

PROCUREMENT NOTICE

NATIONAL CONSULTANT

**Strengthening GBV Accountability Mechanism/Framework for National
Institutions**

PROCUREMENT NOTICE No. UNDP/IGP/SPOTLIGHT /

NOTICE

Date: March 21, 2022

Country: Liberia

Duty Station: Monrovia, Liberia

Description of the assignment: Establish/strengthen internal and external accountability mechanisms within relevant government institutions, a harmonized data collection approach to VAWG and a communication flow that allows a more effective harmonized data collection at National and Sub-national levels to monitor Gender Equality, Women's Empower (GEWE) and Violence Against Women and Girls (VAWG)/Harmful Practices (HP).

Project Name: Spotlight Initiatives to reduce SGBV in Liberia

Duration: 90 working Days

Starting date: **Immediately**

Contract type: Consultant/Individual Contractor (**National**)

Languages: English

Duty Station: Monrovia, Liberia

Target Locations: **National government Institutions**¹ with locations in Montserrado, Bomi, Bong, Grand Bassa, Gbarpolu, Grand Cape Mount, Nimba, Lofa, Grand Gedeh, Maryland and Sinoe Counties

Proposals should be submitted at the following address: by email to bids.lr@undp.org (Please include procurement notice number in the subject area) no later than **Friday, 15 April 2022**.

¹ Ministry of Justice, Ministry of Gender Children and Social Protection-MoGCSP, Ministry of Health, Ministry of Internal Affairs, Ministry of Information, Ministry of Youth and Sports, Ministry of Education



Any request for clarification must be sent by standard electronic communication to the address or e-mail indicated below: info.lr.procurement@undp.org **(PLEASE DO NOT SEND YOUR PROPOSAL TO THIS ADDRESS)**

UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. Background

Gender equality and women empowerment are central to the mandate of the United Nations Development Programme (UNDP) and fundamental to its development approach. As reflected in the vision of the UNDP Strategic Plan 2022-2025 and its subsequent 2018-2021 Gender Equality Strategy, the organization is fully committed, to promoting women equal participation and involvement in political processes, peace and security issues, to reduce gender inequalities within its offices, its programmes and operations and facilitates the same approach for its partners and stakeholders. Another goal is the eradication of poverty and the significant reduction and elimination of sexual and gender-based violence (SGBV) by empowering women and promoting and protecting their rights.

In response to the need of strengthening the Government of Liberia (GoL) capacity to respond to and eradicate cases of SGBV, harmful traditional practices (HTPs) and building better institutional frameworks for enhanced protection capacities and services to survivors, the European Union and the United Nations launched the Spotlight Initiative in 2019 aimed at addressing all forms of violence against women and girls, and eliminating harmful practices, through a transformative and evidence-based approach, addressing unequal power relations between men and women and focusing on gender equality and women's empowerment. In line with the principles of the 2030 Agenda for Sustainable Development, the Initiative will follow a human rights-based approach and take into consideration the specific needs of women and girls who experience multiple and intersecting forms of discrimination and uphold the principle of "Leaving No One Behind".

Implemented in the context of the Pro-Poor Agenda for Prosperity and Development of the GoL, the EU/UN Spotlight Programme aims to support the Government of Liberia in its efforts to build a society where vulnerable women and girls and marginalized groups can enjoy their full rights and achieve their potential in a secure and safe environment. Its ultimate goal is to significantly reduce the prevalence of SGBV, HPs and their inter-linkages with sexual and reproductive health and rights (SRHR).

The EU/UN Spotlight Initiative is premised on the existing UN/Government of Liberia (GOL) Joint Programme on SGBV and HPs. Organized under 6 pillars, it aims to: (i) Strengthen policies, legislation and regulatory frameworks; (ii) Enhance integrated multi-sectoral capacities of national institutions, organizations and partners in preparedness, prevention and response; (iii) Improve social norms and practices, through

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inclusive participation and awareness raising of communities on the negative impacts of deep-rooted socio-cultural gender norms and HP ; (iv) Integrate multi-sectoral response services to all survivors ensuring effectiveness and efficiency; (v) Develop a multi-sectoral Information Management System (IMS) to support evidence based planning and monitoring of results; (vi) Develop and operationalize a coherent and inclusive framework engaging the different actors including CSOs, the private sector and women's movement groups to eliminate violence against women and girls in Liberia.

