



## **REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL SELECTION)**

### **AN ADDENDUM TO THE PREVIOUS PUBLICATION**

**REPUBLIC OF LIBERIA  
MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION  
LIBERIA WOMEN EMPOWERMENT PROJECT  
LOAN No. IDA- 7168-LR  
GRANT No. IDA- E-0910-LR**

**CONSULTANCY SERVICES FOR THE PROVISION OF INDIVIDUAL CONSULTANT  
AS ECONOMIC/LIVELIHOOD SPECIALIST UNDER THE LIBERIA WOMEN  
EMPOWERMENT PROJECT**

**REFERENCE NO: LR-MOGCSP-370933-CS-NDV**

1. This request for expressions of interest follows the General Procurement Notice for this project that published on June 6, 2023.

The Government of Liberia has received a Credit in the amount of US\$26.8 million and Grant in the amount of 17.8 million from the World Bank towards the cost of the Liberia Women Empowerment Project, and it intends to apply part of the proceeds towards eligible payments for **Consulting Services for Provision of Economic/Livelihood Specialist Under the Liberia Women Empowerment Project.**

### **2. OBJECTIVE OF THE ASSIGNMENT**

The objective of the Livelihoods Specialist is to provide technical support to the PMU and coordinate the formulation, design, planning, implementation, monitoring and evaluation of the project with a focus on livelihoods and economic support services activities.

3. The Ministry of Gender, Children and Social Protection now invites eligible individual consultants to indicate their interest in providing the required Services for the Liberia Women Empowerment Project. Interested Consultants should provide information demonstrating that they have the required qualification and experience to perform the Services by submitting a **cover letter** and **updated CV**. See qualification and experience criteria below:

#### 4. QUALIFICATION AND EXPERIENCE

Masters/Bachelor's degree in Business administration, Economics, Gender Studies, Social Sciences, Agriculture, or related fields of study and Minimum of 5 years of relevant work experience. Previous experience in other World Bank or donor funded projects will be desirable.

##### **Minimum Experience:**

- Experience working on livelihoods project implementation, including experience designing financial transfer systems in under-banked contexts and experience managing and compiling regular project implementation progress reporting, program/project development, and management in an emergency context are required.
- Experience managing the implementation of Village Savings and Loans Associations and/or women's self-help groups and provision of trainings to women (e.g., literacy, business skills, life skills, vocational skills) a plus
- Specific experience in project design and implementation, including managing market analyses and scoping of livelihood opportunities for low literacy and vulnerable women is a plus.
- Proven experience in designing and implementing livelihood training for a variety of stakeholders.

#### 5. GENERAL INFORMATION

- a. This assignment covers an initial trial period of three (3) months. Based on an assessment of the Economic/Livelihood Specialist performance, the assignment may be extended beyond October, 2024.
- b. The Ministry of Gender, Children and Social Protection through the Liberia Women Empowerment Project, is a gender sensitive institution. Females are encouraged to apply;
- c. Only shortlisted candidates will be contacted for the selection process.

The Applicable guideline for this recruitment is: *Procurement Regulations for IPF Borrowers (Procurement in Investment Project Financing-Goods, Works, Non-Consulting and Consulting Services: July 1, 2016. Revised November 2020)* Selection will be done using the Individual Consultancy Selection Method using the following link below:

<http://pubdocs.worldbank.org/en/178331533065871195/Procurement-Regulations.pdf>

Further information can be obtained at the address below during office hours 0900 to 1600 hours.

Expressions of interest must be delivered in a written form to the address below (in person, by mail or by e-mail) by **16:00 GMT** on or before August 17, 2023. **Envelopes or subject of emails must be marked "Ref: EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR THE PROVISION OF ECONOMIC/LIVELIHOOD SPECIALIST UNDER THE LIBERIA WOMEN EMPOWERMENT PROJECT"**.

Ministry of Gender Children and Social Protection  
EJS Ministerial Complex  
Congo Town, Montserrado County  
Monrovia, Liberia  
Attention: Human Resource Department  
Tel: +231(0)770-115-545  
Email: [mgcsphr@gmail.com](mailto:mgcsphr@gmail.com) cc: [nigbamargaret8@gmail.com](mailto:nigbamargaret8@gmail.com)

