

**Terms of Reference**

**National Consultant to strengthen the capacity of the Liberian Parliament in Gender Responsive Budgeting (GRB)**

Duty Station/Location: Monrovia, Liberia

Application Deadline: May 21, 2021

Type of Contract: Contract for Consultant (CFC)

Language required: English

Starting Date: June 1, 2021

Expected duration of the assignment: June 1, 2021 – July 31st, 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.

The Spotlight Initiative (SI) Programme is a joint initiative of the United Nations system and the European Union in partnership with the Government and civil society of Liberia to contribute to the elimination of gender-based and sexual violence, harmful practices and obstacles to access sexual and reproductive health rights. It provides a unique opportunity to demonstrate that a significant, concerted and comprehensive investment in gender equality can make a transformative difference in the lives of women and girls, as well as contribute to the achievement of all the Sustainable Development Goals (SDGs). It will focus on consolidating gains by developing a more effective prevention and response mechanism to violence against women and girls and the promotion of sexual and reproductive health rights (SRHR), through innovative approaches that strengthen an enabling legal and policy framework, effective and coordinated institutions, community mobilization and empowerment, increased and equitable access to holistic and integrated care services, access to and use of quality statistical data and strengthened and dynamic women's rights organizations.

The national budget is thus the fundamental indicator of what government proposes to do and what objectives it pursues. It presents the government's financial plans for an upcoming period and is a comprehensive statement of the priorities of the nation. In Liberia, the role of parliament in the budgetary process hinges on the existence of effective committee structures: committees are the engine room of any parliament. A strong parliamentary committee system is therefore a precondition for efficient parliamentary involvement and input in the budget process. Parliamentary committees can monitor, review and assess the budget and can make suggestions. They can question and hold special meetings with senior government officials responsible for the budget. They can organize public input into the budget process by inviting public submissions, as well as holding hearings and public meetings. They can reach out to civil society to benefit from their analysis and views. They can also develop and implement personal petition systems whereby the poor and the marginalized can provide input to the budget process.

The Government of Liberia has been targeting gender inequality in society through different initiatives including the launch of the National Gender Policy in 2009 and its revised version in 2018, and the National Gender Responsive Planning and Budgeting Policy, 2019, and has expressed a commitment to gender equality objectives. However, there is a gap between gender responsive policy statements and the ways in which government funds are mobilized and spent. The gap discourages the participation of women and their engagement in consultations while formulating new policies and legislation and in the allocation of resources. Consequently, the gender-specific needs of women and girls are overlooked in the planning and budget making processes.

In this context, UN Women Liberia seeks to hire a National Consultant that will strengthen the capacity of the Liberian Parliament (Women Legislative Caucus, Gender Committee, Ways Means and Finance Committee and Legislative Budget Office) in Gender Responsive Planning, Budgeting and Monitoring to address Violence Against Women (VAWG), Sexual and Gender Based Violence/Harmful Practice (SGBV/HP), promote women and girls’ rights.

**Objectives of the assignment**

* The main objective of this consultancy is to enhance the capacity of the National Parliament on gender-responsive planning and budgeting and organize working session on the draft special budget to ensure resources are allocated for women economic empowerment and to addresses VAGW/HP and gender equality.

**DUTIES AND RESPONSIBILITIES**

Under the overall guidance of UN Women Deputy Country Representative and direct supervision from the Gender Responsive Budgeting (GRB) Programme Specialist and in close consultation with the Liberian Parliament (Women Legislative Caucus, Gender Committee, Ways Means and Finance Committee and Legislative Budget Office), the Ministry of Finance and development Planning (MFDP), and the Ministry of Gender Children and Social Protection (MoGCSP), the consultant will accomplish the following tasks:

**Task 1. Desk review and development of a consultancy plan and inception report**

1. Conduct a desk review of existing budget laws/policies
2. Assess the impact of allotment and actual expenditure in addressing VAWG SGBV/HP and promoting women and girls' SRHR on the national budget

**Task 2. Working Session with the Parliament**

1. In consultation with UN Women, MFDP, MoGCSP, and the Liberian Parliament (Women Legislative Caucus, Gender Committee, Ways Means and Finance Committee and Legislative Budget Office) Organize 2-days working session (face to face or zoom) on the draft special budget to ensure resources are allocated for women economic empowerment and to addresses VAGW/HP and gender equality
2. Develop an action plan to addresses VAGW/HP and gender equality in the allocation and expenditure of resources in the national budget with a clear benchmarks, timelines and resources needed to implement the action plan

**Task 3. Submit final report**

1. Draft a comprehensive report with an overview of activities, results, challenges and recommendations and share with MFDP, MoGCSP and the Liberian Parliament (Women Legislative Caucus, Gender Committee, Ways Means and Finance Committee and Legislative Budget Office), and UN Women Liberia for inputs and comments
2. Facilize the draft report with inputs from relevant stakeholders.
3. Submit a comprehensive final report with an overview of activities, results, challenges, and recommendations for future actions to UN Women through the Gender Responsive Budgeting (GRB) Programme Specialist
4. **Expected Deliverables**

The consultant will produce the following deliverables:

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| --- | --- | --- |
| # | Deliverables | Indicative Deadline |
| 1 | Consultancy plan and inception report developed | June 4th 2021 |
| 2 | Organized and facilitated working session conducted | June 25th, 2021 |
| 3 | Action plan to addresses VAGW/HP and gender equality in the allocation and expenditure of resources in the national budget developed  | July 9th ,2021 |
| 4 | Submit a comprehensive final report with an overview of activities, results, challenges, and recommendations for future actions | July 23rd, 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 will provide the Consultant with background materials relevant to the assignment;
* The Consultant is expected to work using his/ her own computer;
* The Consultant will be based at UN Women Liberia Country Office; and
1. **Performance evaluation:**

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

1. **Required experience and qualifications**

The Consultant should fulfill the following requirements:

1. **Education**

Master’s degree in Gender Studies, social sciences, disaster management or other related fields.

1. **Experience:**
* At least 5 years of proven experience in gender, gender mainstreaming and public financial management;
* Proven exposure/experience in gender and emergency including the design/development/implementation of capacity development support programmes
* Proven experience in leading and facilitating workshops;
* Previous experience in conducting gender audits and developing gender policies would be an asset; and
* Familiarity with the UN system would be an asset;

**Language and other skills:**

* Proficiency in oral and written English
* Ability to effectively utilize computer software (i.e. MS Excel, Access, oracle, SPSS etc.) for database development and management.
* Excellent facilitation and training skills
1. **Submission of application**

Interested candidates are requested to submit electronic application to liberia.procurement@unwomen.org no later than May 21, 2021.

**Submission of package**

1. Cover letter;
2. CV, including contact information of 3 referees;
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 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 for 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 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** |
| Education and area of Expertise | 30% |
| Proven Work Experience and skills | 60 % |
| Language and other skills | 10 % |
| **Total obtainable Score** | **100 %** |

Only the candidates who fit the minimum requirements will be longlisted and may be requested further documentation. 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 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** |
| Consultancy plan and inception report developed | 15% |  | June 4th 2021 |
| Organized and facilitated working session conducted. | 30% |  | June 25th, 2021 |
| Action plan to addresses VAGW/HP and gender equality in the allocation and expenditure of resources in the national budget developed  | 20% |  | July 9th ,2021 |
| Comprehensive final report with an overview of activities, results, challenges, and recommendations for future actions submitted | 35% |  | July 23rd, 2021 |

The lump sum costs should include all travels and 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.