

**TERMS OF REFERENCE FOR  
[Facilitator and M&E] CONSULTANT TO  
LIBERIA CIVIL SOCIETY NATIONAL REFERENCE GROUP (CS-NRG)**

**BACKGROUND:**

The Spotlight Initiative (SI) is a European Union and United Nations funded program implemented across five continents in support of the achievement of the Sustainable Development Goal Five (SDG 5) aimed at elimination of Sexual and Gender-Based Violence (SGBV), Harmful Practices (HP), such as Female Genital Mutilation (FGM), early and forced child marriage, child labor and targeting the promotion of Sexual and Reproductive Health and Rights (SRHR) for women and girls across the world. The program was designed in 2018 and is based on evidence that societies that promote gender equality and empower women and girls have better developmental outcomes, a higher standard of living, and overall population wealth reflecting in better health, economy, industry, and innovation.

The Spotlight Initiative (SI) has six pillars: Pillar 1-- Laws and Policies, Pillar 2--Institutional strengthening, Pillar 3—Prevention and Social Norms, Pillar 4-- Response, Pillar 5-- Data and Pillar 6—Women's Movement and Women Civil Society Organizations.

The Civil Society National Reference Group (CS-NRG) has been established as an institutional mechanism with a triple mandate: to advise and monitor the UN system in the program implementation and advocate for solutions. CS-NRG has a maximum of 16 members representing women's rights defenders, women's movement activists, Feminist, Disability, Youth, Minority groups/ LGBTQI+, anti-FGM champions, He for She advocates and champions, Religious, Labour union leaders and individuals.

The difference between Liberian and other National Reference Groups is that Liberian NRG has been established as an institutional mechanism directly under the Resident Coordinator Office and placed under the responsibility of the Programme Coordinator. In other countries, CS-NRG is placed under Pillar Six-Women Movement and Women CSOs. CS-NRG in Liberia has three co-chairs represented at the National Steering Committee (NSC), the highest decision-making body co-chaired by the UN Resident Coordinator and Minister of Gender, Children and Social Protection of Liberia.

CS-NRG in Liberia comprises of 15 Liberian women and men, individuals with prominent knowledge and experience in eliminating violence against women and girls (EVAW), human rights, gender, and advocacy, volunteering their services to the Spotlight Initiative program to **Advocate, Advise, and Monitor** the EU/UN Spotlight Initiative Liberia Country Program.

Moreover, CS-NRG members are not representing their respective institutions/organizations but are individuals elected and serving on CS-NRG as experts. According to the specific TOR and Code of Conduct (COC), the CS-NRG members must declare Conflict of Interest if their respective CSOs apply for funding with the SI Responsible United Nations Agencies.

On December 23, 2021, the CS-NRG members held their final annual meeting in which the decision was made that a Consultant-facilitator with extensive facilitation and M&E background shall be hired to provide technical support to CS-NRG members to meet up with a cohesiveness, timeliness, and result-oriented deliverables and CS-NRG operations and deliverables that should produce evidence on their work and role and guide Liberia Spotlight initiative programming.

### **Duties and Responsibilities**

Under direct supervision from the assigned CS-NRG co-chairs and with guidance from the Liberia Spotlight Initiative (LSI) Programme Coordinator, the Consultant will plan, organize and facilitate workshops, meetings, retreat/s, and/or surveys to capture meaningful contribution from Liberia CS-NRG members. S/he will be a facilitator of the CS-NRG work and deliverables, without voting or decision-making responsibilities and rights, responsible for clarifying documents and consolidating Liberia's CS-NRG decisions aligned to recommendations from SI Secretariat and the global SI guidelines.

S/he will monitor, document, and report on CS-NRG members' attendance, participation, and assigned deliverables in consultation with the CS-NRG Co-Chairs and, where necessary, the LSI Programme Coordinator. More specifically, **the Consultant shall be responsible for undertaking the following actions and producing the deliverables specified below:**

1. Assist CS-NRG members in drafting and finalizing the CS-NRG **Standard Operating Procedures** (SOP) and decision-making process aligned to the CS-NRG recommendations, Terms of Reference, Code of Conduct, and the global Spotlight Initiative Secretariat guidance.