The implementing agencies are UNDP, UN Women, UNFPA, UNICEF, OHCHR, UNHCR, and IOM. The programme coverage is nationwide with a progressive approach to the 15 Liberia counties. In addition, the project initially targets five hotspot counties including Nimba, Grand Gedeh, Lofa, Grand Cape Mount and Montserrado which is due to the high prevalence of SGBV/HPs and less SRHR.

UNDP seeks a national consultant to support the relevant national institutions such as **Ministry of Justice, Ministry of Gender Children and Social Protection-MoGCSP, Ministry of Health, Ministry of Internal Affairs, Ministry of Information, Ministry of Youth and Sports, Ministry of Education and the Judiciary** to establish internal and external accountability mechanisms/framework to, strengthen and harmonized data collection approach to VAWG and a communication flow that will allow harmonized data collection to monitor Gender Equality, Women's Empower (GEWE) and Violence Against Women and Girls (VAWG)/Harmful Practices (HP) at national, subnational and community levels.

The intervention will be accompanied with strong capacity development support to enhance the capacity of the relevant institutions to monitor, coordinate and report progress issues aimed at preventing SGBV/HPs and promoting SRHR services at all levels.

The activities are part of the EU/UN Spotlight Initiatives (a multi-national partnership initiative designed to eliminate all forms of violence against women and girls as well as increase access to sexual and reproductive health and rights services) and will be implemented in the eleven most-affected counties as mentioned above.

2. Objectives of the assignment

The consultancy focuses on pillar 2 of the EU Spotlight Initiatives Country Programme Document which translates to outcome 2 relative to the below specific output seeking to ensure:

1. Key officials at national and/or sub-national levels in all relevant institutions are better able to develop and deliver evidence-based programs that prevent and respond to VAWG, especially for those groups of women and girls facing intersecting and multiple forms of discrimination, including in other sectors.

Working in close consultation with the Governance Team of UNDP Liberia, the National Consultant is expected to undertake the following activity:

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Activity 2.2.5: Establish/strengthen internal and external accountability mechanisms or framework within relevant government institutions, a harmonized data collection approach to VAWG and a communication flow that will allow a more effective steering of the programme at the National level to monitor Gender Equality, Women's Empower (GEWE) and Violence Against Women and Girls (VAWG)/Harmful Practices (HP)

Recognizing the need to achieve sustainable SGBV prevention and responsive programming, identifying capacity gaps, strengthening national frameworks and bringing them into greater harmony with international standards are critical to promote women's rights and gender equality and prevent VAWG and promote GEWE.

Strengthening the capacity of government actors to improve accountability and mainstream gender will require extensive consultation with the key ministries and agencies to ensure enhance accountability mechanism framework is in place. By this, critical areas will need strengthening as well as introduce resources availability to meet the required results.

Against this background, and based on the National Consultant's expertise and knowledge of the Liberian gender, justice and security sectors context, he/she will be required to realize deliverables below, as well as undertake other relevant tasks that may emerge as important in the course of this assignment by leading on the following:

- Develop and submit an inception report outlining the methodology and detailed work plan.
- Strengthen identified government institutions capacities to develop a roadmap to establish an internal and external accountability framework to ensure sufficient commitment, policies, guidance, and resources for key actors to meet their responsibilities nationally.
- Develop tools and framework to evaluate progress and assist with the identification of problems, bottlenecks, and recommend solutions to continuous monitoring of best practices.
- Develop a concept note to facilitate learning, experience sharing and knowledge networking among personnel to practice and integrate gender, gender mainstreaming, human rights, SGBV into work processes and relevant areas of knowledge within the sub-region and beyond.
- Strengthen the capacity of national and local government, including with regards to the harmonization of data collection and flow of communications at all levels.
- Provide technical guidance to strengthen the implementation of the accountability framework, it's expansion and cascading across government MACs and County level structures etc
- Facilitate the preparation of meetings, desk reviews and interviews
- Organize a system for data collection, communications flow, review, preparation, and submission of report, etc.

