

**UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION**

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| **I. Position Information** | |
| **Title:** | **Request for Proposal: Hiring firm/organization to a conduct study on factors that fuel corruption and their patterns and provide training and support for CSOs and the media to**  **monitor and investigate corruption cases** |
| **Contract Type:** | **Contract for Professional Services** |
| **Programme:** | **Joint Programme – “Strengthening the Rule of Law in Liberia: Justice and Security for the Liberian People”** |
| **Target Location:** | **Nationwide** |
| **Duration of Contract:** | **120 days from signing of Contract** |
| **Submission Deadline** | **Proposals may be submitted on or before Friday 9th April 2021 at 11:00 am Liberia local time and only via:**  ☑**E-mail:** [**bids.lr@undp.org**](mailto:bids.lr@undp.org) |

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| **II. Organisational Context** |
| As Liberia straddles the humanitarian-development axis, unobstructed access to rule of law institutions and dishonesty remain a decisive factor in efforts to rebuild societies and create an enabling environment that contributes to poverty reduction, sustainable growth and development, and gender equality that guarantees for the respect and protection of human rights. In fragile states, national and local capacities must be empowered to respond to immediate justice and security needs while ensuring that peace dividends are translated into inclusive growth. To this end, rule of law remains a core pillar of the United Nation’s response to the Sustainable Development Goals.  The United Nations Joint Rule of Law Programme seeks to address key developmental challenges by supporting the national response to corruption through the strengthening of relevant legal frameworks and enabling the media to conduct investigative journalism, which are crucial for responding to corruption.  The Programme will seek to support and work with crucial oversight and monitoring institutions to effectively monitor, advocate and report on corrupt practices so as to ensure compliance and accountability. The Programme supports an enabling environment for growth and development by strengthening transparency institutions to increase accountability and combat corruption while introducing policy and structural reforms. It also strives to ensure that the judiciary and relevant law enforcement agencies—in close collaboration with other relevant sectors—provide timely, credible, predictable and  acceptable responses to impunity and weak accountability mechanisms that constitute obstacles to Liberia’s socioeconomic development. |

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| The Programme further engages with civil society organizations (CSOs), and community- based organizations (CBOs) and the media to foster grassroots voices, accountability, and civic engagement through capacity development; thereby, creating a space for citizens’ participation in the promotion and institutionalization of transparency, integrity and accountability in governance at all levels. |

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| **III. Scope of Work** |
| UNDP seeks proposals from a qualified firm/organization to:   * To conduct a study on factors that fuel corruption and its patterns. * Provide training and support CSOs and the media to monitor and investigate corruption cases. Develop and support public mechanisms for citizens to report corruption through anonymous or other means.   The firm/organization will work closely with the Rule of Law Joint programme for guidance in the process.  **Component 1:**   * 1. **To conduct study on factors that fuel corruption and their patterns**   **Component 2:**  **a. Provide training and support to CSOs and the media to monitor and investigate corruption cases**  A contract will be awarded to the most technically compliant and responsive firm/organization based on demonstrated capacity and experience. Duly recognized firm/organization are encouraged to develop and submit proposals in the following format:   * Project content and problem analysis—what results will the project achieve and how does it address the problem * Justification—analysis of why it is important to address the problems and why your organization is best suited to carry out this task * Implementation strategy—how will the project undertake the activities to ensure most effective and efficient achievement of results * Work plan—provide a clear plan of action on the timeline through a detailed work plan * Partnership—partners needed for coordination and collaboration for successful implementation of the project * Risks and mitigation strategy * Provide training manual * Provide feedback on the impact of the training as it relates to implementation of trainees * Project exit strategy/sustainability * Reporting timeline and ability to provide regular updates |
| **IV. Deliverables** |
| * Develop methodologies and tools and conduct and disseminate study on factors that fuel corruption and the patterns it takes in Liberia. The study will consider the causes of corruption, its consequences and the effectiveness of prescribed anti-corruption measures. * Develop and support public mechanisms for citizens to report corruption through anonymous or other means. * Provide training and support to CSOs and the media to monitor and investigate corruption cases. |

