

# TERMS OF REFERENCE: CONSULTANCIES

---

Project Title	COTAE Capacity Building Project
Implementing Agency	Coalition for Transparency and Advocacy in Education (COTAE)
Donor	Open Society Initiative for West Africa (OSIWA)
Consultancy Timeline	May to August 2019
Key Polices/Strategies to be Developed	1) Five-year Strategic Plan; 2) Monitoring and Evaluation Policy and Framework; 3) Gender Policy; Communication Policy/Strategy; & 4 ) Fundraising and Sustainability Strategy
Issuance Date	Monday, May 20, 2019
Deadline for Submission of Application	Wednesday, June 5, 2019 @ 5PM
Submit Application to	<a href="mailto:admiamen2@gmail.com">admiamen2@gmail.com</a> and <a href="mailto:gyeakula@gmail.com">gyeakula@gmail.com</a> and hard copy (ies) to the below address: c/o the National Coordinator, Coalition for Transparency and Accountability in Education (COTAE), atop Lucky Pharmacy Building, 22 <sup>nd</sup> Street Tubman Boulevard Sinkor, Monrovia, Liberia.
Key Information	<b>Note:</b> No single consultant will be awarded more than one document (policy or strategy) to develop, if successful

## Background

The Coalition for Transparency and Accountability in Education (COTAE) is a network of five non-governmental organizations working to promote transparency, accountability and evidence-based decision-making in the Liberian Education System. Since 2010, COTAE has implemented several projects; undertaken key advocacy efforts; and participated in key decision and policy-making processes, including development of the Education Reform Act of 2011.

The Coalition has received a grant from the Open Society Initiative for West Africa (OSIWA) to strengthen its capacity (technical and organizational). Primarily, the grant seeks to support development of key policies and strategies, including a five-year strategic plan, as well as strategies on gender, communication, fundraising and monitoring and evaluation. Also, the grant will support short-term staff capacity building in key disciplines, including monitoring and evaluation, procurement and project development and management.

## Description of Task & Deliverables

COTAE is seeking the services of qualified and competent Liberians and consultants, preferably local based, who will develop one of the below listed policies and strategies:

1. Five-year Comprehensive Strategic Plan
2. Fundraising Strategy
3. Monitoring and Evaluation Policy and Framework

4. Communication Strategy and
5. Gender Policy and Strategy

## **Timeline and Location of Work**

Generally, the indicated policies and strategies are expected to be developed within three(3) months, between June and August 2019. Specific timeline for developing each strategy will be included in the consultancy Contracts, but may not exceed two (2) months. Meanwhile, the location of work shall be at the discretion of the consultant, but he/she will be required to liaise with designated staff of COTAE to provide regular updates on the status of work being performed.

## **Job Description**

Based on the work the consultant is seeking to perform, he/she will do one or more of the following:

- 1) Review and fully understand key practices of the organization, including communication, fundraising, advocacy, monitoring and evaluation and gender inclusion and mainstreaming;
- 2) Hold consultations with the leadership and other members of the Coalition to gather relevant information to inform development of assigned policy or strategy;
- 3) Participate in a 2-day strategic planning retreat involving the leadership, staff and members of the COTAE to inform development of the strategic plan;
- 4) Use appropriate tools and strategies to identify focus areas and develop strategic objectives and key result areas for the Coalition
- 5) Review similar policies and strategies of other organizations and Coalitions to inform successful completion of assigned task;
- 6) Review institutional capacity, organizational set-up, financial and administrative systems, and make appropriate recommendations for redress;
- 7) Participate in a one day session, organized by the Coalition, to validate policy or strategy developed
- 8) Incorporate feedbacks and comments from the Coalition and other stakeholders, especially those gathered during the validation session, to inform development of the final document (policy or strategy); and
- 9) Produce a final high quality document (policy or strategy) for use by the Coalition to guide its work.

## **Timeframe and Key Outputs**

Each consultant is expected to work for a maximum of two months; from the day contractual arrangements are concluded. Any change in time will be discussed and duly communicated to the consultants. The final work/product will be a high quality document (policy or strategy) that helps in strengthening the capacity of the Coalition to deliver.

## **Qualifications of Applicant**

1. A Master's Degree in relevant field, including planning, public policy and development studies or BSC/BA Degree with least five years work experience in relevant field (s);
2. Strong knowledge and understanding of the work and challenges faced by civil society, especially those operating in Liberia;
3. Demonstrated ability to prepare high quality documents and policies/strategies, especially the specific work the consultant is seeking to perform
4. Be open to accommodating new ideas and thoughts that will help to improve the quality of work to be performed, especially those not expressly indicated in the ToR;
5. Must be available to begin work on a very short notice as well as be willing to work under reasonable pressure in delivering the required quality product;

6. Excellent written and oral communication skills, mainly in English;
7. Experience in research, policy development, management and programming related work;
8. Strong understanding and awareness of the Liberian Education Sector, including reform efforts and advocacy opportunities

**Application package should include:**

1. Expression of Interest (EOI) outlining how the consultant meets the selection criteria and their understanding of the ToR and specific work to be performed;
2. CV and professional profile of the applicant, including experience carrying out similar or related work, particularly work with civil society and non-for profit organizations in and out of Liberia
3. A maximum three-page inception report outlining the applicant's knowledge of the work to be performed and how he/she intends to proceed with the work, including proposed sources of information and structure of the policy/strategy highlighting key components/elements/sections
4. A proposed detailed activities schedule/work plan
5. Financial proposal (budget) based on the work to be performed
6. References and contact details of one or more organizations/groups you have provided similar service for in the past.

Closing date: **Wednesday, June 5, 2019 at 5PM**. All applications should be addressed/submitted to the following addresses: [admiamen2@gmail.com](mailto:admiamen2@gmail.com) with certified copy to [gyeakula@gmail.com](mailto:gyeakula@gmail.com). In case of hard copies: c/o the National Coordinator, Coalition for Transparency and Accountability in Education (COTAE), atop Lucky Pharmacy Building, 22<sup>nd</sup> Street Tubman Boulevard Sinkor, Monrovia, Liberia. Please indicate the area of consultancy you are applying for in the Subject of your submission email.

**Note:** Only short-listed applicants will be contacted. Also, COTAE is an equal opportunity provider. Males and females are encouraged to apply.