# **CONSULTANCY SERVICES FOR THE PROVISION OF LIVELIHOOD SPECIALIST**

## **INDIVIDUAL CONSULTANT TERM OF REFERENCE**

### **I. Background:**

The Government of Liberia, through the Ministry of Gender, Children and Social Protection, has received support from the World Bank, for the implementation of the Liberia Women Empowerment Project (LWEP) in line with the Government of Liberia's national development strategy (Pro-Poor Agenda for Prosperity and Development). The Project Development Objective (PDO) is to reduce harmful social norms and improve livelihood opportunities for women in project areas while strengthening the institutional capacity of the Government of Liberia to advance gender equality. The LWEP comprises of five components, namely: i) Addressing social norms and mobilizing communities; ii) Enhancing basic GBV and ASRH services in health and education; iii) Promoting resilient livelihoods through community-led approaches; iv) Strengthening public institutions to advance gender equality; and v) Project management, monitoring and evaluation, and policy dialogue. The project will also complement ongoing World Bank projects in Liberia that are building human capital and developing economic opportunities for women and girls while filling key gaps. The project will be implemented in 6 counties over 5 year's period. In order to achieve the objectives of the LWEP, MGCSP has set up a Project Management Unit.

### **II. Scope of Services**

The objective of the Livelihoods Specialist is to provide technical support to the PMU and coordinate the formulation, design, planning, implementation, monitoring and evaluation of the project with a focus on livelihoods and economic support services activities. To ensure that component 3 will finance capacity building of resilient livelihoods groups and support grants for women-led livelihoods and entrepreneurs. The specialist will work with lead service provider of the consortium under component 3 of the women's economic/ social empowerment and rural livelihoods activities. The Specialist in collaboration with Ministry of Agriculture at the county and National level will support the Lead Service Provider with implementing the Project's livelihoods activities.

### **III. Duties and Responsibilities**

- Works closely with the M&E officer and Gender Specialist to prepare the project's annual implementation plan and monitoring system for the Livelihoods intervention of the project.

- Develop a Livelihood grants Manual
- Work with the M&E officer and LSP to ensure that all data from livelihoods activities are entered into the Project's Management Information System in a timely manner
- Collaborate with the Lead Service Provider and other relevant partners in implementation of the gender integration guidelines closely working with the government partners and project stakeholders
- Collaborate with Lead Service Provider (LSP) and other relevant partners to support the implementation of the livelihoods activities closely working with the government partners and project stakeholders
- Coordinate an assessment of the landscape for livelihoods and economic support services in the targeted project areas in Liberia, which provides analysis of existing women's groups within Liberia
- Manage livelihoods and economic support services strategy, implementation, and monitoring.
- Integrate and reconcile multiple priorities and approaches into livelihoods and economic support services design and implementation, including the context of local level reintegration program.
- Organize regular meetings with Lead service provider to monitor and advise on progress on livelihoods interventions and provide technical guidance on the component design and implementation
- Collaborate with the LSP to ensure all livelihoods activities are climate sensitive.
- Coordinate with other relevant World Bank financed operations PMU teams (e.g., the Liberia Social Safety Nets project and the recovery of economic activity for Liberian informal sector employment project, smallholder agriculture transformation and agribusiness revitalization project etc.), and government counterparts to strengthen project's livelihoods component.
- Organize and coordinate needs assessment for the capacity building in relation to livelihood project implementation strategies, methodologies, and activities
- Support the development, updating of livelihood technical materials, training guidelines and strategies as necessary, and localizing program documents, and knowledge products.
- Manage, review and advise the development program documents, strategies on livelihoods interventions, strategies to ensure climate sensitivity and livelihood program activities based on existing good practices and operational tools and guidance
- Build and maintain alliances and strategic partnerships with key actors, that are active in these fields to ensure smooth implementation of the livelihood's initiatives
- Create, Coordinate, and maintain a relationship with community volunteers/ gender and peace champions, community structures, CSO, Community based agent and other humanitarian actors to facilitate livelihood related activities and monitoring in the project areas/locations
- Prepares required reports on time, and of high quality that convey the livelihood activities progress towards achieving best practices and impact in the targeted communities and submit to the Project Management Unit
- Undertakes regular field visits to project areas to assess local conditions and monitor progress, and participate in implementation and monitoring missions to report on progress updates.
- In collaboration with the M&E Specialist, support a rigorous impact evaluation of the project.
- Performs other duties as assigned by the project coordinator

#### **IV. Key Qualifications and Minimum Experience:**

##### Minimum Academic Professional Qualifications:

- Masters/Bachelor's degree in Business administration, Economics, Gender Studies, Social Sciences, Agriculture, or related fields of study and Minimum of 5 years of relevant work experience. Previous experience in other World Bank or donor funded projects will be desirable.
- Experience working on livelihoods project implementation, including experience designing financial transfer systems in under-banked contexts and experience managing and compiling regular project implementation progress reporting, program/project development, and management in an emergency context are required.
- Experience managing the implementation of Village Savings and Loans Associations and/or women's self-help groups and provision of trainings to women (e.g., literacy, business skills, life skills, vocational skills) a plus
- Specific experience in project design and implementation, including managing market analyses and scoping of livelihood opportunities for low literacy and vulnerable women is a plus.
- Proven experience in designing and implementing livelihood training for a variety of stakeholders.