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| * Work with relevant government institutions and other key stakeholders for proper coordination of the trainings. | | | |
| **V. Schedule of Payment** | | | |
|  | **Task** | **Product/Deliverables** | **Schedule of Payments** |
|  | **Corruption study** | | |
|  | Submission of inception report which includes research protocol and clear methodology | Research protocol, data collection instruments completed.  Updated and detailed timeline  for conducting the study completed. | 20% |
|  | Presentation of draft report of the study | A comprehensive final draft  report detailing the initial findings of the study | 30% |
|  | Submission of final study report | Final report submitted with incorporated feedback from  stakeholders | 10% |
|  | **Training of CSOs and the media** | | |
|  | Concept note and training  guidelines | Produce training guidelines | 20% |
|  | Submission of final training report | Training report detailing the training provided to CSOs and the media along with guidelines for how they could  serve as watchdogs | 20% |
| **VI. Impact of Results** | | | |
| Enhanced and effective anti-corruption measures implemented and strengthened oversight  and demand for accountability at national and sub national levels. | | | |

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| **IX. Submission Requirements** |
| Firms/organizations who meet the requirements should submit a technical proposal, including annexes which should include the following:   1. Cover letter 2. Proposal Document (Technical Proposal with a clear methodology detailing how the tasks will be accomplished) 3. Project budget per related activities 4. Proof of legal registration or status 5. A detailed workplan 6. CVs of key staff for the project |
| **Qualification and Functional Requirements** |
| The firm/organization must be registered, based in Liberia and have experience conducting similar work, with at least 10 years of operational experience.  The selected firm/organization is expected to:   * Be an organization with appropriate and adequate capabilities, resources, and experience to execute the full extent of the scope of services to a very high quality; * Have extensive experience designing and conducting research, including in governance, rule of law, anti-corruption or related field; * Have a proven record of completing at least three similar assignments successfully in Liberia; and * Formulate a dedicated project team with the relevant qualifications, work experience, engagement of diverse stakeholders, communication skills (English),   and project management skills. |

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| **Team Leader**  The team leader will be responsible for the overall coordination and quality control of the outputs/deliverables for this assignment and will lead and guide the development and implementation process of the proposed assignment. He/she should possess the following qualification:   * Advanced University degree in Law, Criminal Justice, Social Science, Public Administration, Economics, Public Finance, Local Governance, Public Policy, Development Studies or other relevant fields. * At least 7 years of experience in conducting research/surveys, designing and delivering training sessions for data collectors/survey staff. * In-depth understanding of and experience in undertaking and managing field surveys. * Ability to design qualitative and quantitative research methods. * Strong communication and presentation skills. * Excellent skills writing and speaking English.   **Research Associate(s)**   * Undergraduate degree in Law, Criminal Justice, Social Science, Public Administration, Economics, Public Finance, Local Governance, Public Policy, Development Studies or other relevant fields. * At least 3 years of experience in conducting research/surveys for a recognized institution. * Strong uunderstanding of research methods and data collection procedures. * Previous experience in conducting survey and performing data collection * Good knowledge of the local context, with gender and cultural sensitivity. * Ability to speak and the local dialects.   **Trainer(s)**  University or post graduate degree in Law, Public Administration, Social Science, International Development, Communication, or other relevant field.   * Sound experience in working with/in capacity building projects; working experience in the field of CSO and/or media capacity-building is an asset. * Proven skills in designing, implementation, monitoring and reporting of training initiatives; * 4-6 years proven experience and capacity to develop inter-personal skills, life skills and behavioral assertiveness on labor and women rights among women of low income households (in women, migrant and labor rights organizations). * Proven capacity to develop practical training guidelines; experience in documentation, reporting and evaluation of training programs. * Must have a network of social workers to potentially serve as master trainers. |