



INFORMATION	
Title	Proposal Development Trainer /Consultant
Location/duty station/Project/Office	Monrovia, Liberia / Liberia Electoral Support Project/UNDP
Type of contract:	Independent Consultant (National)
Reports to:	LESP Chief Technical Advisor
Languages required:	English
Expected date of contract:	Immediate
Expected duration of assignment:	30 days

Introduction / background

The United Nations Development Program (UNDP) is supporting the people and Government of Liberia, to strengthen democracy and sustain national peace. In line with its Governance portfolio and Sustainable Development Goal 16 – Peace, Justice, and Strong Institutions, the Liberia Electoral Support Project (LESP) supports the capacity strengthening of the National Elections Commission (NEC) and other stakeholders. Under Outcome area 3.3 Capacity of political parties and civil society improved to participate in political processes and decision-making especially women, persons living with disabilities and youth. UNDP seeks to provide equal opportunities for inclusive participation of all citizens in electoral processes, with a focus on empowering minority groups including women and persons living with disabilities (PWDs).

Women of Liberia and PWDs remain underrepresented in leadership. This situation is primarily induced by the lack of economic opportunities, empowerment and limited political party and constituents' support, which creates obstacles for them to participate and compete in electoral processes. As such, strategies to promote inclusion and participation of women and PWDs, must factor economic empowerment as a short-term solution. A sustainable approach to this is by building resource mobilization capacity of not only women civil society organizations but also for PWDs in Liberia.

The general elections will be held in October 2023. As part of its long-term strategy and in preparations for the conduct of a credible, transparent, and inclusive elections, NEC and its partners are working to ensure increased and inclusive participation of the citizenry. In support of this effort, the Liberia Electoral Support Project – (LESP) along with the NEC Gender Section aims to provide capacity building training, targeting women organizations as well as disabled persons organizations (DPOs). Moreover, for every election, NEC accredits civil society organizations to provide support in CVE. The CBOs/FBOs in the field, DPOs or women organizations, lack resources to meaningfully engage. The training is intended to strengthen their resource mobilization and report writing capacity to generate funds to participate more actively in elections and development activities. At the same time, the initiative will help NEC to engage more organizations, at the local/rural level in civic and voter education activities. Strengthening local capacity in rural areas is within the decentralization approach of LESP.

UNDP is therefore seeking trainer (national consultant), with expertise and experience in proposal development management, to train 80 representatives from women CSOs (Civil Society Organizations) and DPOs across the country in proposal development and writing.

Duties and responsibilities

Under the direct supervision of the Chief Technical Advisor for elections, and overall oversight of the Deputy Resident Representative for Programmes, the consultant will train representatives of women CSOs and DPOs across the County in project proposal writing. The trainings will be conducted in Zwedru, Ganta, Tubmanburg, and Buchanan. He or she will carry out the following tasks:

- Prepare and submit to UNDP/LESP and NEC Gender Unit (GU), a training plan and course outline for a training in project proposal development including budget development, monitoring and evaluation,
- Present a list of materials/resources needed; and
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- Develop and/or adapt training materials for the training and toolkits to be distributed to the participants.
- In collaboration with UNDP/LESP and NEC, facilitate the training workshop and ensure that training skills and knowledge are transferred to participants.
- In coordination with UNDP/LESP and NEC, prepare certificates of participation for those trained, and submit to the project for production.
- Develop a trainers' guide and incorporate UNDP/LESP and NEC comments, if any

Key deliverables	Timelines
<ul style="list-style-type: none"> • Develop an inception report including methodology, detailed training plan, topics, and modules indicating the 7 Learning Outcomes / Objectives • Develop participants' toolkit • Develop certificate template and submit for production • Propose a methodology and engage with NEC on selection of the participants Pre-training engagement -in collaboration with the NEC department of training, develop trainer's plan/guide and list of training materials, handouts etc. • Propose evaluation methodology (questionnaire) of the training. 	5 days
<ul style="list-style-type: none"> • Deliver trainings in four locations, Submit training report with recommendations, and resource materials for sharing with participants 	25 days 100% payment

Competencies

Core competencies

- Demonstrates integrity by modeling the UN's values and ethical standards.
- Displays cultural, gender, religion, and age sensitivity and adaptability.
- Demonstrate respect for diversities

Functional competencies

- Punctuality and commitment to duty
- Capable of working and acting under pressure.

Education

Required skills and experience:

Experience



Minimum university degree in development studies, project management, International Relations, International Development, or other relevant fields.

- Have at least 3 years of experience in teaching resource mobilization with emphasis in project proposal writing, in any recognized University in Liberia or
 - have at least 5 years' experience in conducting similar trainings in Liberia and elsewhere.
- Have proven work experience with international or national organizations or NGO Space.
- Experience in using a host of blended learning approaches including virtual training and workshops.
- Demonstrated knowledge and experience in developing training curriculum and training materials.
- Excellent writing, editing, and oral communication skills

Prior experience within the United Nations, in particular UNDP, is desirable but not a requirement.

Languages

Fluency in written and spoken English is required.

ToR is signed by:  **DocuSigned by:** **Lenka Homolkova** 30-Mar-2022
Lenka Homolkova/CTA
Cleared by:  **DocuSigned by:** 07-Apr-2022
James Monibah/Team Leader/GPI and DRR/Programme, a.i
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