

## **Terms of Reference for a National Consultant to support the LLA to engender their customary land Formalization guidelines and training materials**

<b>Duty Station/Location:</b>	Monrovia, Liberia
<b>Application Deadline:</b>	25 <sup>th</sup> June 2021
<b>Type of Contract:</b>	Contract for Consultant (CFC)
<b>Language required:</b>	English.
<b>Starting Date:</b>	2 <sup>nd</sup> July ,2021
<b>Expected duration of the assignment:</b>	2 <sup>nd</sup> July to 10 <sup>th</sup> December 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 (GRB) 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 peaceful transition from conflict to 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 driver in all 15 counties of Liberia and hence requires concerted effort to ensure their resolution<sup>1</sup>. Land conflicts often disguise other societal problems and may erupt along ethnic, class, or factional lines.

---

<sup>1</sup> Opportunity mapping for peace consolidation, Ministry of Internal Affairs, 2016

Customary land has for the longest time been governed by customary laws which are highly engrained in traditional practices, norms and cultures. There are still deep-rooted gender disparities when it comes to access, use and ownership of land especially in reference to customary law. With such practices still ongoing it is imperative to create an environment where the rights of women to land are protected and respected. This would entail mainstreaming gender into land processes and ensuring equal representation and participation of women in decision making process on land including land use, ownership, governance and management.

The Land Rights Act (LRA) of 2018 seeks to address the root causes of conflicts and sets a framework for building and sustaining the peace. The LRA is explicit on the rights of women to land and their participation in discussions and decisions about Land. This legal framework is a milestone in land legislation, where discrimination in all forms is prohibited in terms of access and ownership of land. It further ensures that customary and private rights are recognized on an equal basis. Alongside the LRA is the Local Government Act (LGA), another piece legislation also passed in 2018, which supports the full devolution of political, administrative and fiscal authorities to the counties over a ten-year period. If successfully implemented, these laws will provide opportunities to empower rural communities and protect the rights of all members, including women by allowing them to manage their land and land-based resources to advance their economic growth and development, and in turn to consolidate peace in Liberia.

As a way of supporting the Government to fully implement the two mentioned legislations as well as sustain the fragile peace, UN Women, UNDP and WFP are jointly implementing the project ***“Sustaining Peace and Reconciliation through Strengthening Land Governance and Dispute Resolution”*** funded by the Liberian Multi Partner Trust Fund (LMPTF). The project aims at strengthening the existing semi-formal and informal land dispute resolution mechanisms such as the MSPs and the new mechanisms established through the LRA such as the Community Land Development Management Committees (CLDMCs), with a view to reducing conflicts in a more transparent, effective and gender and youth responsive manner.

The project will support the communities including women and youth in targeted counties in the processes of formalization of customary land in accordance to the Guidelines for Customary land governance developed by the Liberia Land Authority (LLA). Although land processes were in the past predominantly tasked to the men in the community, the LRA in its provisions, provides for equal participation of women in all land processes. To achieve this, all processes around land use, access and ownership must be gender sensitive to provide women with a safe space for active and equal participation.

## **II. Objectives of the assignment**

The major objective of this consultancy is to support the Gender Unit and the Customary Land Unit at the LLA to engender their guidelines and regulations on Customary Land Formalization and training materials already available on the formalization of Customary Land; and to conduct a TOTs for LLA staff at the county level and for UN Women Implementing Partners.

### **III. Scope of work and tasks**

Under the overall guidance and management of the UN Women, Liberia Country Office Peace and Security Programme Specialist and supervision from the Project Specialist on Gender and Land Management in collaboration with UNDP, WFP and the LLA, the NC will perform the following tasks:

#### **Task 1. Develop a consultancy Work Plan and Inception Report.**

- Develop a detailed work plan for the consultancy.
- Conduct a desk review of all relevant project documents including the guidelines and regulations on Customary Land Formalization selected by the LLA for this exercise.
- Review training materials available on formalization of customary land and customary land governance.
- Conduct an analysis of key trainings conducted for LLA county level staff on Customary Land Formalization.
- Conduct preliminary consultations with UN project team (UNDP, WFP and UN Women) and the LLA Project Coordinator, Gender Unit and Customary Land Unit to identify specific capacity needs in Customary Land Formalization.
- Submit a detailed inception report and consultancy work plan.
- Consult with members of the CSO working Group on Land Reform, Women Land Rights Taskforce and other Land Development Partners.