3. Scope of Work

Approach/Methodology

The approach will be collaborative, working with key stakeholders, both at the individual and institutional level, to develop responses and deliverables that will respond, respect, protect and prevent third parties from perpetration of SGBV, HP and SRHRs violations. The approach is guided by the request to UNDP for

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Institutional Capacity Development for the Justice and Security Sectors outlined under pillar 2 in the Spotlight Initiatives Country Program Document, 2019 and revised in 2021.

The National Consultant will work directly with government assigned focal points to establish or strengthen existing accountability framework or mechanism for public officials with a view to support national institutions roles and responsibilities regarding respond, respect, protect and prevent third parties from perpetration of SGBV, HP and SRHRs violations.

He/she will establish more evidence-informed decisions and increased accountability for the effective implementation of the SGBV prevention and response program in Liberia.

The approach will be participatory with sufficient time to support and engage with relevant stakeholders to ensure acceptance and ‘ownership’ by the senior public officials to practice and integrate gender, gender mainstreaming, human rights, SGBV into their work processes and relevant areas of knowledge. Such ownership will be critical if they are to respond, respect, protect and prevent third parties from perpetration of SGBV, HP and SRHRs violations. Targeted government sectors will be engaged actively in the development and roll-out of the documents and activities.

4. Outputs/Deliverables

The key tasks and estimated inputs are summarized in the following table:

No	Task Definition and Deliverable	Estimated Inputs
1.	Develop and submit an inception report outlining the methodology and detailed work plan.	10 days
2.	<p>Work with the key government actors to review if any/ develop a national GBV accountability framework to respond, respect, protect and prevent third parties from perpetration of SGBV, HP and SRHRs violations which will include the following task:</p> <ul style="list-style-type: none"> i Strengthen identified government institutions capacities to develop a roadmap to establish an internal and external accountability framework to ensure sufficient commitment, policies, guidance, and resources for key actors to meet their responsibilities nationally. The framework will: <ul style="list-style-type: none"> a. Ensure partnership and collaboration with all to achieve key actions to reinforce the importance of partnership in institutionalizing, systematizing, and operationalizing a GBV accountability framework in Liberia. b. Promote ownership of the GBV Accountability Framework in addressing challenges and promoting uptake of the actions in the Accountability 	40 days

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	<p>Framework.</p> <ul style="list-style-type: none"> ii Develop tools to evaluate progress and assist with the identification of problems, bottlenecks, and recommend solutions to continuous monitoring of best practices iii Document and report proceedings and recommendations from all meetings, trainings, and workshops. iv Facilitate meetings and validations v Organize a system for data collection, communications flow, review and submission of report, etc vi Develop knowledge products/GBV accountability framework 	
3.	Develop a concept note to facilitate learning , experience sharing and knowledge networking among personnel to practice and integrate gender, gender mainstreaming, human rights, SGBV into work processes and relevant areas of knowledge within the sub-region and beyond.	10 days
4.	Conduct training to enhance utilization and application of the GBV Accountability Framework to operationalize specific activities linked to the responsibilities outlined in the Accountability Framework and submit report.	
5.	<p>Provide technical guidance to strengthen the implementation of the accountability framework, it's expansion and cascading across government MACs and County level structures etc</p> <ul style="list-style-type: none"> • Monitor framework implementation and document challenges and recommendation and provide report 	25 days
6.	Submit draft report and knowledge products developed during the proceedings for review and finalization	5 days
7.	Submit final report/end of consultancy report	

5. Timing, Location and Duration

As noted above, the technical expertise is required urgently to support the project implementation as it commenced operation.

