



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 GENDER SPECIALIST UNDER THE LIBERIA WOMEN EMPOWERMENT
PROJECT**

REFERENCE NO: LR-MOGCSP-370931-CS-INDV

1. This request for expressions of interest follows the General Procurement Notice for this project that was 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 Gender Specialist Under the Liberia Women Empowerment Project.**

2. OBJECTIVE OF THE ASSIGNMENT

The Gender Specialist will ensure that Gender is mainstreamed in all project activities/programs from planning to implementation. Also, ensure more inclusive and equitable social and economic empowerment of women, people living with disabilities and other marginalized groups, and constructive actions that contribute to a sustained women empowerment.

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**

Minimum Academic Professional Qualifications :

A Master Degree or Post Master Degree in Sociology, Social Work, Gender & Development Studies, Gender Economics, Business Administration or Business Management or any related field.

Minimum Experience:

At least 5 years of work experience in leading gender, women's empowerment, gender-based violence prevention and response related initiatives, or relevant experience in similar role; experience in implementing World Bank funded projects or other donor funded projects on relevant themes; familiar with Government of Liberia's Gender and women's empowerment Policies, programs and frameworks. Relevant experience of working in Monrovia will be an added advantage. Knowledgeable of multi-sectorial approaches for promoting the gender equality and women's empowerment at the national and regional levels.

5. **GENERAL INFORMATION**

- a. This assignment covers an initial trial period of three (3) months. Based on an assessment of the Gender 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 GENDER 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 cc: nigbamargaret8@gmail.com

CONSULTANCY SERVICES FOR THE PROVISION OF GENDER 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 support of the Government of Liberia's national development strategy: Pro-Poor Agenda for Prosperity and Development (PAPD). The Project Development Objective (PDO) is to reduce harmful social norms and improve livelihood opportunities for women in targeted areas/communities 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 Gender Based Violence (GBV) and Adolescent Sexual Reproductive Health (ASRH) services in Health and Education; iii) Promoting Resilience 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 years period; beginning with two pilot counties. In order to achieve the objectives of the LWEP, MGCSP has set up a Project Implementation Unit (PIU).

II. Scope of Services:

The Gender Specialist will ensure that Gender is mainstreamed in all project activities/programs from planning to implementation. Also, ensure more inclusive and equitable social and economic empowerment of women, people living with disabilities and other marginalized groups, and constructive actions that contribute to a sustained women empowerment.

III. Duties and Responsibilities

Specific responsibilities of the Gender Specialist will include, but not limited to the following:

- Analyze, review, and provide relevant policy recommendations, including methodologies and tools to integrate gender equality at all stages of the project.
- Provide specific services to support the efficient and effective functioning of the project in the context of Gender Equality.
- Responsible for quality assurance relating to gender equality results within the project framework.

- Lead technical teams through a gender lens to achieve the Project's Outputs and Outcomes, based on analysis and interpretation of localized socio-economic gender-based conditions,
- Advice and support Project Management Unit on programs, and projects relative to gender issues, and how to best achieve realistic and attainable progress through practical application of the gender-specific tools.
- Develop guidelines and gender specific programs as well as direct and lead all initiatives at the field level.
- Collaborate with the Monitoring and Evaluation Specialist to provide guidance for the creation of gender-sensitive M & E system/database;
- Mainstream gender and provide proactive technical support to the PMU & the other relevant Units, Division and Department of the MGCSP;
- Strengthen the capacity of project relevant staff with a special focus on gender in livelihood activities/programmers, in coordination with livelihoods and social specialists;
- Provide guidance to the design and implementation of beneficiaries-facing activities, across all result/outcome and domains to ensure gender-transformative concepts and methods are integrated;
- Ensure that gender-based approaches and requirements are included in the procurement documents and integrated in the project implementation;
- Serve as a liaison between the Ministry of Gender and other Ministries and Partners for a smooth implementation of project interventions;
- Plan, implement and follow up on gender-related activities and provide support to the Women Empowerment Division and other stakeholders on mainstreaming gender in programs/activities, including indicators, design and implementation of trainings on gender-related activities/topics;
- Provide technical guidance and support to the PMU to ensure the monitoring and implementation of all gender responsive indicators are satisfactory and consistent with the relevant policies/laws of Liberia;
- In collaboration with the Social Specialist, identify training needs for communities and local officials where the project is being implemented as well as recommend additional training requirements for project institutional stakeholders when necessary;
- Contextualize existing Gender Action Plan (GAP), Sexual Exploitation & Abuse (SEA) or Sexual Harassment (SH) Action Plan and implement and monitor GAP and SEA/SH Action Plans, in coordination with social specialist to suit the LWE-Project's context.
- Provide gender perspective inputs for the review and updating of social assessments, Stakeholder Engagement Plan (SEP), Environmental and Social Impact Assessments

