



TERMS OF REFERENCE (ToR)

FOR THE RECRUITMENT OF AN INTERNATIONAL CONSULTANT TO DEVELOP A VIOLENCE AGAINST WOMEN IN ELECTIONS AND POLITICS (VAWIE-P) TRAINING MODULE

I. GENERAL INFORMATION

Services/Work Description: Development of a Violence Against Women in Elections and Politics (VAWIE-P) Training Module

Client: UNDP Liberia

Post Title: Consultant to develop a violence against women in elections and politics (VAWIE-P) training module

Duty Station: Monrovia, Liberia

Duration: 20 effective working days (July-August 2022)

Expected Start Date: 14 July 2022

II. 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 a specific focus on inclusion. LESP — with funding from UNDP, Sweden, and Ireland — focuses on five substantive areas towards achieving 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 United Nations Sustainable Development Cooperation Framework (UNSDCF) pillar 4 and UN Women Flagship Programme Initiatives (FPI) theory of change, which states 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, and frameworks ensuring that rights-holders have the knowledge, service-seeking behaviours and capacity to utilize them”*. A joint project funded by UNDP, UN Women, and the Peacebuilding Fund (PBF), “Promoting Inclusive Political Participation and Elimination of Violence Against Women in Politics” (PIPP), complements UNDP Governance portfolio efforts in support of the NEC, electoral stakeholders, and Liberian Institutions to promote women’s political participation and the prevention of violence against women in elections and politics (VAWIE/P).

III. SCOPE OF THE ASSIGNMENT

The main purpose of this assignment is to support the National Elections Commission (NEC) to develop a VAWIE-P training module based on the following: UNDP-UN Women document, *Preventing Violence Against Women in Elections: A Programming Guide/ NEC Elections Law/ VAWIE Protocol, and the Liberia National Gender Policy, amongst others.*

Through this assignment, UNDP would like to engage the services of a competent, well-qualified and experienced consultant to review existing UNDP and UN Women VAWIE-P training materials, VAWIE Protocol / National Gender Policy identify examples of VAWIE-P in Liberia, and develop a contextualized training manual and reproducible handouts, presentations, and other materials to engage, inform, and persuade a diverse set of electoral stakeholders to take action to prevent and respond to VAWIE-P.

The consultant is expected to undertake the following specific duties:

1. Hold consultations with relevant national actors in the field of gender-based violence and VAWIE-P in country to identify context-specific examples and get consent to use these examples (anonymized as appropriate).
2. Review existing training manuals and materials by UNDP, UN Women, and others to identify and develop training content and interactive exercises. All adapted materials must give appropriate credit to source materials.
3. Develop a participant workbook and facilitation pack including presentations, photocopyable handouts, and a detailed facilitation guide. Revise drafts based on feedback from UNDP, UN Women, and other stakeholders, as needed.
4. Conduct a training of trainers/workshop for master trainers on the VAWIE-P manual and materials.

IV. FINAL DELIVERABLES AND PAYMENT MILESTONES

PRODUCTS	Milestones	Payment structure
1. Hold consultations with relevant national actors in the field of gender-based violence and VAWIE-P in country to identify context-specific examples and get consent to use these examples (anonymized as appropriate). 2. Submit consultation report identified examples, including sign consent documents to use the examples in the training manual / curriculum.	30 July 2022	30%

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<p>3. Review existing training manuals and materials by UNDP, UN Women, and others to identify and develop training content and interactive exercises. All adapted materials must give appropriate credit to source materials.</p> <p>4. Develop a participant workbook and facilitation pack including presentations, handouts, and a detailed facilitation guide. Revise drafts based on feedback from UNDP, UN Women, and other stakeholders, as needed.</p> <p>5. Present draft documents to UNDP, UN Women, and other relevant partners for review and feedback.</p>	<p><i>14 August 2022</i></p>	<p>30%</p>
<p>6. Finalize training content, participants' workbook and facilitation pack, incorporating the feedback received.</p> <p>7. Conduct a training of trainers/workshop for master trainers on the VAWIE-P manual and materials.</p> <p>8. Submit the training report, with recommendations and any possible lessons learnt for the trainers.</p>	<p><i>31 August 2022</i></p>	<p>40%</p>

V. RECRUITMENT QUALIFICATIONS

Education: A minimum of Master's degree in social science – international relations, law, political science, history, anthropology, sociology, education or related subject. Those with qualifications/expertise in more than one area will have an added advantage.

Work Experience:

- A minimum of 7 years of relevant professional experience in areas of gender, conflict prevention, linked to governance and political processes.
- Demonstrable experience in developing participatory training materials and curricula.
- Experience developing training content and materials linked to women's political participation and gender-based violence and/or VAWIE-P will be an added advantage.
- Experience in facilitation, and/or capacity building related to women's political participation and VAWIE-P is a requirement.
- Experience in developing training materials contextualized for Liberia will be an added advantage.

Functional Skills:

- Working knowledge of the Liberian political and governance landscape, including discrimination and violence against women in politics and/or elections;

- 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 environment;
- Knowledge and experience of participatory methodology/pedagogy.

Language requirements: Excellent command of written and spoken English.

VI. INSTITUTIONAL ARRANGEMENT/REPORTING RELATIONSHIPS

The individual consultant (IC) will be reporting to the Chief Technical Advisor (CTA) of the Liberia Elections Support Project (LESP), under the overall supervision of UNDP Deputy Resident Representative for Programmes. The consultant will work in close collaboration with the relevant UNDP LESP and UN Women focal points.

VII. DURATION OF THE ASSIGNMENT¹

The engagement of the IC will be for 20 working days, over a period of 6 weeks

VIII. TRAVEL

The IC is responsible to organize his/her travel to and from Liberia.

IX. ADDITIONAL REQUIREMENTS FOR THE RECOMMENDED CONTRACTOR

The IC is expected to have his/her own laptop. UNDP Liberia will facilitate visa on arrival, if needed.

X. SCOPE OF PRICE 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 installments based on the table "**final deliverables**" and submission and approval of respective products.

Preferred Currency of Offer: United States Dollars (USD)

XI. CRITERIA FOR SELECTION OF THE BEST OFFER

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.

Applicants are expected to submit their CVs, academic credentials, work certifications, and **examples of previously developed training materials / curricula**. 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 Units and UNDP country office Procurement Team. The following criteria will be followed in selecting the best candidate.

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

XII. 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 property of UNDP.

XIII. HOW TO APPLY

Interested applicants with required qualifications and experience must submit their applications **on line** to the following email: xxx

James Monibah

20-Jun-2022

DocuSigned by:

Lenka Homolkova

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20-Jun-2022

DocuSigned by:

Monibah

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