

Terms of Reference

International Consultant specialized in gender responsive procurement to support the Public Procurement and Concessions Commission

Duty Station/Location:	Home based with trips to Monrovia, Liberia.
Application Deadline:	19 th of April 2021
Type of Contract:	Contract for Consultant (CFC)
Language required:	English
Starting Date:	17th of May 2021
Expected duration of the assignment:	17th of May 2021- 15th of September 2021.

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 five corporate priority areas: women's leadership and political participation; enhancing women's economic empowerment; engaging women in all aspects of women, peace and security 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.

Although Liberia has succeeded in ensuring a transition from conflict to a fragile peace, it still faces continued peacebuilding challenges due to unresolved grievances that are linked to the country's 14-year civil war. A nation-wide conflict mapping exercise undertaken in 2016 by the Liberia Peacebuilding Office (PBO) revealed three key conflict drivers that pose a significant threat to national peace and stability, namely, land/property disputes, corruption and border/boundary disputes. Another exercise further revealed that land/property disputes were the most predominant conflict drivers in all 15 counties of Liberia and hence requires concerted effort to ensure their resolution.

Land disputes are frequent and occur at all levels due to multiple reasons that are mainly rooted in the country's history. In this context, citizens claim ownership of large tracts of traditional land, which has fueled disputes. Disputes related to overlapping boundaries, rightful ownership, conflicting claims and land grabbing are the most pronounced and are also evidently common between communities and concessionaires. It is estimated that the Government has awarded approximately 35-40 percent

of Liberia's land to concessions, the majority of which was already encumbered and located in provinces and communities with weak administration structures.

Conflicts between communities and concessionaire arise from a lack of transparency on land allocations to concessionaires by the government. Most of the concession contracts are negotiated in Monrovia with little or no consultations, neither are the agreements shared with local communities. Liberia's legal framework regulates concessions both through constitutional and statutory provisions. There is a key investment statute: The Public Procurement and Concessions Act (PPCA) which was approved in 2005 and amended in 2010; the Investment Act (IA) that was approved in 2010, the Community Rights Act, the Forestry Law and its addendum.

The PPCA established the Public Procurement and Concessions Commission (PPCC) with oversight responsibility to regulate and monitor all forms of public procurement and concessions practices in Liberia.

As a way of supporting the Government to sustain the fragile peace, and reduce tensions between communities and concessionaries, UN Women, UNDP, and WFP are jointly implementing the project "Sustaining Peace and Reconciliation through Strengthening Land Governance and Dispute Resolution". This project is funded by the Liberian Multi Partner Trust Fund. The project aims at strengthening land governance and the existing semi-formal and informal land dispute resolution mechanisms, with a view to reducing conflicts in a more transparent, effective and gender and youth responsive manner.

This joint programme envisions to strengthen the capacity of the PPCC and the Inter-Ministerial Concession Committee to enable the mainstreaming of gender in their respective work and to enable women owned businesses to participate in competitive procurement and concession processes. This also aims at supporting private companies investing in Liberia to prioritize gender equality in their work.

On the other hand, the PPCC recognizes the fundamental role that public institutions play in creating opportunities for women to participate in public procurement and concession processes, enforce applicable laws, targeted at creating parity and participation women owned businesses. Public and private sector procurement offers a unique opportunity to empower women, combat poverty, and promote inclusive economic growth and development.

Against this background, UN Women Liberia Country Office as requested by the PPCC, seeks to hire an International Consultant in gender responsive public and private procurement to support the PPCC to mainstream gender in the public procurement and concession process.

II. Objectives of the assignment

The main objective of this consultancy is to support the Government of Liberia, and specifically the PPCC in mainstreaming gender in the public procurement and concession awarding process.

Scope of work and tasks

Under the overall guidance and management of the UN Women Deputy Representative and supervision from the Gender Responsive Planning and Budgeting Programme Specialist, UN Women and in close collaboration with the Women Economic Empowerment Specialist and the Land and Gender Specialist from UN Women, and the PPCC the International Consultant is expected to carry out the following tasks:

Task 1. Desk Review and development of a consultancy plan

- 1) Conduct a desk review of existing relevant documents.
- 2) Conduct preliminary consultations with the PPCC, Liberia Institute of Statistics and Geo-Information Services (LISGIS), National Bureau of Concessions, Ministry of Gender, Children and Social Protection (MGCSP), Ministry of Finance and Development Planning, Ministry of Internal Affairs (MIA) or (superintendents' offices), Forestry Development Authority (FDA), Ministry of Labor, the Environmental Protection Agency (EPA), Liberia Marketing Association (LMA), Liberia Business Registry, Ministry of Commerce, Legal Advisor to the President's Office, women's organizations, and UN Women.
- 3) Develop and share a consultancy work plan with PPCC and UN Women for review and approval.

Task 2. Conduct a comprehensive mapping of existing women-owned businesses and identify existing barriers and capacity building needs.

- 1) Prepare an inception report, structured as follows: background, objectives, methodology, work plan and deliverables.
- 2) Develop data collection tools to facilitate collection of data for gender analysis of existing Liberian owned businesses (data collection and validation workshop should be representative of the geo-political subdivisions of the country).
- 3) Analyse data and draft a report.
- 4) Organize and facilitate a validation workshop.
- 5) Identify potential women-owned businesses that could become Government suppliers.
- 6) Assess capacity of potential women-owned businesses based on the Government procurement requirements.
- 7) Identify challenges and barriers that prevent women-owned businesses from accessing and fully participating in the corporate supply chain. These challenges and barriers exist on both the demand and the supply side.

