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Republic of Liberia

MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION

EJS Ministerial Complex, Congo Town
1000 Monrovia 10, Liberia, West Africa

Terms of Reference (ToR)

Position Title: Information Management Officer (National Consultant)

PROCUREMENT REFERENCE NO: MOGCSP/GBV/UNICEF/06/26

Location: Ministry of Gender, Children and Social Protection (MGCSP), Monrovia, Liberia

Duration: 12 Months – Full Time

April-28-2026

Reports to: The Office of the Minister of Gender, Children, and Social Protection

1. Background

The Government of Liberia, through the Ministry of Gender, Children, and Social Protection (MGCSP), is implementing the ARREST Agenda for Inclusive Development (AAID) 2025–2029, which outlines the country's commitment to achieving sustainable, inclusive, and equitable growth. Within this framework, the Ministry plays a central role in advancing social protection, gender equality, and child protection outcomes, while strengthening systems that support vulnerable populations across Liberia. As part of the AAID implementation framework, the Ministry is responsible for delivering on Targets 47–50, which focus on strengthening social protection systems, improving service delivery for women and children, and enhancing accountability and coordination within the sector.

2. Purpose of the Assignment

Under the direct supervision of the Minister of Gender, Children and Social Protection, the Consultant will provide technical support to strengthen information management, data coordination, and reporting systems within the Social Development Sector.

3. Key Responsibilities

- ✓ Support the development and dissemination of standardized reporting tools for Social Development Sector partners.

- ✓ Strengthen systems for data collection, collation, analysis, and reporting across sector stakeholders.
- ✓ Facilitate planning meetings, consultations, and technical sessions with government institutions and development partners.
- ✓ Compile and analyze qualitative and quantitative reports submitted by partners across the sector.
- ✓ Produce sector performance reports, dashboards, and data analysis briefs to support decision-making.
- ✓ Develop concise data fact sheets for the Minister to inform strategic planning and policy discussions.
- ✓ Provide on-the-job coaching and technical guidance to Ministry staff responsible for reporting and data management.

4. Deliverables

- ✓ A standardized reporting tool developed and disseminated to Social Development Sector partners.
- ✓ A sector coordination and planning meeting report outlining improvements in data collection and reporting processes.
- ✓ Quarterly coordination meetings with development partners organized and documented.
- ✓ Quarterly Sector Performance Reports produced, including dashboards and data analysis.
- ✓ Consolidated partner reporting summaries highlighting sector achievements, coverage, and existing gaps.
- ✓ Quarterly two-page data fact sheets prepared for the Minister on key sector indicators.
- ✓ A final consultancy report summarizing achievements, lessons learned, and recommendations.

5. Required Qualifications and Experience

Education:

- ✓ Advanced University Degree in Information Technology, Computer Science, Statistics, or a related field.

Work Experience:

- ✓ Minimum two (2) years of relevant experience in data management, information systems, monitoring and evaluation, or statistical analysis.

Competencies and Skills:

- ✓ Strong analytical and data management skills.
- ✓ Excellent written and verbal communication skills.
- ✓ Ability to work collaboratively with government institutions and development partners.
- ✓ Willingness to travel and work in field environments when required.
- ✓ Candidate must be a Liberian national.

6. Reporting

The Consultant will report directly to the Minister of Gender, Children and Social Protection and will work closely with relevant technical units within the Ministry's and sector partners.

SUBMISSION INFORMATION

Further information may be obtained at the address below during office hours: **09:00 to 16:00 GMT.**

Expressions of Interest must be submitted in writing (in person, by mail, or email) to the addresses below by **16:00 GMT on May 28, 2026.**

Subject line or envelope must be marked:

“Expression of Interest for the Information Management Officer (National Consultant)”

Submit to:

✉ hr@mogcsp.gov.lr

✉ Cc: procurement@mogcsp.gov.lr

Signed:

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