



## **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 SOCIAL SAFEGUARD SPECIALIST UNDER THE LIBERIA WOMEN  
EMPOWERMENT PROJECT**

**REFERENCE NO: LR-MOGCSP-370929-CS-INDV**

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 Social Safeguard Specialist Under the Liberia Women Empowerment Project.**

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

The objective of this assignment is to support the project team in the effective identification of Social Risks & Impacts, planning, implementation, and monitoring of the safeguards measures and management plan in line with the Environmental and Social Standards in compliance with the requirements of the Bank's Environmental and Social Framework for Investment Project Financing, during the preparation process of the project, by leading social risks assessment and preparation of mitigation measure/management action plans, mitigation monitoring during the entire project life cycle. This assignment focuses on the assessment and management of the social risks and impacts of the project to ensure that the project meets the requirements of the Environmental and Social Standards (ESSs) and the national environmental and social policies, laws, and regulations; to follow mitigation hierarchy, avoid, minimize, reduce or mitigate the adverse environmental and social risks and impacts of the project.

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**

Master degree or Post Master degree in Social Science, Development Studies, Law or similar area with other relevant qualification. At least 5 years of direct relevant experience in social development and safeguards issues.

**Minimum Experience**

- Previous experience in other World Bank-funded projects will be desirable or other donor projects.
- Demonstrated knowledge of World Bank's social safeguard policies and Environmental and Social Framework on Social Assessment and Involuntary resettlement, grievance redress mechanism, citizen's engagement as well as the ability to provide technical advice to project teams.
- Additional experience in dealing with social issues as well as knowledge on Liberian Gender Policy and change, economic empowerment (including development of policies that address gender gaps and analysis are desirable).
- Good knowledge of Liberia's social institutions especially in regard to social inclusion, gender, participatory development and their roles in governance at the central, districts and community levels.
- In-depth knowledge of gender inclusion practice (access to natural resources, voice, representation, participation, etc.) especially as it relates to the Liberian rural and cultural context.
- Demonstrated skills and direct work experience with at least one or more of the following: public consultations; public hearings; participatory research and development methods (including observation and policy); participatory rural and urban economic and social appraisal; participatory poverty assessments; participatory monitoring and evaluation; and grievance redress mechanisms. Ability to work effectively and independently without supervision.
- Excellent communication skills, both written and oral.
- English fluency, both in writing and speaking and ability to prepare reports within tight deadlines.

## 5. GENERAL INFORMATION

- a. This assignment covers an initial trial period of three (3) months. Based on an assessment of the Environmental 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 SOCIAL SAFEGUARD 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 SOCIAL 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.

### **The objective of the Assignment:**

The objective of this assignment is to support the project team in the effective identification of Social Risks & Impacts, planning, implementation, and monitoring of the safeguards measures and management plan in line with the Environmental and Social Standards in compliance with the requirements of the Bank's Environmental and Social Framework for Investment Project Financing, during the preparation process of the project, by leading social risks assessment and preparation of mitigation measure/management action plans, mitigation monitoring during the entire project life cycle. This assignment focuses on the assessment and management of the social risks and impacts of the project to ensure that the project meets the requirements of the Environmental and Social Standards (ESSs) and the national environmental and social policies, laws, and regulations; to follow mitigation hierarchy, avoid, minimize, reduce or mitigate the adverse environmental and social risks and impacts of the project.

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

This project is seeking the services of a qualified and experienced full-time Social Specialist who shall work closely with the Environmental Specialist, Gender-Based violence (GBV) specialist, and other relevant specialists to ensure that the Project complies with National and World Bank Environmental and Social Standards (ESSs) of the ESF and other related policies of the World Bank. The Social Specialist will have the responsibility to implement and monitor the project's environmental and social standards requirements. The Social Specialist shall support the PMU on ensuring environmental and social aspects are addressed and promote the sustainability of the Liberia Women Empowerment project (LWEP).

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

Under the supervision of the Project Coordinator, the Social Specialist will undertake the following tasks, which include but not limited to:

- Review applicable national and World Bank's Environmental and Social Framework (ESF) relevant Environmental and Social Standards (ESS) and project documents for the project in order to assess project activities for potential adverse social risks and impacts as well as planning and implementing impact mitigation measures.
- Support and monitor the implementation of social risks and impacts of the project Environmental and Social Commitment Plan (ESCP), and regularly discuss with the Project Coordinator for LWEP to ensure enough resources are captured in the project's annual budget for the management of E&S risks and impacts, including regular supervision and monitoring activities
- Develop and/or contribute to Terms of Reference (TORs) for environmental and social management of proposed interventions.
- Prepare regular monthly and quarterly reports on the implementation of social risks and impacts of the project as per the ESCP, and ensure reports are shared with the World Bank as part of the regular PMU reporting;
- Develop and implement systems and processes for social safeguards due diligence under the project and ensure their adequacy and compliance at all levels;
- Support all implementing partners under the project in assessing sub-projects for potential adverse social risks and impacts as well as planning and implementing impact mitigation measures;
- Work with, advise, and supervise project consultants and in collaboration with the Environmental Specialist to undertake Environment and Social Impact Assessments (ESIAs) studies, and design Environmental and Social Management Plans (ESMPs), Resettlement Action Plans (RAPs), Stakeholder engagement plans, Grievance Management Plans, etc.) and other relevant ESF reports and review the documents/instruments prepared to ensure compliance with relevant social aspects required for purposes of managing project-related social risks.