The National Consultant is expected to provide 90 man's working days' input, as shown in the table above. All of these days will be provided in-country to engage with key stakeholders.

6. Work Plan

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In consultation with the heads/focal points of the respective ministries and agencies, the national consultant will develop a work plan setting out a program of consultation with stakeholders relevant to each of the two deliverables. The Workplan will be developed in the first ten operational days in Monrovia and will include indicative appointment dates and times with key participants from national institutions

7. Institutional Arrangements

Day to day supervision of the consultant will be done by the National Officer of the Spotlight Programme and the Team Leader of Governance under the overall leadership of the UNDP Deputy Resident Representative for Programme to ensure the delivery of the project objectives set out in these terms of reference. The National Consultant will facilitate stakeholder validation sessions as required throughout the assignment.

The UNDP will provide office space. National Consultant is expected to have their own working tool as in the case of laptop.

8. Required Qualification, Skills and Experience of the Consultant:

Requirements:

1. Master's degree or equivalent, in Gender and Human Rights, law, international relations or a relevant social science.
2. A minimum of 5 years of progressive experience in gender development and human rights
3. Extensive experience in the design, development, management and implementation of accountability mechanism, human rights reform processes and/or capacity development initiatives
4. Advance knowledge and experience on SRHR, Gender and development and GBV issues
5. Experience of working in settings/contexts affected by fragility
6. Extensive experience of working with government institutions
7. Experience of survey design, data collection and reviews in Liberia (required)
8. Demonstrable experience undertaking similar consultancies for international development organizations
9. Proven track record, technical expertise, human resources, and operational capacity to undertake assignments of this scale/specification.
10. The Contractor would work with an additional focal point at designated by the selected government institutions for the implementation of this task.

Language Requirements:

Fluency in English, including excellent writing skills.

9. Competencies

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**Corporate Competencies**

- Demonstrates integrity by modelling the UN values and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism
- Excellent analytical and organizational skills

Functional Competencies*Knowledge Management and Learning*

- Strong organizational, analytical and writing skills;
- Ability to work strategically to realize organizational goals, develop strategies, set clear policy related to core assignment.
- Results oriented, strong team player with good interpersonal and coordination skills;
- Ability to effectively interact with a wide range of national and international interlocutors, reach agreements and promote ideas;
- Ability to work independently and under pressure and meet deadlines;
- Demonstrated ability to manage complex tasks and openness to change;
- Strong computer skills including Microsoft Word, MS Excel and Power Point;
- Capacity to work independently and demonstrate initiative;
- Advanced skills in acquiring and providing information;
- Ability to handle multiple tasks without compromising quality of work, team spirit and positive working relationships.

UNDP 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.

10. Documents to be included when submitting the proposal

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:
 - (i) Explaining why they are the most suitable for the work (1 page); brief methodology on how they will approach and conduct the work
2. Financial proposal
3. Personal CV (P11) including experience in similar projects and at least 3 references

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11. Financial proposal

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. The financial proposal will include a breakdown of this lump sum amount (including travel, per diems, fees as per anticipated working days).

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP does not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

12. Evaluation

Individual consultants proposals will be evaluated based on the following methodologies:

Cumulative analysis

Award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

*b) Having received the highest score out of a pre-determined set of weighted technical and financial * Technical Criteria; [70 points]*

** Financial Criteria; [30 points]*

Only candidates obtaining a minimum of 70% of the maximum points would be considered for the financial evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		

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Criteria A: Technical skills, given by qualifications and experience	10.5%	15
Criteria B: Overall experience in the provision with the services given above	24.5%	35
Criteria C: Adequacy of competencies & skills responding to the Terms of Reference, (TOR)	14%	20
Criteria D: Methodology: relevance to TOR	21%	30
<u>Financial</u>	30 points x price of the lowest price proposed / price of proposal	30 points

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 – Confirmation of interest

James Monibah

3/22/2022



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