



Spotlight Initiative
To eliminate violence against women and girls



Terms of Reference

International Consultant to strengthen the capacity of the Civil Society Organizations and Women's Rights Institutions on Gender Responsive Budgeting (GRB)

Duty Station/Location:	Monrovia, Liberia
Application Deadline:	October 18, 2019
Type of Contract:	Contract for Consultant (CFC)
Language required:	English
Starting Date:	October 25, 2019

Expected duration of the assignment: October 25, 2019 – November 30, 2019

I. Background

The Institute for Research and Democratic Development (IREDD) is a national research and policy advocacy organization that seeks to channel voices of Liberian citizens into demands for accountability from their political leaders. IREDD strives to link communities to the overall governance framework in order to engender a culture of local participation in policy development and implementation. IREDD has received funding from UN Women through the European Union Liberia Spotlight Initiative. The UN Women funding support to IREDD is meant to undertake a project that seeks to bridge that knowledge gap of Civil Society Organizations (CSOs) and Women's Rights Institutions on Gender Responsive Budgeting (GRB) by strengthening their capacities on gender responsive budgeting, analysis, planning and implementation in other that they are able to actively engage the national budgeting formulation and policy process by providing information on public needs and priorities through their connections with citizens, communities, and sectors.

With the capacity enhancement of CSOs and women's rights institutions under the intervention, it is hoped that these institutions will be able to serve as a pool of expertise on which the Government can draw on, as they can, for instance, provide an independent source of useful information and analyses that can inform the budget planning and implementation processes as well as track public expenditure on various sectors, reporting and exposing corruption and misconduct in government whenever they occur.

The Spotlight Initiative (SI) Programme is a joint initiative of the United Nations system and the European Union in partnership with the Government and civil society of Liberia to contribute to the elimination of gender-based and sexual violence, harmful practices and obstacles to access sexual and reproductive health rights. It provides a unique opportunity to demonstrate that a significant, concerted and comprehensive investment in gender equality can make a transformative difference in the lives of women and girls, as well as contribute to the achievement of all the Sustainable Development Goals (SDGs). It will focus on consolidating gains by developing a more effective prevention and response mechanism to violence against women and girls (VAWG) and the promotion of sexual and reproductive health rights (SRHR), through innovative approaches that strengthen an enabling legal and policy framework, effective and coordinated institutions, community mobilization and empowerment, increased and equitable access to holistic and integrated care services, access to and use of quality statistical data and strengthened and dynamic women's rights organizations.

The national budget is a fundamental indicator of what government proposes to do and what objectives it pursues. It presents the government's financial plans for an upcoming period and is a comprehensive statement of the priorities of the nation. In Liberia, the role of parliament in the budgetary process hinges on the existence of effective committee structures: committees are the engine room of any parliament. A strong parliamentary committee system is therefore a precondition for efficient parliamentary involvement and input in the budget process. Parliamentary committees can monitor, review and assess the budget and can make suggestions.

In this context, IREDD and UN Women Liberia seeks to hire an International Consultant that will strengthen the capacity of the Liberian Civil Society Organizations and Women's Rights Institutions in Gender Responsive Planning, Budgeting and Monitoring to promote gender equality and women's empowerment including addressing issues on VAWG, Sexual and Gender Based Violence/Harmful Practice (SGBV/HP) and women and girls' SRHR.

Objectives of the assignment:

- ❖ Develop training manual Recommend policy options to ensure budget allocations and expenditures are gender responsive.
- ❖ Enhance parliamentarians' knowledge in Gender Responsive Planning, budgeting and monitoring to address VAWG, SGBV/HP and promote women and girls' SRHR;
- ❖ Strengthen the capacity of parliamentarian in Gender Responsive Planning, budgeting and monitoring to address VAWG, SGBV/HP and promote women and girls' SRHR

DUTIES AND RESPONSIBILITIES

Under the overall guidance of IREDD's Executive Director and UN Women GRB Program Manager, the consultant will accomplish the following tasks:

Task 1. Desk review and development of a consultancy plan

- 1) Conduct a desk review of budget performance reports and past budgets¹ to analyze the trend of gender responsive planning and budgeting
- 2) Conduct a gender budget analysis of the National budget FY2019/2020

Task 2. Develop GRB training of trainer’s tools

- 1) Based on the desk review the gender budget analysis, develop training of trainer’s manual and tools in Gender Responsive planning, budgeting and monitoring to address VAWG, SGBV/HP and promote women and girls' SRHR.
- 2) Provide Institutional Capacity for IREDD on Gender Responsive Budgeting, Planning, Analysis, Monitoring and Implementation
- 3) Work with IREDD to execute a training for Civil Society Organizations and Women’s Rights Institutions on Gender Responsive Budgeting, Planning, Analysis, Monitoring and Implementation;

Task 3. Submit final report

- 1) Draft a comprehensive report with an overview of activities, results, challenges and recommendations and share with IREDD and UN Women Liberia for inputs and comments
- 2) Finalize the draft report with inputs from relevant stakeholders.
- 3) Submit the final report with an overview of activities, results, challenges and recommendations for future actions to IREDD and UN Women through the Gender Responsive Budgeting (GRB) Programme Specialist.