#### **V. Key Competences**

##### **Abilities**

- Knowledge in gender action and process of Liberia particularly the policy, economic, legal, and institutional frameworks;
- Knowledge and/or familiarity with Economic and livelihoods activities in Liberia , particularly social issues in communities that effect women precisely rural women;
- Knowledge and/or familiarity with financial transfer systems in Liberia and best practices for mitigating risks associated with financial transfers
- Technical knowledge on various livelihoods policies, related laws, policies, strategies and processes particularly on gender gaps, actions, and livelihood activities in Liberia;
- Demonstrated ability to lead, plan, coordinate, supervise and manage a team,
- Demonstrated ability to achieve results within time and budget
- Ability to work effectively and independently without supervision.
- Capability to provide guidance on negotiation and conflict resolution processes;
- Leadership, Networking and Management Skills.
- Knowledge of planning, policy formulation and analysis.
- Knowledge in Microsoft Office suite and Internet.

- Qualitative and Quantitative Analytical Skills.
- Ability to work independently and manage a diverse and evolving workload.
- Teamwork and cooperation
- Strong interpersonal skills and ability to work in multidisciplinary teams

## **VI. Skills**

- Excellent interpersonal and team building skills, including negotiation skills.
- Excellent written and spoken communication skills, including presentations in English.
- Computer literacy with proficient knowledge of Microsoft Word, Excel and PowerPoint applications.
- Tolerant and culturally sensitive
- Monitoring and Evaluation skills
- Strong working skills and the ability to work with stakeholders from diverse backgrounds.
- Must be familiar with women empowerment challenges, and workings of vulnerable groups in Liberia.
- Well-developed organizational skills Knowledge.
- Thorough knowledge of Government and private sector institutional and organizational structures and gender issues. Experience in Liberia would be an added advantage.
- Working knowledge of the operational modalities for donors' funded projects (World Bank, USAID, and UNDP) is a must.

## **Performance Criteria:**

The following performance criteria will be used to assess the performance of Livelihoods Specialist at regular intervals and based upon these assessments the contract with the MGCSP may be continued or terminated. The Safe Officer will be evaluated at the end of a 3-month probation period, midyear and, at the end of the one year based on the following parameters:

- Quality and timeliness Annual work plan, budget and other required documents,
- Quality of documentation submitted for prior review;
- Quality of gender related data/information and filing;
- Quality of documentation submitted during post reviews;
- Quality and timeliness of required reports (Quarterly & Annually).

## **VII. Applicable Guidelines**

The Applicable guidelines for this recruitment are: **Procurement Regulations for IPF Borrowers (Procurement in Investment Project Financing-Goods, Works, Non-Consulting and Consulting Services: July 1, 2016. Revised November 2020)**. Selection will be done using the Individual Consultancy Selection Method.

<http://pubdocs.worldbank.org/en/178331533065871195/Procurement-Regulations.pdf>

### **VIII. Duty Station:**

The Livelihood Specialist will be assigned at the Ministry of Gender, Children and Social Protection Ministerial Complex, Congo Town Monrovia Liberia, and may need to travel to counties when needed for the project.

### **IX. Reporting:**

Prepare monthly, quarterly, periodic and annual progress/ monitoring reports on operational activities related to Economic/Livelihood issues of the project as described below:

#### **Monthly progress reports:**

The Livelihood specialist shall prepare concise Monthly Progress Reports covering progress towards achieving the objectives in this ToR as well as identified areas of weaknesses and strategies for improvement of said activities. The reports shall provide a brief but comprehensive end-of-month progress assessment. Tabulated representations of the work program, details of impediments to the performance and proposals for overcoming them. These reports shall be submitted to the Project Coordinator within or not later than the 7th day of the succeeding month. The report will be assessed and appraised by the Project Coordinator.

#### **Quarterly Progress Reports:**

These reports shall make use of the information previously reported monthly, but suitably modified to include, summarize, and draw conclusions on all pertinent issues concerning the assignment. In addition, the Quarterly Progress Reports shall summarize the Livelihood specialist activities, with solutions adopted, and any other relevant information considered necessary in respect of the services delivery. Each of these reports shall be submitted to the Project Coordinator not later than the 7th day of the first month of the following quarter as well as the World Bank office.