



Red Hill Community, Thinkers' Village Paynesville Montserrado  
County  
Liberia-West Africa

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## Advertisement: Consultancy for the Development of a Policy

Title: Policy Development Consultant

Report to: Women Movement for Sustainable Development (WOMSUD)

Duration for Consultancy: Five (5) Days

Location: Monrovia

### Introduction/Background:

WOMSUD Liberia is a women-led organization that envisages a society where the rights and dignity of women and girls are respected and embodied in national level decision making. To do this, we work with key national and international partners and donors to end gender disparity through advocacy, capacity building and sustainable programs to ensure that the rights of women and girls are respected. As a grantee of Urgent Action Fund (UAF) Africa, one of the many implementors of the Beijing +25 Review Process, WOMSUD is hiring a consultant for five (5) working days, on a part-time basis which is specified below.

### . Purpose of the Position:

The purpose for the consultancy is to develop a policy document on key issues on Liberian Women and girls under the Beijing +25 Review Process. The policy will outline the strategy/way forward from key stakeholders during three (3) consultative Zoom meetings which will be used as a guide to support the impetus for vigorous advocacy to re-enforce the laws on women and girls rights in Liberia; thereby, addressing the critical areas in the Beijing Declaration and Platform for Action.

### Summary of the Job

The consultant will attend consultative meetings with partners, solicit views/responses from partners, conduct desk reviews and develop a policy document. He/she will work in consultation with WOMSUD Team.

Major Duties and Responsibilities: ● Attend 3 consultative Zoom meetings ● Conduct interviews with partners.

- Produce draft policy document
- Produce a final policy document within the assigned contract duration

## Motto: WOMEN MAKING THE DIFFERENCE

### Qualification and Experience:

A career policy analyst should have master's in policy development or other graduate degree.

- At least 5 years' experience in policy development  
Certificate in statistical courses and training incorporating database use
- Certificate in administration, economics, or public policy.
- Well knowledgeable in computer skills (E.g.: MS word, excel, power point, coral drew etc.)

### Key Skills and Competencies

- Organize and planning for project activities/implementation at field level
- Possesses excellent verbal and written communication
- Exceptional ability to relate to partners  
Manage, prioritize workload, transcribe notes, and take dictations
- Open to change and correction
- Problem solving ability at office and field levels Accurate, adoptable, and flexible

### Selection Criteria:

WOMSUD will call or email success candidates whose application would have met the criteria for selection which are listed below:

- Cover Letter  
Resume
- Credential  
Reference page

Apply to the following addresses (email or hard copy):

- Electronic Copy documents: [womsudliberia@yahoo.com](mailto:womsudliberia@yahoo.com)  
Hard Copy document: (Women Movement for Sustainable Development-WOMSUD  
Red Hill Community, Thinkers' Village Paynesville Montserrado County Liberia-West Africa)

Application Deadline: August 10, 2020

Address all applications to: The Executive Director

Signed:

Name: Grace Yeah Yeanay

Position: Executive Director

Date: July 21, 2020

Motto: WOMEN MAKING THE DIFFERENCE