

# TERMS OF REFERENCE (ToR)

**FOR THE RECRUITMENT OF A**

# INTERNATIONAL CONSULTANT FOR THE CONDUCT OF AN ASSESSMENT OF VIOLENCE AGAINST WOMEN IN ELECTIONS AND POLITICS (VAWIE-P) IN LIBERIA

## GENERAL INFORMATION

**Services/Work Description:**

Assessment of Violence Against Women in Elections and Politics (VAWIE-P) in Liberia

**Client:** UNDP Liberia

**Post Title:** Consultant for the conduct of an assessment of violence against women in elections and politics (VAWIE-P) in Liberia

**Duty Station:** Monrovia, Liberia **Duration:** 14 effective-working days **Expected Start Date:** Immediate

## BACKGROUND

UNDP is committed to long-term, sustainable support to democratic governance, including support to key democratic institutions and processes. In line with its Governance Portfolio and Sustainable Development Goal 16 - Peace, Justice, and Strong Institutions, and the Liberia Electoral Support Project (LESP) UNDP supports the National Elections Commission (NEC) in the implementation of its constitutional mandate to plan, manage and organize elections in compliance with the national legal framework, international standards, and best practices, with the specific focus on inclusion of people with Disabilies (PWDs). The Liberia Electoral Support Project (LESP), with funding from UNDP, Sweden and Ireland, focuses on three substantive areas towards achieving the SDG-16: Inclusion and Transparency, Capacity Development, and Prevention of Electoral Violence. LESP interventions are furthermore designed based on NEC 2018 – 2024 Strategic Plan. The gender approach to elections borrows from the UNSDCF pillar 4 and UN Women Flagship Programme Initiatives (FPI) theory of change, which defend that the gender sensitive capacity strengthening of Liberian institutions will lead to delivery of women’s participation and leadership in elections and politics in line with the law, policies, standards, norms, frameworks ensuring that the rights holders have the knowledge, service seeking behaviors and capacity to utilize them. A joint UNDP-UN Women Peacebuilding Fund (PBF) funded Project, “Promoting Inclusive Political Participation and Elimination of Violence Against Women in Politics” (PIPP) complements Governance portfolio efforts in support of the NEC and

electoral stakeholders as well as Liberian Institutions, to promote women political participation and prevention of Violence against women in Elections (VAWIE/P).

## SCOPE OF THE ASSIGNMENT

The main purpose of this assignment is to support the Peace Building Office (PBO) in conducting training on the prevention or mitigation of VAWIE-P capacity into the Early Warning and Early Response (EWER) system. The findings will as well be used to organize trainings with actors such as the National Elections Commission (NEC), the security sector and the judiciary to streamline VAWIE-P considerations during the electoral processes.

Through this assignment, UNDP would like to engage the services of a competent, well qualified and experienced consultant, to carry out the assessment and establish the bases and guidelines to support the PBO into better monitoring and responding to this phenomenon.

The consultant is expected to undertake the following specific duties:

* 1. Hold consultations with relevant national actors in the field of gender violence or VAWIE- P in country to identify what structures and capacities exist.
  2. Provide a mapping of existing VAWIE-P structure, intervening and trigger factors in Liberia, specifying potential hotspots where it may be more prevalent.
  3. Review PBO indicators relevant to gender violence and provide recommendations for adaptation.
  4. Identify capacity gaps in PBO, NEC, security sector and the judiciary with regards to managing and reponding to VAWIE-P, providing specific recommendations and steps for each actor to strengthen capacities in this regard.
  5. Draft VAWIE-P training modules for PBO, NEC, security sector and judiciary personnel. These should include, but are not limited to, introduction of VAWIE-P, results and findings of the assessment mission (1,2,3 and 4), inclusion of gender-sensitivity and VAWIE-P in institutional mandate and activities and VAWIE-P conflict resolution and mediation.

## FINAL DELIVERABLES AND PAYMENT MILESTONES

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| **PRODUCTS** | **Milestones** | **Payment structure** |
| 1. Hold consultations with relevant national actors in the field of gender violence or VAWIE-P in country to identify what structures and capacities exist. |  | 30% |

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| 1. Provide a mapping of existing VAWIE-P structure, intervening and trigger factors in Liberia, specifying potential hotspots where it may occur. 2. Review PBO indicators relevant to gender violence and provide recommendations for adaptation. 3. Identify capacity gaps in PBO, NEC, security sector and the judiciary with regards to managing and responding to VAWIE-P, providing specific recommendations and steps for each actor to strengthen capacities in this regard. 4. Draft VAWIE-P training modules for PBO, NEC, security sector and judiciary personnel. These should include, but are not limited to, introduction of VAWIE-P, results and findings of the assessment mission (1,2,3 and 4), inclusion of gender-sensitivity and VAWIE-P in institutional mandate and activities and VAWIE-P conflict resolution and mediation. |  | 70% |

1. **RECRUITEMENT QUALIFICATIONS**

**Education:** A minimum of Master’s degree in social science - International relations, Law, Political Science, History, antropology, sociology or related subject. Those with qualifications/expertise in more than one area will have added advantage.