2. In consultations with the CS-NRG members (CS-NRG Monitoring Officer), facilitate development and finalization of **Liberia Spotlight Initiative Monitoring Scorecard** as per Spotlight Initiative guidelines (some scorecards are [available here](#)) S/he will provide technical assistance and facilitate training to CS-NRG on the development and completion of the Liberia CS-NRG Monitoring Scorecard and **designated community scorecard** as per global Spotlight Initiative guidance documents and in cooperation with the LSI Programme Coordinator and PMC Unit.
3. In consultations with the CS-NRG members (CS-NRG Women's CSO Focal Point), facilitate the establishment and functioning of the Women CSO Engagement Taskforce comprised of CS-NRG and Program Management and Coordination Unit (PMCU) and potentially other actors. This Taskforce should produce Liberia **CS-NRG Recommendations on reaching out to women's grassroots organizations women civil society groups** that have not been successful in benefiting from LSI grants nor call for proposals. Those are community-level groups with the broadest reach but lack the administrative and financial capacity to apply for grants.
4. In consultations with the CS-NRG members (CS-NRG Women's CSO Focal Point and Vulnerable Groups Focal Point), support the CS-NRG to produce **the CS-NRG Liberia "leave no one behind" Report and** mainstream these recommendations in all CS-NRG activities in Liberia to ensure participation and reach out to youth, rural women, illiterate women, women, and girls with disabilities, survivors, and LGBTQI+ persons, refugees, and other vulnerable groups.
5. In close collaboration with the CS-NRG Advocacy and Women's CSO Focal Points, support the finalization and implementation of the **CS-NRG Advocacy Strategy finalization and implementation**.
6. Ensure CS-NRG members understand the SI program documents and guides and their role. Create an **online library (Google Drive) with all relevant CS-NRG documents**, reports, meeting minutes, and other evidence supporting the CS-NRG work.
7. Ensure administrative and financial support and budget execution for the CS-NRG operations, including collection and submission of data, the follow-up to the disbursement of the DSA, receipts, and submission of the reports resulting in the **CS-NRG 2022 work plan revision and adjustment** as per CS-NRG Co-chair guidance.

8. Attend monthly meetings of CS-NRG Spotlight Initiative CS-NRG and produce **Monthly CS-NRG meeting minutes and decisions**, follow-up on action points as tasked by the CS-NRG Co-chairs. Facilitate work and decision-making of the CS-NRG members, monitor participation and activity – Activity Monitoring lists, meeting attendance sheets, evidence on the deliverables as applicable.
9. Assist in events preparations, e.g., agenda, supplies, venue and concept notes planing and finalization, and logistical arrangements, communication, and transportation processes, monitoring visits, by preparing forms, signatures, attendance lists, and other evidence in consultation with the CS NRG logistics lead, Spotlight Coordinator and UNRCO.
10. Support NRG members to submit CVs and consolidate Liberia's CS-NRG Profile for submission to the Global SI Secretariat and global website.

The responsibility of the CS-NRG Co-chairs will be to assign up to three CS-NRG members to mentioned activities as Taskforce members (Team Leader and Team Members) and focal points who will work with the consultant on the specified deliverables.

### **Qualification:**

#### **The Consultant, He/she must:**

- Hold a Bachelor's degree in social sciences and seven years of facilitation experience with solid Monitoring and Evaluation background; a Master's degree in Gender studies, Human Rights, Administration, Education, or related field preferred with five years of relevant experience preferred.
- Strong experience in group work facilitation and participatory planning, implementation, and reporting, including results-based management. Monitoring and evaluation experience preferred.
- Established experience in working with and for women's groups and women's organizations in Liberia
- Be planning, administrator, innovative, and motivational facilitator
- Be tolerant, accommodating, and result-oriented
- Have excellent facilitation, listening, reporting and writing skills



- Be able to work in Microsoft-Excel, Powerpoint, Microsoft Word, email management platform, and online meeting platforms such as Zoom and Ms. Team.
- Strong experience in operating Google Drive, Google documents, online surveys, collaborating online tools etc.
- Excellent English and Liberian English language skills.
- **Female candidates are strongly encouraged to apply**

### **Payment:**

Payment will be based on the number of days worked and made upon the submission and approval of the deliverables as verified and approved by the assigned CS-NRG Co-chair and/or TaskForce Lead and LSI Programme Coordinator.

Upon contract signing, in collaboration with the CS-NRG members, the Consultant will develop and submit an Inception report where s/he will elaborate on the proposed Timeline and specific deadlines, consultations, and meeting schedules. The Inception Report will be reviewed and approved by the CS-NRG Co-Chairs and LSI Coordinator.