(ESIA), and Social and Environmental Management Plans (ESMPs) for new activities and ensure that gender issues identified are addressed;

- Provide gender inputs to all related social assessments, including ESIA, SEA/SH Action Plans and other Social Mitigation Plans for submission to the partners and other stakeholders.
- In collaboration with the PMU's technical Specialists and officers, develop monitoring and tracking templates and ensure adequate records, documentation and reports on gender mainstreaming activities to the MGCSP and donor agencies;
- Ensure compliance with national and international policies/instruments on gender during the project period and maintain close coordination with the technical teams as well as liaise with contractors/consultants and all relevant government agencies and stakeholders;
- Organize review meetings with project beneficiaries, stakeholders, implementing partners and visit project sites to monitor implementation of all gender-related activities (specially components on social norms and mobilizing communities, gender-based violence services in health and education, and advancing gender equality in public institutions), policies and instruments in coordination with relevant PMU specialists.
- Ensure that contractors and implementing entities have a mechanism in place for promoting gender equality and the empowerment of women in all aspects of the project and have SEA/SH mitigation measures, in coordination with social specialist.
- Support the development, implementation, and monitoring of sexual exploitation and abuse/sexual harassment (SEA/SH) plan in coordination with social specialist.
- Ensure the project grievance redress mechanism is responsive of receiving and resolving project specific SEA/SH related complaints, in coordination with social specialist.
- Ensure disclosure of relevant information for stakeholders in coordination with social specialist and maintain transparency in gender mainstreaming throughout project implementation.
- Identify training needs for LWE-Project staff, relevant MGCSP staff, and other stakeholders and build their capacities to meet those needs.
- Support the organization of gender and gender-based violence (GBV) response and prevention trainings for PIU staff and other relevant stakeholders to ensure achievement of project objectives.
- Participate in implementation and monitoring missions to report on project progress and provide relevant inputs
- Carry out other relevant tasks as may be assigned by supervisor/employer.

IV. Key Qualifications and Minimum Experience

Minimum Academic Professional Qualifications :

A Master Degree or Post Master Degree in Sociology, Social Work, Gender & Development Studies, Gender Economics, Business Administration or Business Management or any related field.

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At least 5 years of work experience in leading gender, women's empowerment, gender-based violence prevention and response related initiatives, or relevant experience in similar role; experience in implementing World Bank funded projects or other donor funded projects on relevant themes; familiar with Government of Liberia's Gender and women's empowerment Policies, programs and frameworks. Relevant experience of working in Monrovia will be an added advantage. Knowledgeable of multi-sectorial approaches for promoting the gender equality and women's empowerment at the national and regional levels.

V. Key Competentes

Abilities

- Demonstrated ability to lead, plan, coordinate, supervise and manage a team
- Demonstrated ability to achieve results within time and budget
- Self-motivated professional with the ability to work under difficult conditions, and minimum supervision
- Experience with stakeholders' engagement on gender/GBV (establishment, training, oversight and management);
- Demonstrated skills and direct work experience in one of the following, with gender lens; public consultations and hearings; participatory research methods (including observation, surveys); rural and urban appraisal; poverty assessments; monitoring and evaluation; planning and implementation for GBV risks management;

VI. Skills

- Excellent oral and written English
- Proven strong analytical skills and relevant professional experience in conducting gender assessments;
- Computer literacy, especially Microsoft Office
- Excellent team building and interpersonal skills
- Tolerant and culturally sensitive, knowledgeable in dealing with local environment.
- Strong networking skills and the ability to work with stakeholders from diverse backgrounds.
- Working knowledge of World Bank and GoL fiduciary, social and environmental safeguard rules and procedures is advantageous
- Must be familiar with women empowerment challenges and have the ability to work with vulnerable groups in rural areas/communities in Liberia.

Performance Criteria:

The following performance criteria will be used to assess the performance of the Gender Specialist at regular intervals and based upon these assessments the contract with the MGCSP may be continued or terminated. The Gender Specialist will be evaluated at the end of a 3-month probation period 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 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**.

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

Duration of Assignment:

Expected duration of all assignment is 12 months. Contracts will be renewed based on satisfactory performance. The services will be provided on a full-time basis.

VIII. Duty Station:

The Gender Specialist will be assigned at the Ministry 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 Gender issues of the project as described below:

Monthly progress reports:

The Gender 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 Gender 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.