

I. POSITION INFORMATION

Job Title	Women's Political Participation Senior Expert
Duty Location:	Liberia
Additional Category:	Women's Empowerment
Type of Contract:	International Consultancy
Languages Required:	English
Starting Date:	1 August 2020
Expected Duration of Assignment:	6 months

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.

Women's leadership and political participation is one of UN-Women's primary areas of work as mandated in its inception, recognizing the integral role of women in strong and stable democratic processes. Through its Leadership and Governance section, UN-Women works to implement Output 4 of the Entity's Strategic Plan 2018-21 *"More women of all ages fully participate, lead and engage in political institutions and processes"*.

To promote the leadership and participation of women in all levels of decision-making processes, UN-Women works with a range of stakeholders including women leaders and aspiring candidates, national parliaments and parliamentarians, political parties, media, civil society organizations, and electoral management bodies, in coordination with UN partner Entities, through a wide range of interventions which include: i) support gender responsive legal reforms, and institutional processes to advance women's participation and representation (including initiatives to address violence against women in politics); ii) build capacities of women leaders and aspiring candidates; iii) promote change of gender norms through advocacy and outreach initiatives targeting communities, political leaders and the media; iv) and support women leaders in gender responsive political institutions.

Liberia's record of having the first elected female President in 2005 in Africa and electing the first female Vice-President in 2018 has given the country a special recognition on the continent. This follows the outstanding role Liberian women have played during the civil crisis, which ended in 2003. However, the country ranks 148th out of 193 countries listed in the IPU classification of women in national parliaments with women accounting for 12.33% of elected members in the House of Representatives.¹ The country ranks 154th out of 189 countries in the 2017 Gender Inequality Index.²

In **2023**, voters across Liberia will cast ballots again for president and parliament in a general election widely seen as a crucial opportunity to increase women's situation in terms of political representation and participation. UN Women in Liberia is seeking to undertake targeted interventions to increase women's representation in decision making at all levels within the current electoral cycle in coordination with national institutions, UN partners and civil society.

¹ <http://archive.ipu.org/wmn-e/classif.htm?month=6&year=2018&month=6&year=2018>

² <http://hdr.undp.org/en/composite/GII>

SCOPE OF WORK:

Under the direct supervision of the Country Representative, the International Consultant will work with the UN Women team to implement and develop women's political participation activities in alignment with the results framework, and in partnership with UN Women partners' on the ground, particularly women's groups and networks currently advocating for legal and policy reforms including temporary special measures to increase women's political participation

MAIN TASKS:

Under this assignment, the International Consultant will be responsible to undertake the following duties:

Summary of Key Functions:**Programme design and implementation:**

- Lead the coordination of multi-stakeholder consultations on constitution and electoral law reforms.
- Oversee the roll-out and implementation of a women's political participation project in close coordination and as agreed with the government, partners, and United Nations Country Team, particularly with UNDP (elections project) and UNWOMEN regional office (WCARO)
- Ensure results-based monitoring and reporting.

Technical support on gender mainstreaming into UN programming on elections

- Support UN coordinated advocacy, within the context of ongoing legal and policy reforms to promote women's electoral and political participation and leadership, including prevention of Violence Against Women in Politics/elections.
- Participate in the different coordination meetings around women's political participation and leadership.
- Participate in the formulation UN joint programming and ensure specific interventions targeting women with adequate resources.

Establish coordination with national partners and other stakeholders and networks

- Identify potential national and international partners and existing coalition and networks
- Develop a coordination matrix and lead the coordination meetings
- Liaise with the donor community and ensure regular and businesslike communication
- Identify potential programmatic areas of cooperation
- Identify research opportunities and avenues for expanding resource mobilization partnerships, including through existing capacities of networks, government, the private sector in Liberia and donor community to fund the programme.

