



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

**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 M&E TECHNICAL CONSULTANT UNDER THE LIBERIA WOMEN
EMPOWERMENT PROJECT**

REFERENCE NO: LR-MOGCSP-388666-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 M&E Technical Consultant Under the Liberia Women Empowerment Project.**

2. OBJECTIVE OF THE ASSIGNMENT

The Monitoring and Evaluation (M&E) Technical consultant will assess the current capacity gaps and needs of the MGCSP M&E Department and i) help develop a user-friendly Monitoring, Evaluation, Accountability, Learning, and Knowledge Management (MEALKM) system) for the project based on global best practices and lesson learned from similar projects; and ii) build MGCSP capacity to perform M&E of other similar projects. The consultant will support the PMU M&E staff, as well as the associated county staff, lead service provider and other relevant stakeholders working on the project. The consultant will undertake these tasks in line with the government 's national Gender M&E database and performance management system. The

consultant will work in close liaison with the PMU and M& E staff of the Ministry of Gender, Children and social Protection, M& E Unit of the Ministry of Finance and Development Planning

(MFDP) and Liberia Institute of statistics and Geo-information services (LISGIS) as well as other project stakeholder and agencies.

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**

- A Minimum of master's degree in public sector, development studies, statistics, or any other relevant field.
- At least 10 years of experience designing MEALKM systems for development project(s).
- Skills in document design (MS Word or Google Docs), databases maintenance (MS Access, MS Excel, or Google sheets) and visual presentations (MS PowerPoint or other tools).
- Experience establishing and managing national M&E systems, including developing and reporting on results indicators. At least 5 years of work experience in bilateral or multilateral donor-funded programs and familiarity with Government of Liberia Gender's Policies.
- Experience in database management platforms including Hadoop and MapReduce (or other similar systems) or experience with CSS, HTML and Java based languages is a plus.

GENERAL INFORMATION

- a. This assignment covers an initial period of twelve (12) months December 1, 2023 to December 31, 2024. Based on an assessment of the Technical Consultant performance, the assignment may be extended beyond December 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 e-mail) by **16:00 GMT** on or before November 27, 2023. **Envelopes or subject of emails must be marked “Ref: EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR THE PROVISION OF M&E TECHNICAL CONSULTANT 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: mgcsp@mgcsp.gov.lr cc: nigbamargaret8@gmail.com

TERMS OF REFERENCE (TOR) MONITORING AND EVALUATION TECHNICAL CONSULANT

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 year's period. In order to achieve the objectives of the LWEP, MGCSP has set up a Project Management Unit (PMU).

5. OBJECTIVE OF THE ASSIGNMENT

The Monitoring and Evaluation (M&E) Technical consultant will assess the current capacity gaps and needs of the MGCSP M&E Department and i) help develop a user-friendly Monitoring, Evaluation, Accountability, Learning, and Knowledge Management (MEALKM) system) for the project based on global best practices and lesson learned from similar projects; and ii) build MGCSP capacity to perform M&E of other similar projects. The consultant will support the PMU M&E staff, as well as the associated county staff, lead service provider and other relevant stakeholders working on the project. The consultant will undertake these tasks in line with the government 's national Gender M&E database and performance management system. The consultant will work in close liaison with the PMU and M& E staff of the Ministry of Gender, Children and social Protection, M& E Unit of the Ministry of Finance and Development Planning (MFDP) and Liberia Institute of statistics and Geo-information services (LISGIS) as well as other project stakeholder and agencies.

6. QUALIFICATION AND EXPERIENCE

Minimum Academic Professional Qualifications :

- A Minimum of master's degree in public sector, development studies, statistics, or any other relevant field.
- At least 10 years of experience designing MEALKM systems for development project(s).
- Skills in document design (MS Word or Google Docs), databases maintenance (MS Access, MS Excel, or Google sheets) and visual presentations (MS PowerPoint or other tools).
- Experience establishing and managing national M&E systems, including developing and reporting on results indicators. At least 5 years of work experience in bilateral or

multilateral donor-funded programs and familiarity with Government of Liberia Gender's Policies.

- Experience in database management platforms including Hadoop and MapReduce (or other similar systems) or experience with CSS, HTML and Java based languages is a plus.

Main Responsibilities:

Specific responsibilities of the Monitoring and Evaluation Technical Consultant will include, but not limited to the following:

- Establish and operationalize an M&E system and detailed three-year strategy and plan with the assistance of the M& E officer;
- The Technical consultant will work in close collaboration with the M& E officer at the PMU.
- The Consultant will develop a user-friendly Monitoring, Evaluation, Accountability Learning, Knowledge Management system (MEALKM). The MEALKM must be efficient, user-friendly information system that works to make information easily accessible.
- Support the PMU's M&E officer to update RF indicators; and support and oversee the service provider's involvement in the planned socio-economic surveys and support the agricultural survey.
- Design a capacity building training program with relevant modules to improve the MGCSP's and PMU'S M&E staff's technical skills.
- Deliver trainings, workshops, and hands-on technical assistance to MGCSP and PMU to improve M&E capacity for the LWEP project and other similar projects.
- The consultant will enhance the capacity of the PMU especially M&E officer in assessing the work of the Lead Service Provider and county coordinators who are responsible for data collection at the sub- national level (Including the Integration of the SASA! Learning and Assessment framework).
- Train PMU and MGCSP's staff to support project partners (MOE, MOH and MoA) with conducting periodic(bi-annual) surveys to produce sex disaggregated data for Ministries, Agencies, commissions (MACs) relevant for LWEP implementation in coordination with capacity building technical consultant.
- Advise on the baseline/Midline/Endline survey in conjunction with the MFDP, LISGIS and MGCSD in collaboration with the M&E Officer;
- Provide technical guidance to the M&E officer on preparing appropriate M&E manuals and establishing systematic and quality project data in line with the project's M&E system and its rollout;
- Work closely together with the M& E officer and Communications Specialist in distilling data and generating knowledge products for dissemination through the various communication channels;
- Carry out any other activities, related to efficiently monitoring the Project and to support the national M&E, which are assigned by the Project Coordinator.

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.
- Excellent Analytical, Data Management, and Data Analysis Skills.

Skills

- Excellent oral and written English.
- Proven strong analytical skills and relevant professional experience in conducting gender assessments.
- Computer literacy, especially Microsoft Office and proficient in computer applications related to the tasks.
- 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's M&E approaches; knowledge of World Bank and GoL's social and environmental safeguard rules and procedures is advantageous.
- Must be familiar with women empowerment in Liberia.

Duration of Service

- The M& E technical consultant is to be hired for a period of one year with a renewable contract if performance is satisfactory. The services will be provided on a full-time basis.

Reporting Obligation

- The M& E technical consultant will report directly to the PMU Project Coordinator. The M&E consultant is expected to be self-sufficient and conduct her/himself in the highest professional manner.

WOMEN ARE HIGHLY ENCOURAGED TO APPLY!