- Work in teams: Demonstrate ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of

different national and cultural backgrounds.

- Communicating and Information Sharing: Facilitate and encourage open communication and strive for effective communication Self-management and Emotional Intelligence: Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards others
- Conflict Management: Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution.
- Continuous Learning and Knowledge Sharing: Encourage learning and sharing of knowledge Appropriate and
- Transparent Decision Making: Demonstrate informed and transparent decision making

Technical and Professional Skills:

- Good understanding of various methodologies such as surveys, record reviews, focus groups and case studies;
- Required competency to collect reliable, valid and accurate information in an objective way;
- Masters effective interviewing skills and conduct interviews independently;
- Good understanding of questionnaire design and is able to develop questionnaires and other review instruments.

Analyze Oral and Written Communication:

- Required competency to articulate relevant subject matter in a clear and concise way;
- Uses critical thinking to formulate findings and recommendations based on the results of both qualitative and quantitative data;
- Develop clear, concise and compelling reports;
- Acts with integrity and honesty in relationships with all stakeholders;
- Ability to produce well written reports demonstrating analytical ability and communication skills;
- Proven ability to undertake self- directed research;
- Ability to work pro-actively and interaction with the organization commissioning the work and with other stakeholders to ensure that a quality product is delivered on-time;
- Excellent writing skills, ability to write in a structured, lucid and concise manner.

Other:

- Experience in working with multi-stakeholders essential: governments, civil society/ community-based organizations, and international actors such as UN/multilateral/bilateral;
- Theoretical and practical experience in participatory approaches is a must as well as facilitation skills and ability to manage diversity of views in different cultural contexts;
- Familiarity with the political, economic and social situation in the post-soviet countries is an asset.

Required Skills and Experience

Education:

- Master's degree (or equivalent) in Economics, Political or Social Sciences or other relevant fields.

Experience:

- At least 7 years of relevant professional experience working as policy researcher/analyst in the fields of gender equality, political science, social sciences or related field;
- Implementation experience in UN Agencies projects at management level;
- Promotion of gender equality and women's empowerment approach in development programmes/projects;
- Facilitation and training skills in relation on gender equality and women's empowerment issues to multi stakeholder workshops;
- Practical experience on conducting gender analysis/studies/reports and drafting gender strategic documents within UN or non- UN development partners' programmes;
- Proven work experience on GEWE area at regional/international level;
- Proven knowledge of UN system policies and tools on Gender Equality and Women's Empowerment;
- Proven knowledge of UNCT work and UNDAF development and implementation process;
- Experience in working with multi-stakeholders (i.e. governments, CSO/CBO, and international actors such as UN/multilateral/bilateral).

Language Requirements:

Fluency, in both oral and written English.

[Application instructions and Evaluation](#)

Applications from qualified and interested consultants should include the following:

- Updated Curriculum Vitae (not more than 4 pages long);
- A signed P11 form. This form can be downloaded at: <http://www.unwomen.org/en/about-us/employment>
- Technical proposal: Including at least the proposed methodology to establish the UNCT GMS and the estimate implementation timelines;
- Financial proposal: Indicating the all-inclusive fixed total contract price, supported by a breakdown of cost by daily rate, including all envisaged travel costs. The financial proposal shall specify a total lump sum amount per each deliverable. The proposal should be presented in USD only. All prices quoted should be exclusive of all taxes, since UN Women is exempt from taxes.

Note: Request can be made to the candidate to provide with two sample of reports recently authored by the candidate. Please note that only short-listed candidates will be requested to take a verbal interview as part of the final selection process.

Submission of application

Interested candidates are requested to submit electronic application to Liberia.procurement@unwomen.org no later than December 4th, 2020.