#### **Task 2. Draft Gender Responsive Guidelines on Formalization of Customary Land and Training Material.**

- In reference to results from the desk review, the NC will engender existing guidelines and submit this to UN Women, Women Land Rights Taskforce, the Working Group on Land Reform, Land Development Partners and the LLA for review and input.
- Review all training materials available on Customary Land Formalization and develop them further to be more gender responsive as necessary, in consultation with UN Women and LLA. Where existing training material are deemed sufficient these will be adapted.
- With the LLA focal person, select participants for the TOT training from the Gender Unit and Customary Land Unit.
- Prepare Pre and Post tests questions for the training in consultation with the LLA.

#### **Task 3: Conduct a TOT for LLA staff**

- Train trainers on the usage and application of the Gender Responsive guidelines on Customary Land Formalization. TOT training to be conducted both for LLA and Implementing Partner.
- Provide the TOT training report with pre and post test results included.
- Support and monitor trainings conducted within the counties by the trained TOTs.
- Draft and submit Consultancy report including report of TOT training and all subsequent trainings.

#### Duration of the assignment

The duration of the assignment will be from : **2<sup>nd</sup> July to 10<sup>th</sup> December 2021.**

#### IV. Expected Deliverables

The NC will produce the following deliverables:

#	Deliverables	Indicative Deadlines
1	Detailed consultancy activity plan and Inception report approved by UN Women, UNDP, WFP and LLA	9 <sup>th</sup> July ,2021
2	Gender Responsive Guidelines and Regulations on the Formalization of Customary Land reviewed and approved by UN Women and LLA	22 <sup>nd</sup> July, 2021
3	Gender-sensitive training materials for TOT approved by UN Women and LLA	13 <sup>th</sup> August, 2021
4	TOT Training report which should include a summary of results achieved (including changes in knowledge and skills from Pre and Post tests)	30 <sup>th</sup> September, 2021
5	Monitoring reports from trainings conducted within the counties by the trained TOTs	29 <sup>th</sup> October, 2021
6	Final Consultancy Report (Including the Gender-responsive guidelines produced, all training reports, monitoring reports and summary of results achieved)	19 <sup>th</sup> November, 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. The period of review is one week after receipt.

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

#### VI. Inputs

- UN Women in collaboration with the LLA, will provide the National Consultant with a list of contacts of stakeholders relevant for the assignment.
- UN Women will provide the consultant with background materials relevant to the assignment.
- The Consultant is expected to work using her/his own computer.
- LLA will provide a workstation for the Consultant.

## **VII. Performance evaluation:**

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

## **VIII. Required experience and qualifications.**

The Consultant should fulfill the following requirements:

### **Education**

Master's degree or above in areas of Gender and Development studies, Sociology, Community Development, Law studies, Public policy and other related fields

### **Experience:**

- At least 2 years' experience working on Gender mainstreaming and Land governance.
- Experience developing and designing guidelines and regulations in the land sector would be an asset.
- Proven experience in designing and conducting training of trainers (TOTs)
- Experience in and understanding of the Land sector and women land rights in developing Countries or similar assignments.

### **Language and other skills:**

- Fluency in English, with proven ability to produce well written reports.
- Computer literacy and ability to effectively use office technology equipment, Internet and email.
- Evidence of excellent facilitation, Adult training skills, public speaking and presentation skills

## **IX. Submission of application**

Interested candidates are requested to submit electronic application to [liberia.procurement@unwomen.org](mailto:liberia.procurement@unwomen.org) no later than **25<sup>th</sup> June 2021**.

### **Submission of package**

1. Cover letter.

2. CV, including contact information for 3 referees.
3. Attach proof of previous work completed -Consultancy reports and Training Reports.
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 certificates
2. UN Women P-11 form, available via <http://www.unwomen.org/en/about-us/employment>
3. 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](http://undss.trip.org))

#### **IV. 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 employed 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:

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
Experience and skills	90
Language and other skills	10
<b>Total Obtainable Score</b>	<b>100</b>

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 supporting the all-inclusive financial proposal.**

##### **Breakdown of Cost by Components:**

<b>Deliverables</b>	<b>Percentage of Total Price (Weigh) for payment)</b>	<b>Fixed price</b>	<b>Due Date</b>

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.