

## TERMS OF REFERENCE

**Job title:** National Consultant for Liberia Spotlight Initiative 2.0  
**Reports to:** Deputy Minister, Gender, Children and Social Protection  
**Location:** Monrovia  
**Expected Start Date:** Immediately  
**Duration:** 24 Months

TOR Start date: Feb 23, 2026

### BACKGROUND

Liberia continues to face significant gender inequality, with women having limited access to education, healthcare, property, and justice. Their traditional roles as caregivers and homemakers are often undervalued, and their perspectives remain inadequately represented in policy making, resource allocation, and implementation, hindering progress toward gender equality. Negative social norms that condone violence against women and girls and harmful, discriminatory, or regressive practices remain pervasive, perpetuating discrimination and economic loss, thus slowing development.

The Government of Liberia has taken several steps to address sexual and gender-based violence. Key among these, is the implementation of the 2018 Government of Liberia, European Union and United Nations Spotlight Initiative, which placed the elimination of all forms of VAWG at the center of efforts to achieve gender equality and women's empowerment in line with the 2030 Agenda for Sustainable Development. This included strengthening the capacity of civil society and women's movement groups and provision of small grants to dove tailed efforts to end violence against women and girls, strengthening public institutions in Gender Responsive Planning and Budgeting (GRP) Principles in nine (9) spending entities, and collaboration with the Ministry of Internal Affairs and the erstwhile National Council of Chiefs and Elders of Liberia (NACCCEL) in the suspension of the practice of Female Genital Mutilation throughout Liberia.

To consolidate the results and build on past achievements in addressing SGBV in Liberia, the European Union and the United Nations engaged the Government of Liberia and launched the Spotlight Initiative 2.0 (June 1, 2025, to May 31, 2029), covering eight counties (Montserrado, Nimba, Lofa, Grand Gedeh, Grand Cape Mount, Bong, Grand Bassa, and Maryland) and implemented by three (3) United Nations agencies (UN Women, UNDP and UNFPA). The programme focuses on supporting the prevention and response to SGBV and harmful practices, including the promotion of sexual and reproductive and health rights (SRHRs) under four outcome areas:

Outcome A: Legislative and policy frameworks on all forms of violence against women and girls in place, known, implemented and monitored by national and sub-national systems and institutions.

Outcome B: Gender equitable social norms, attitudes and behaviours change at community and individuals' levels to prevent violence against women and girls, and

harmful practices, including as a result of women's economic empowerment interventions.

Outcome C: Women and girls who experience violence and harmful practices use available, accessible and quality essential services and have access to justice.

Outcome D: Women's rights groups and civil society organisations more effectively influence and advance progress on GEWE and EVAWG.

The Ministry of Gender, Children and Social Protection (MGCSP), as the lead Government agency responsible for the coordination of the LSI 2.0 implementation, will engage with a broad range of institutions and key stakeholders including other government line ministries and institutions to effectively coordinate and follow up on the implementation of activities as outlined in the programme document. Additionally, the Ministry will carry out direct implementation of some activities outlined in the Spotlight Initiative 2.0 Country Programme Document, in partnership with the three Recipient UN Organizations (RUNOs).

To ensure the success of the programme, the MGCSP is seeking to engage a National Consultant to support the implementation of the Liberia Spotlight Initiative 2.0. The consultant will serve as the primary national focal point for the programme and will be based in the MGCSP.

## **DUTIES AND RESPONSIBILITIES**

Under the direct supervision of the Deputy Minister for Gender, Children and Social Protection, the National Consultant will work in close collaboration with the Liberia Spotlight Initiative Coordinator, and the focal persons from EU, UN Women, UNFPA and UNDP. The National Consultant will undertake the following tasks:

### **1. Strategic Leadership Advisory and Coordination Support to the MGCSP, including:**

- Provide quality and timely advisory to the MGCSP on matters pertaining to the Liberia Spotlight Initiative, and ensure that the Initiative is implemented in line with national priorities for ending gender-based violence against women and girls.
- Coordinate LSI activities implemented by the MGCSP on behalf of the three RUNOs (UN Women, UNFPA, and UNDP).
- Provide technical inputs and coordination on activities implemented by various stakeholders, including Government line ministries.
- Support the development of the implementation plans for LSI 2.0 activities implemented by the MGCSP and contribute technical input to GoL stakeholders' implementation plans.
- Provide oversight into the implementation of the programme at the national and sub-national level and ensure that stakeholders are on track to achieve planned results.

### **2. Partnership and Synergies**

- Cultivate and maintain strong partnerships with key government officials, UN Agencies, the EU, CSOs and other relevant stakeholders.

- Facilitate regular communication and coordination among partners to ensure a coherent and collaborative approach to programme implementation.
- Organize the Technical Working Group's activities and meetings and contribute to the preparation of the National Steering Committee's meetings.
- Provide support for the organization of the Outcome Working Groups chaired or co-chaired by MGCSP and contribute to the development of the meeting minutes.
- Represent the MGCSP at the Outcome Working Groups of the LSI 2.0
- Represent the Ministry and contribute technical level input in dialogues, meetings and events of the LSI 2.0.
- Support the MGCSP in implementing agreements signed between the Ministry and RUNOs in full compliance with terms and conditions.
- Identify areas of collaboration between LSI 2.0 and other relevant programmes at the national and sub-national levels, and make recommendations for synergies.
- Closely work with the PMCU of LSI 2.0 established at the UN RCO to ensure that priorities of LSI 2.0 are integrated into the UN/GoL broader programming.
- Support RUNOs on need basis in the overall implementation of the LSI 2.0 including receiving reports and making recommendations as needed.
- Provide support to the organization of the National Steering Committee (NSC), and other meetings between the European Union, the United Nations and the MGCSP.
- Interface with MGCSP staff, members of the inter-ministerial task force; the Technical Working Group, the RUNOs, the UN Resident Coordinator Office (RCO), and the Programme Management Coordination Unit to further the implementation and coordination of LSI 2.0.