### **Duration:**

This Consultancy is for a period of seven (7) months. If the need arises, it might be extended based on performance/appraiser by the CS NRG Chair/Co-Chair and LSI Coordinator.

Facilitator-consultant is expected to work on his/her laptop with his/her email account or to set up a new email account for this purpose.

CS-NRG Co-Chair/s might decide to allocate support for monthly communication top-up and reimburse for transportation expenses based on the reality of submitted expenditures for face-to-face meetings, if appropriate, as per CS-NRG Co-Chairs' / LSI Coordinator approval. Daily Substinence Allowance (DSA) will be provided as per applicable UN policy.

### **Visibility and Branding:**

The Consultant will ensure that all outputs /deliverables concur with SI Program communication and visibility guidelines.

### **Required credentials/documents:**

All applicants must submit:

- 1) Updated CV with most relevant Monitoring & Evaluation and Facilitation/ planning experience.
- 2) Copy of the highest Academic Credential (degree + other documents, e.g., courses certificates)
- 3) Names of three referees (three letters of recommendations preferred)
- 4) Two samples of the previous deliverable/s, written documents, e.g., reports, plans, etc.
- 5) Table titled "5-Proposed Timeline and table of deliverables per outputs" available [here for download](#) containing proposed methodology and proposed deadline, and suggested Daily fee.

5 - Proposed Timeline and table of deliverables per outputs – available <a href="#">here for download</a> :				
	Deliverable	# of workdays	Proposed methodology	Proposed deadline:
1)	<b>CS-NRG Standard Operating Procedures</b> , including rotation in leadership, elections, new members elections, task force, and working groups process and policy, reporting on the Conflict of interest, TF, and WG members names and assigned deliverables – <a href="#">max five pages excluding cover page, table of acronyms, table of content, any other tables or pictures/ photos, bibliography, and Annexes, Arial 12.</a>  <a href="#">Inclusive of the Inception report (1 day)</a>	3	<i>Two Online meetings+one half-day consultation session with the SI Secretariat (if applicable) [given as an example – can be changed as per Consultant's proposal]</i>	May 2022
2)	<b>Monitoring Scorecard</b> as per Spotlight Initiative guidelines – a report on a choice of between 6-15 indicators selected among proposed 26 indicators for reporting and designated community scorecard (as applicable)	7	<i>Example –two preparatory meetings, full-day retreat + post-event meeting, finalization meetings</i>	May 2022
3)	<b>CS-NRG Recommendations to the Taskforce on reaching out to women's grassroots organizations, women civil society groups -</b> <a href="#">max five pages excluding cover page, table of acronyms, table of content, bibliography, and Annexes.</a>	5		
4)	<b>CS-NRG Liberia "leave no one behind" Report</b> with Recommendations - <a href="#">max five pages excluding cover page, table of acronyms, table of content, any other tables or pictures/ photos, bibliography, and Annexes.</a> mainstream these	5		



5 - Proposed Timeline and table of deliverables per outputs – available <a href="#">here for download</a> :				
	Deliverable	# of workdays	Proposed methodology	Proposed deadline:
	recommendations in all CS-NRG activities (as applicable)			
5)	<b>CS-NRG Advocacy Strategy finalization and implementation</b> max five pages excluding cover page, table of acronyms, table of content, any other tables or pictures/ photos, bibliography, and Annexes.	5		
6)	<b>Review existing Liberia Online Online library (Google Drive) with all relevant CS-NRG documents</b> (reports, meeting minutes, attendance lists, TOR, signed Code of Conducts, revised work plan, budget as applicable, etc.)	5		
7)	<b>CS-NRG 2022 work plan revision and /or adjustment – as per Narrative and Excell sheets.</b>	3		
8)	<b>Six Monthly CS-NRG meeting minutes and decisions</b> – meeting concept notes, agendas, meeting minutes, decisions, list of participants* - SI will need to approve in advance and will bear the costs of the meeting venues and refreshment as per standard UN procedures.	6		
9)	Applicable four task force meetings or four monitoring visits – Report on CS-NRG deliverables and outputs	4		
10)	Summary Liberia CS-NRG Bio with photos and NRG Members short biographies to be submitted to the Spotlight Secretariat and global website.	2		
	<b>GRAND TOTAL:</b>	45 days		
	<b>5. Proposed daily fee in USD</b>	xxx USD/ day		
	<b>Total proposed:</b>			