- Initiate and undertake social and environmental due diligence prior to commencement of works and liaise with stakeholders to address pertinent community-related issues.
- Support and monitor progress in the implementation of the Project's activities ensuring that national and World Bank ESF are fully complied with, and the reporting requirements are fulfilled including those prepared by external consultants;
- Ensure that social safeguards due diligence measures and requirements are included in the procurement documents and integrated in the sub projects implementation;
- Ensure the full implementation and reporting of all provisions of the ESCP in collaboration with other relevant staff especially, the Environmental Specialist and the Gender Specialist;
- Ensure disclosure of relevant information for stakeholders' participation in project development according to national laws and the World Bank Disclosure Policy stipulated in the ESCP and other relevant Safeguards/ESF documents.
- Participate in periodic supervision to monitor and ensure compliance with social safeguard policies throughout the project life.
- Ensure adequate social safeguards records and documentation are kept and that Social Safeguards implementation reports are included in statutory PMU reporting on the project.
- In collaboration with the Environmental Specialist, develop ESF compliance monitoring templates and monitor and ensure contractor's compliance with ESS requirements throughout the project life;
- In collaboration with the Gender Specialist, ensure gender and disability inclusion in subproject implementation process
- Serve as trainer or resource person in safeguards related training programs for technical staff and community level stakeholders as needed,
- Identify and analyse stakeholders and their concerns about the project, and lead community engagement efforts and activities.
- Serve as the lead community liaison for the project and maintain close contacts with local stakeholders throughout the project life.
- Oversee the implementation of the project GRM and ensure that public complaints about the sub-project activities are adequately addressed and documented.
- Ensure a child right lens in the GRM structure and processes following guidance provided in the Project Implementation Manual (PIM).
- Undertake planned visits to ascertain if the grievance redress mechanism established for the project is functioning appropriately and the individual projects are implemented in an environmentally and socially sustainable manner.
- Conduct regular consultation, coordination and management meetings among the units and components and provide feedback and recommendations on how to resolve complex social issues on the project.
- Establish close relationship and liaise on a regular basis with relevant units of the Environmental Protection Agency (EPA), Ministry of Gender, Children and Social Protection, Ministry of Labour and other related government bodies and World Bank safeguards team
- Perform other social safeguards due diligence related tasks as may be assigned by the Project Coordinator necessary for the successful implementation of the project.

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

Master degree or Post Master degree in Social Science, Development Studies, Law or similar area with other relevant qualification. At least 5 years of direct relevant experience in social development and safeguards issues.

- Previous experience in other World Bank-funded projects will be desirable or other donor projects.
- Demonstrated knowledge of World Bank's social safeguard policies and Environmental and Social Framework on Social Assessment and Involuntary resettlement, grievance redress mechanism, citizen's engagement as well as the ability to provide technical advice to project teams.
- Additional experience in dealing with social issues as well as knowledge on Liberian Gender Policy and change, economic empowerment (including development of policies that address gender gaps and analysis are desirable).
- Good knowledge of Liberia's social institutions especially in regard to social inclusion, gender, participatory development and their roles in governance at the central, districts and community levels.
- In-depth knowledge of gender inclusion practice (access to natural resources, voice, representation, participation, etc.) especially as it relates to the Liberian rural and cultural context.
- Demonstrated skills and direct work experience with at least one or more of the following: public consultations; public hearings; participatory research and development methods (including observation and policy); participatory rural and urban economic and social appraisal; participatory poverty assessments; participatory monitoring and evaluation; and grievance redress mechanisms. Ability to work effectively and independently without supervision.
- Excellent communication skills, both written and oral.
- English fluency, both in writing and speaking and ability to prepare reports within tight deadlines.

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

##### **Abilities**

- Knowledge in social risk management gender action and process of Liberia particularly the policy, economic, legal, and institutional frameworks;
- Knowledge and/or familiarity with the social legislations of Liberia, particularly social issues in communities that effect women precisely rural women;
- Technical knowledge on various social safeguards policies, related laws, policies and processes particularly on gender gap and livelihood activities in Liberia;
- 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.
- Well-developed organizational skills Knowledge.
- Thorough knowledge of Government and private sector institutional and organizational structures and gender issues in Liberia. 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 Social and Safeguard Specialist (SSS) at regular intervals and based upon these assessments the contract with the MGCSP may be continued or terminated. The Social Safeguard 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 of the development of an annual work plan, budget and other required documents,
- Quality and timeliness in developing the stakeholder mapping at the district and community level of project intervention,
- Quality and timeliness in developing a consultation plan for the development of the substantive Stakeholder Engagement Plan (SEP)
- Quality of documentation submitted for World Bank review;
- Quality of stakeholders related data/information and filing;
- Quality and timeliness of required reports (Quarterly & Annually).



## **VII. Applicable Guidelines**

The Applicable guidelines 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.

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### **Duration of Assignment:**

Expected duration of all assignment is 24 months. Contracts will be renewed based on satisfactory performance. The services will be provided on a full-time basis.

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

The Environmental 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 social issues of the project as described below:

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

The Social 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 procurement 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 first week 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 Social 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 month of the following quarter as well as the World Bank office.