### **3. Monitoring and Reporting**

- Monitor the implementation of LSI 2.0 activities assigned to MGCSP.
- Support and participate in joint monitoring activities of the programme implemented by the MGCSP and various partners, in collaboration with RUNOs and the EU Delegation to Liberia, ensuring that activities are on track and that outputs are achieved against implementation plans.
- Prepare and submit quarterly narrative and financial reports on LSI activities implemented by MGCSP and submit them to respective RUNOs.
- Support GoL partners in meeting compliance requirements in line with agreements signed for implementing the LSI and advise the National Steering Committee on areas requiring specific attention.
- Contribute to data collection, assessments, technical meetings, findings and reports reflecting Liberia's context and priorities on CEDAW, Maputo Protocol, and Beijing +30 commitments.

### **4. Advocacy, Communication and Visibility**

- Contribute to advocacy campaigns of LSI 2.0 organized by MGCSP and other stakeholders.
- Prepare background materials for meetings, events, campaigns aimed at ending VAWG, harmful practices and promoting women and girls' rights.

- Contribute to advocacy initiatives for the passage and enforcement of pending legislations on ending violence against women, and other gender-responsive legal reforms.
- Engage with and mobilize national and sub-national stakeholders to build buy in to the programme.

## **5. Capacity Building for Sustainability**

- Develop and implement a comprehensive capacity-building plan for MGCSP staff to ensure institutional ownership and continuity of LSI 2.0 achievements.
- Train and mentor designated MGCSP staff on programme management, coordination, monitoring and evaluation and gender responsive policy implementation.
- Support and mentor designated MGCSP staff to lead and sustain capacity-building initiatives, including gender-responsive policy implementation, documentation of lessons learned, and integration of sustainability approaches across the programme lifecycle.
- Provide on-the-job technical support and coaching to identified Ministry staff so that they can progressively assume key responsibilities during the consultancy period.
- Facilitate knowledge-sharing sessions and create resource materials to institutionalize best practices within the Ministry.
- Ensure that by the end of the consultancy, trained staff are fully equipped to take over the consultant's responsibilities and sustain programme results beyond its duration.

- **KEY DELIVERABLES**

- 1) Programme Implementation**

Timely and quality implementation and execution of Spotlight Initiative 2.0 activities in line with approved timelines and budgets

- 2) Reporting and Accountability**

Submission of quality and timely narrative and financial reports on all MGCSP-led activities as per GOL, UN and EU standards,

- 3) Stakeholder Engagement & Coordination**

Strengthened collaboration with government entities, UN Agencies, EU, CSOs, and community stakeholders, ensuring smooth coordination and synergy across all programme components

Support joint initiatives, coordination meetings and synergy across all programme components ensuring MGCSP Coordination role.

- 4) Advocacy & Public Engagement**

Timely implementation and reporting of advocacy events in line with agreed work plan.

- 5) Knowledge Management**

Documentation and dissemination of best practices and lessons learned.

- 6) Capacity Building**

Development and roll out of a comprehensive capacity building plan and training resources for dedicated MGCSP Staff

- 7) Sustainability and Transition**

Presentation of a handover report outlining staff readiness to assume responsibilities and maintain programme achievements including sustainability

measures and continuity.

## **REQUIRED COMPETENCIES: EDUCATION AND EXPERIENCE**

The most responsive candidate for the position of National Consultant should:

- Hold a Master's degree in Gender Studies or Social Work and/or social and project management-related disciplines
- Have a minimum of 8 years of practical experience in the field of gender equality and gender mainstreaming
- Have a thorough understanding of the gender context in Liberia and experience working with government institutions and international or non-governmental organizations and civil society organizations supporting gender and development
- Have formal training in gender analysis and gender planning and demonstrate expertise in mainstreaming gender in projects and programmes
- Have demonstrated experience in managing large gender-related programmes, programme monitoring and evaluation
- Have demonstrated experience working with multi-stakeholder programmes involving government, international organisations, institutions, donors and civil society partners
- Be familiar with gender analysis tools and methodologies in the four specific Spotlight outcome areas of intervention
- Possess strong communication skills, and ability to liaise with various stakeholders, including government and non-government representatives.
- Have strong skills in financial reporting, budget monitoring, and compliance with donor requirements
- Be fluent in written and spoken English
- Previous working experience with the Spotlight Initiative is an asset

## **OTHER SKILLS**

- Strong negotiating and lobbying skills
- Ability to work under minimum supervision to meet short deadlines
- Commitment and drive to achieve challenging goals and problem-solving attitude
- A team player with strong interpersonal skills and demonstrated ability in team management and collaboration

## **SUBMISSION OF APPLICATIONS**

All applications should be submitted to the Human Resource Division of the Ministry of Gender, Children and Social Protection (MGCSP) in either hard copy or via email to [hr@mogcsp.gov.lr](mailto:hr@mogcsp.gov.lr). Submission should include a cover letter and CV addressed to the Human Resource Division no later than **March 18, 2026**.