## Work Experience:

* A minimum of 10 years of relevant professional experience in areas of gender, conflict prevention, early warning and risk monitoring linked to governance and political processes.
* Experience in conducting comprehensive assessment and/or designing, and/or capacity building, related to early warning will be an added advantage.
* Experience in electoral assistance will be an added advantage.

## Functional Skills:

* Working knowledge of the Liberian political and governance landscape, including current and latent conflicts;
* Knowledge of dispute resolution and early warning practices in Liberia will be an added advantage;
* Excellent interpersonal and teamwork skills;
* Proven ability to meet deadlines and work with minimum supervision;
* Ability to effectively prioritize and execute tasks while under pressure;
* Experience working in a team-oriented, collaborative environments;
* Experience in mainstreaming gender and PWDs in electoral processes.

**Language requirements:** Excellent command of written and spoken English.

**VI. INSTITUTIONAL ARRANGEMENT/REPORTING RELATIONSHIPS**

Under the overall supervision of Deputy Resident Representative for Programmes, the Consultant will be reporting to the Chief Technical Advisor (CTA) of the Liberia Elections Support Project (LESP) and collaborate closely with the EC-UNDP Joint Task Force (JTF) Coordinator. The Consultant will work in close collaboration with relevant UNDP LESP and JTF focal points.

**VII. DURATION OF THE ASSIGNMENT1**

The engagement of the Independent Consultant-IC will be for 14 working days, over a period of 3 weeks.

**VIII. TRAVEL**

This assignment requires travel to Monrovia, Liberia. Travel outside of Monrovia is not foreseen but could be envisaged.

**IX. ADDITIONAL REQUIREMENTS FOR THE RECOMMENDED CONTRACTOR**

## Statement of Medical Fitness for Work.

For an Individual Contractor who is of 65 years of age or older, and on an assignment requiring travel, be it for the purpose of arriving at the duty station or as an integral duty required under the TOR, a full medical examination and statement of fitness to work must be provided. However, this is not a requirement for individuals on reimbursable loan agreement (RLA) contracts

Where there is no UN office nor a UN Medical Doctor present in the location of the Individual Contractor prior to commencing the travel, either for repatriation or duty travel, the Individual Contractor may choose his/her own preferred physician to obtain the required medical clearance.

## Inoculations/Vaccinations

Individual Consultants/Contractors are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.

For COVID-19 vaccine, please visit this site. [http://liberiacovidtravet.org](http://liberiacovidtravet.org/)

## Security Clearance.

 1 *The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.*

The Consultant should undertake the BSAFE training prior to travelling. These requirements apply for all Consultants, contracted individually or through the Employer.

## SCOPE OF PRIVE PROPOSAL AND SCHEDULE OF PAYMENTS

**Contracts based on lump-sum**

The financial proposal shall specify a total lump sum amount and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of each of the five instalments amounts.

Payments will be disbursed as per milestone aligned to the deliverables in Section IV “**final deliverables**” and submission & approval of respective products.

**Preferred Currency of Offer**: United State Dollars (USD)

## CRITERIA FOR SELECTION OF THE BEST OFFER

Applicants are expected to submit their CVs, Academic Credentials, Work Certifications and any other relevant credentials. Qualified Individual Consultants (ICs) are expected to submit both Technical and Financial Proposals. The Technical Proposal should include how the IC will deliver the expected key functions listed in this ToR.

Shortlisting will be made by the Governance and Capacity Development Unit and UNDP CO Procurement Team. The following criteria will be followed in selecting the best candidate.

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| **Criteria** | | **Weight** | **Max. Point** |
| Technical Competence (based on credentials and technical  proposal): | | 70% |  |
| - Criteria a) [experience and skills mix] | |  | 30 |
| - Criteria b) [approach for undertaking  assignment] | |  | 40 |
| Financial (Lower Offer): | | 30% | 30 |
| **Total Score** | **Technical Score (70%) + Financial Score (30%) 100** | | |

## ETHICAL CONSIDERATIONS, CONFIDENTIALITY AND PROPRIETARY INTERESTS

* + The IC holder needs to apply standard ethical principles during the course of the assignment. Some of these must deal with confidentiality of interviewee statements when necessary, refraining from making judgmental remarks about stakeholders.
    -  The incumbent shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the service without prior written consent by the contracting authority. Proprietary interests on all materials and documents prepared by the contract holder under this assignment shall become and remain properties of UNDP.