Task 3. Conduct a gender analysis of the public procurement and concession spaces (laws, regulations, and institutions)

- 1) The gender analysis should identify gender gaps in public procurement and concessions spaces (laws, regulations, Institutions, and the environment). This includes undertaking a review of existing policies and legal documents to assess progress in the promotion of gender equality; Further carry out analysis of the existing concession and procurement processes and legislations and draw up recommendations, where applicable.
- 2) The research should also provide specific recommendations for developing a gender-responsive strategy for the PPCC; Identify entry points to develop linkages of women-owned businesses with the Government PPCC; and recommend strategies to strengthen women-owned businesses in order to become competitive.
- 3) Develop data collection tools to facilitate collection of data for gender analysis.

4) Organize and facilitate a validation workshop with key stakeholders including the PPCC, MGCSP, MFDP, Legal Advisor to the President, Liberia Land Authority (LLA), NBC, MIA, Ministry of Labor, the Ministry of Commerce, EPA women groups and the LMA.

5) Develop a well-structured gender analysis report. Ideally, the report should be structured as follows:

- Introduction
- Table of Contents
- Background information
- Research design (description of research methodology and research questions, research tools etc.)
- Research findings (include existing institutional gender gaps in the PPCC and challenges)
- Recommendations
- Annexes: list of persons interviewed and other relevant documents

Task 4: Support the Government of Liberia to develop a gender responsive strategy and 5-year costed action plan to mainstream gender into public procurement and concession processes and enhance participation of women owned businesses in competitive public procurement processes.

1) Based on the gender analysis results and mapping, develop a gender responsive procurement strategy for the Government of Liberia in a participatory manner. The strategy should state clear activities, roles and responsibilities and envisage a monitoring and reporting framework and an indicative budget.

2) Share the gender strategy and policy brief with major stakeholders including members of the National Bureau of Concessions (NBC), IMCC, LLA, Ministry of Finance and Development Planning, PPCC, MGCSP, Ministry of Internal Affairs, FDA, and the Ministry of Commerce) and incorporate recommendations.

3) Organize and facilitate a validation workshop of the gender responsive procurement strategy.

Task 5: Roll out two trainings for staff members of the PPCC and other stakeholders on gender and gender responsive procurement.

1) Develop training materials and pre and posttests.

2) Draft comprehensive report which should include a summary of results achieved in all the trainings (This should capture changes in knowledge and skills). Pre and posttest, training materials and list of participants should be submitted.

III. Expected Deliverables

The Consultancy Company will produce the following deliverables:

	Outputs/Deliverables	Date
1	Detailed consultancy activity plan agreed upon with UN Women, and PPCC	21 ST May 2021
2	A validated comprehensive mapping study of existing women-owned businesses and barriers and capacity building needs. The report should be structured as follows: a) Introduction b) Table of Contents c) Background information d) Proposed research design (description of research methodology and research questions, research tools etc.) e) Research findings (including existing gender gaps and challenges) f) Recommendations g) Annexes: list of persons interviewed and other relevant annexes	15 th July 2021
3	Well-structured and validated gender analysis of the public procurement and concession spaces. The report should be structured as follows: a) Introduction b) Table of Contents c) Background information d) Proposed research design (description of research methodology and research questions, research tools etc.) e) Research findings (including existing gender gaps and challenges) f) Recommendations g) Annexes: list of persons interviewed and other relevant annexes	27 th of August 2021
4	A final comprehensive report which should include a summary of results achieved in all the trainings (This should capture changes in knowledge and skills). Pre and posttest should be submitted.	3 rd of September 2021

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 and the Executive Director of the PPCC. The period of the review is one week after receipt.

IV. Inputs

- UN Women and the PPCC will provide the International Consultant with background materials relevant to the assignment.
- When in Country, the Consultant will be based at UN Women Office.

- The staff from the UN Women and PPCC shall facilitate consultations and meetings between the Consultant and relevant stakeholders.
- The PPCC will support the Consultant during data collection process.

V. Scope of Bid Price and Schedule of Payments

The contract price is a fixed deliverable-based price regardless of extension of the contract duration.

Payment will be done once deliverables detailed in section II are submitted and approved by UN Women Liberia.

The lump sum costs should include Consultancy fee, administration costs, communication costs, an expense 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.

DSA out of the International Consultant's place of residence would be paid to consultant based on UN financial rules and regulations and the mission's duration.

VI. Performance evaluation:

The International 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 International Consultant should fulfill the following requirements:

Education

Master's degree in Gender and development studies, international affairs, or political science and a Certificate in monitoring, evaluation and reporting

Experience:

- At least 5 years of experience in women's economic empowerment.
- At least 3 years of relevant experience in Gender Responsive Procurement.
- Previous experience working with Governments and facilitating high level workshops and events
- Proven track record in conducting gender responsive research.

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.

VIII. Submission of application

Interested candidates are requested to submit electronic application to liberia.procurement@unwomen.org no later than on 19th of April.

Submission of package

1. Cover letter;
2. CV, including contact information for 3 referees;
3. A report from previous consultancy.
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)

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 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

ST