II. Expected Deliverables

The consultant will produce the following deliverables:

#	Deliverables	Indicative Deadline
1	Consultancy plan submitted by the GRB Specialist	October 27, 2019
2	Gender Budget Analysis report of the National Budget looking at current budget FY2019/2020	November 5, 2019
3	Training of trainer’s manual & Tools on GRB developed	November 7 -14, 2019
4	Institutional Capacity Building for IREDD Gender Responsive Budgeting, Planning, Analysis, Monitoring and Implementation	
	training for Civil Society Organizations and Women’s Rights Institutions on Gender Responsive Budgeting, Planning, Analysis, Monitoring and Implementation;	
5	Submit the final report with an overview of activities, results, challenges and recommendations for future actions to IREDD and	November 17, 2019

¹ The past two budgets including the National Budget (National Budget FY2019/2020)

	UN Women through the Gender Responsive Budgeting (GRB) Programme Specialist.	
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All the deliverables, including annexes, notes and reports should be submitted in English. Upon receipt of the deliverables and prior to the payment of the first installment, the deliverables and related reports and documents will be reviewed and approved by IREDD and UN Women. The period of review is one week after receipt.

Inputs

- UN Women will provide the Consultant with background materials relevant to the assignment;
- The Consultant is expected to work using his/ her own computer;
- The Consultant will be based at IREDD Office in Sinkor; and
- IREDD shall facilitate consultations/meetings between the consultant and relevant stakeholders;

III. Performance evaluation:

Consultant’s performance will be evaluated based on: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

IV. Qualification and Experience

The Consultant should fulfill the following requirements:

a. Education

University degree (master’s degree) in gender studies, social sciences, public financial management, Law, Human Rights or other related fields.

b. Experience:

- At least 7 years of proven experience in gender, gender mainstreaming and public financial management;
- Expertise on gender equality, women’s empowerment issues and working with the parliament;
- Proven exposure/experience in public financial management reforms, gender studies, including the design/development/implementation of capacity development support programmes
- Proven experience in leading and facilitating workshops;

- Previous experience in conducting gender audits and developing gender policies would be an asset; and

Language and other skills:

- Proficiency in oral and written English
- Must be capable of effectively using MS Word and Excel
- Excellent facilitation and training skills

IV. Submission of application

Interested candidates are requested to submit electronic application to contact@iredd-lr.org / haidoo@iredd-lr.org no later than October 18, 2019.

Submission of package

1. Cover letter;
2. CV, including contact information of 3 referees;
3. Financial proposal. The financial proposal shall specify a total lump sum amount per each deliverable, including any travel, per diem and administrative fees, based on the template in **Annex 1. The lump sum costs must be accompanied by a detailed breakdown of costs calculation.**

All applications must include (as attachment) a CV and financial proposal. Applications without a financial proposal will be treated as incomplete and will not be considered for further processing.

Please note that only short-listed candidates will be invited for the interview.

Selected candidates will need to submit prior to commencement of work:

1. A copy of the latest academic certificate
2. A statement from a medical doctor of 'good health and fit for travel'
3. Before any travel outside of Monrovia, the consultant will need to provide proof (certificate) of "Basic and Advanced Security in the Field" (which can be accessed here: undss.trip.org)

V. Evaluation

Applications will be evaluated based on the Cumulative analysis.

- Technical Qualification (100 points) weight; [70%]
- Financial Proposal (100 points) weight; [30%]

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. Only the price proposal of the candidates who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical qualification evaluation will be evaluated.

Technical qualification evaluation criteria:

The total number of points allotted for the technical qualification component is 100. The technical qualification of the individual is evaluated based on following technical qualification evaluation criteria:

Technical Evaluation Criteria	Obtainable Score
Education and area of Expertise	30%
Proven Work Experience and skills	60 %
Language and other skills	10 %
Total obtainable Score	100 %

Only the candidates who fit the minimum requirements will be longlisted and may be requested further documentation. Candidates with a minimum of 70% of total points will be considered as technically-qualified candidates and will be shortlisted for potential interview.

Financial/Price Proposal evaluation:

- Only the financial proposal of candidates who have attained a minimum of 70% score in the technical evaluation will be considered and evaluated.
- The total number of points allotted for the price component is 100.
- The maximum number of points will be allotted to the lowest price proposal that is opened/evaluated and compared among those technically qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.