



**Spotlight
Initiative**
*To eliminate violence
against women and girls*



**Funded by
the European Union**

LIBERIA SPOTLIGHT INITIATIVE 2.0

**Reducing Sexual and Gender-Based Violence to Achieve Gender Equality and
Women's Empowerment**

TERMS OF REFERENCE

**Job Title: National Consultant - GBV Information Management System (GBV IMS) Data Analyst
/ Manager**

**Reports to: Director, GBV Division, Ministry of Gender, Children and Social Protection
(MGCSP)**

Technical Oversight: UNFPA Liberia

Location: Monrovia

Expected Start Date: April 2026

Duration: 3 Months (August to October 2026)

Background

Liberia continues to face significant challenges related to Sexual and Gender-Based Violence (SGBV), highlighting the urgent need for reliable, timely, and survivor centered data to guide national decision making. High quality GBV data is essential for effective policy formulation, strategic planning, resource allocation, and coordination among stakeholders across the country. Strengthening national data systems is therefore a central priority under the Spotlight Initiative 2.0, which aims to enhance prevention and response efforts through improved information management.

Substantial progress has been made toward strengthening the management of GBV data, particularly through efforts to improve coordination, standardization, and reporting practices across counties. In line with international standards. To date, critical hardware for the system has been fully procured, laying the groundwork for deployment at both national and county levels. Procurement of the GBV IMS software is ongoing and will enable a transition from fragmented manual reporting to a unified, digital information system. In addition, a national firm is being recruited to host and maintain the system, ensuring secure data storage, regular updates, and long term technical sustainability. To date, the Government of Liberia and partners have started to enhance data collection tools, harmonize reporting formats, and introduce more structured data flow mechanisms between service providers and national level teams. Data

sharing practices among key actors have also improved, with more organizations regularly submitting case information and adhering to agreed-upon confidentiality and ethical standards. These advancements have laid a stronger foundation for a more coherent and survivor centered GBV data system and have positioned Liberia to transition toward a fully digitized and integrated GBV Information Management System (GBV IMS).

While these investments have significantly strengthened the GBV data landscape, opportunities remain to further enhance system performance. Both national and county-level reporting can be made more consistent, data quality assurance processes can be reinforced, and analytical capacity at the national level can be expanded. Dedicated technical leadership will help the MGCSP fully leverage the GBV IMS and maximize the impact of the resources committed to its improvement.

To ensure that the Ministry is fully operationalizing and enhancing the GBV IMS, the recruitment of a National Data Analyst / Manager is essential. The Analyst will provide technical leadership in GBV data management, strengthening reporting mechanisms, enhance data quality, and produce high quality analysis to inform programming and policy decisions. The role will also include building the capacity of national and county stakeholders, ensuring that the GBV IMS becomes a functional, reliable, and sustainable tool for evidence-based decision making across Liberia.

Expected Outcomes

- ✓ Functional GBV Information Management System
- ✓ Improved monitoring and evaluation of GBV response
- ✓ Increased use of data for planning and decision-making
- ✓ Strengthened national coordination mechanisms

Harnessing Other Interventions

This activity complements GBV coordination mechanisms, survivor case management systems, and monitoring frameworks supported under national protection and response programs.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Director of the GBV Division and with technical oversight from UNFPA Liberia, the National Consultant will undertake the following tasks:

GBV IMS Operational Management:

- Oversee the daily functioning of the GBV IMS and ensure compliance with ethical, confidentiality, and survivor-centered principles.
- Support the rollout, configuration, and deployment of the newly procured GBV IMS software.
- Manage user access, permissions, and system configurations to ensure secure and efficient use of the platform.
- Coordinate with the national hosting firm regarding server performance, backups, system security, and routine maintenance.

Data Quality Assurance and Reporting

- Review, clean, validate, and consolidate datasets submitted by county reporting entities.
- Identify inconsistencies, gaps, and errors and provide timely feedback to counties to improve data quality.
- Strengthen national data quality assurance processes and support the development of SOPs and standardized data procedures.
- Produce high-quality monthly datasets and quarterly analytical reports, including trends, visualizations, and strategic recommendations.

3. Capacity Building and Technical Support

- Assess the capacity-building needs of county data focal persons and implement targeted training sessions.
- Update and refine training materials, data dictionaries, SOPs, and reporting templates to align with system updates.
- Provide continuous remote and in-person mentoring to county focal persons and MGCSP staff.
- Ensure progressive knowledge transfer to MGCSP technical teams to promote sustainability.

4. Coordination and Strategic Engagement

- Present GBV IMS findings and analysis during national coordination meetings, including the GBV Taskforce and relevant technical groups.

- Support multisectoral data alignment between ministries, UN agencies, CSOs, and county service providers.
- Participate in joint monitoring missions and technical review processes to strengthen evidence-informed decision-making.
- Contribute to national monitoring frameworks and reporting obligations by providing accurate, timely GBV data.

DELIVERABLES

The consultant will be responsible for the following deliverables:

- **A comprehensive Work Plan** outlining activities, timelines, and engagement strategies.
- **Monthly validated datasets** accompanied by notes on data quality findings and actions taken.
- **Monthly capacity-building and technical support reports** summarizing county and national engagement.
- **Updated GBV IMS tools**, including SOPs, reporting templates, training guides, and data dictionaries.
- **Quarterly analytical reports** presenting trends, visualizations, and evidence-based recommendations.
- **Presentations of findings** to national coordination platforms and technical working groups, including the National Steering Committee, the Technical Working Group, and Outcome Working Groups as appropriate.
- **A Final End of Assignment Report**, summarizing achievements, challenges, lessons, and sustainability recommendations.

KEY PERFORMANCE INDICATORS

- Timely and accurate submission of monthly datasets and quarterly analytical reports.
- Improvement in data quality, completeness, and reporting consistency across counties.
- Effective coordination with the national hosting firm and other stakeholders.
- Demonstrated capacity improvements among county and national data teams.
- Functional, operational GBV IMS aligned with global ethical and data protection standards.
- Evidence of impactful dissemination of data for national planning and coordination processes.

REQUIRED COMPETENCIES: EDUCATION AND EXPERIENCE

The most responsive candidate for this position should:

- Hold a master's degree in Statistics, Data Science, Computer Science, Public Health, Social Sciences, or a related discipline.
- Have at least 3 - 5 years of practical experience in data management, monitoring and evaluation, or information systems.
- Demonstrate experience with GBV IMS or similar protection information systems.
- Have strong analytical and statistical skills with proficiency in tools such as Excel, SPSS, STATA, R, Power BI, or Tableau.
- Demonstrate strong experience in capacity building, training, and technical support, particularly with government or decentralized structures.
- Have proven experience working with sensitive data and applying ethical and survivor-centered approaches.
- Possess excellent communication, coordination, and interpersonal skills.

OTHER SKILLS

- Strong problem solving and analytical thinking abilities.
- Ability to work under minimal supervision and meet tight deadlines.
- High level of professionalism, integrity, and confidentiality.
- Strong collaborative skills and ability to work with government, UN agencies, and civil society organizations.

DURATION AND LOCATION

The consultancy will last for ... months. The consultant will be based at MGCSP Headquarters in Monrovia, with required travel to counties for technical support and training.

SUBMISSION OF APPLICATIONS

Applicants should submit a cover letter and CV to the Human Resource Director, Ministry of Gender, Children and Social Protection, EJS Ministerial Complex, Monrovia, Liberia. Application should be submitted no later than August 19, 2026. @ 4:00 PM.