Summary of Deliverables:

- Implement and roll out a Women's Political Participation work plan and deliverables
- Communications and advocacy strategy to transform gender norms, to sensitize the media and electorate on the need for women in public life developed and coordinated
- Matrix of coordination
- Preparation of a comprehensive handover note upon completion of consultancy that includes context and programme/policy recommendations, including status report on all tasks and deliverables and any other relevant information (including briefing notes on the consultations conducted with national and international partners)

Duration of the Assignment:

The total duration of this assignment is initially 6 months starting on 1 st August 2021.

Contributions: UN Women will put at the disposal of selected individual all available materials and necessary information for tasks achievement and will facilitate the meetings and discussions, as needed. During assignment's related missions, the International Consultant may use the facilities of the office (i.e., internet access, printing, copying, local phone calls, including office laptop etc.). However, he or she is expected to use his/her own personal computer for non office related matters.

Location of work:

The International consultant will be located in the UN Women Office for the implementation of the assignment.

Performance evaluation:

Performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

Financial arrangements:

Payment will be disbursed in installments upon the satisfactory submission of the deliverables

V. COMPETENCIES**Core Values and Guiding Principles**

- . Demonstrates integrity by modeling UN Women values and ethical standards.
- . Demonstrates a commitment to UN Women's mission and vision.
- . Able to work effectively within a team.
- . Displays cultural and gender sensitivity and adaptability.
- . Able to multi-task and juggle competing demands.
- . Can assess and prioritize work needs quickly.
- . Able to relate to external partners, including other international organizations and agencies, NGOs, grassroots community groups, etc.

Functional Competencies

- . Good knowledge of gender equality and women's empowerment, including women's political participation
- . Good organizational skills and ability to pay close attention to detail.
- . Good communication skills.
- . Demonstrated leadership and personal examples of promoting knowledge management and a professional learning environment.
- . Outstanding networking, team building, organizational and communication skills.
- . Capacity to work with diverse partners including governments, donors, and civil society.
- . Ability to use Microsoft word, excel, e-mail, web-based applications, and databases.
- . Ability to work effectively and harmoniously with people from varied cultures and professional backgrounds.
- . Results based management skills.
- . In-depth knowledge of development issues.
- . Ability to advocate and provide policy advice.
- . Ability in strategic planning, results-based management, and reporting.

Education:

- Advanced university degree (Master's degree or equivalent) in Gender Studies, Law, Political Science, Sociology, International Relations, Law-related fields, and equivalent practical experiences.

Experience:

- A minimum of 8 years (Master's degree) relevant work experience in the field of gender equality and women's political empowerment, including proven experience integrating gender equality and electoral cycle.
- Experience working with multi-stakeholder organizations is essential: governments, International NGO, CSOs, and the UN/ multilateral/bilateral institutions.
- Substantive experience in women's leadership and participation.
- Experience in programme design and results-based management.
- Experience with UN electoral assistance processes
- Experience in working in a multicultural environment.
- Sound knowledge of international standards on human rights, women's rights and related instruments.
- Experience working with multi-stakeholder organizations is essential: governments, CSOs, and the UN/ multilateral/bilateral institutions.

Language:

- Fluency in oral and written English is required.
- Working knowledge of other UN languages is an asset.

SUBMISSION

Submit CV to **(to include email after consultation with operations)**

Submission of application

Interested candidates are requested to submit electronic application to liberia.procurement@unwomen.org no later than on 4th of July 2021.

Submission of package

1. Cover letter;
2. CV, including contact information for 3 references;
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 lumpsum costs must be accompanied by a detailed breakdown of costs calculation.

All applications must include (as an attachment) the CV and the financial proposal. Applications without 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 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, the consultant will need to provide proof (certificate) of "Basic and Advanced Security in the Field" (which can be accessed here: undss.trip.org)

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 utilized 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 allocated 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 fit 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 allocated 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 technical 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 Cost by Components:

Deliverables	Percentage of Total Price (Weigh) for payment)	Fixed price	Due Date

UN Women is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence