

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

**Title: Technical Coordinator, Legislative Committee on Population and Development**

<b>TERMS OF REFERENCE</b>	
<b>Hiring Office:</b>	<b>UNFPA Liberia</b>
<b>Purpose of consultancy:</b>	<p>The Legislative Committee on Population and Development's Technical Coordinator will provide technical guidance and strategic support to assist the Committee in realizing its mandate.</p> <p><b>About UNFPA</b> The United Nations Population Fund (UNFPA) is the United Nations sexual and reproductive health agency. UNFPA's mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.</p> <p>To achieve its mission, UNFPA Global Strategic Plan 2022-25 focuses on three transformative results (3TRs): ending preventable maternal deaths, ending unmet need for family planning, and ending gender-based violence (GBV) and harmful practices such as child marriage and female genital mutilation (FGM), with a commitment to prioritizing populations left behind. These transformative results capture UNFPA's strategic commitments to accelerating progress toward realizing the ICPD Programme of Action and SDGs in the Decade of Action leading to 2030.</p> <p><b>About the Legislative Committee on Population and Development</b></p> <p>The Liberia Legislative Committee on Population and Development was established by the relevant committees at the National Legislature with technical assistance from the United Nations Population Fund (UNFPA), to provide legislative support, policy guidance, and advocacy on issues related to population and development as a key driver for the monitoring and realization of the International Conference on Population and Development (ICPD) Program of Action. This includes a focus on population dynamics, demographic resilience and dividend, adolescent and youth empowerment, gender equality, women empowerment, and sexual reproductive health and rights (SRHR). The Legislative Committee on Population and Development will prioritize the use of data and evidence for policy design and implementation and will be instrumental in putting population and development challenges at the forefront of all sustainable development planning.</p>

<p><b>Scope of work:</b></p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The Technical Coordinator will provide support to the Legislative Committee on Population and Development to realize its mandate through the following specific tasks:</p> <ol style="list-style-type: none"> <li>1. Support the development of an annual work plan for the Legislative Committee on Population and Development and support the follow-up and implementation of the annual plan.</li> <li>2. Build capacity within the Legislature to ensure Legislators and staff members are equipped with the necessary knowledge and resources to support the implementation, monitoring, and evaluation of the ICPD Agenda, SDGs, and Arrest Agenda for Inclusive Development (AAID).</li> <li>3. Prepare background papers on thematic areas relevant to population dynamics, gender, sexual reproductive health, and rights (SRHR), including maternal health and how they contribute to the national development agenda.</li> <li>4. Compile relevant population and development data at macro and sector-specific levels, including data on population size, trends, age, sex, disability, rural-urban, and other geographical regions, for consideration in the development planning processes.</li> <li>5. Support the Legislative engagements on the national population policies and programs and relevant legislative proposals ensuring the principles of universality, integration, and Leaving No One Behind are considered.</li> <li>6. Produce regular policy briefs focusing on the integration of population and development issues into national planning and the collection, use, and dissemination of population data for informed decision-making,</li> <li>7. Raise awareness among legislators and the public about the importance of population and development issues,</li> <li>8. Support the Legislative Committee on Population and Development with information and advice regarding the funding priorities for the ICPD Program of Action.</li> <li>9. Collaborate with academic institutions, research organizations, and international agencies to gather and analyze data to inform policy recommendations and legislative actions.</li> <li>10. Coordinate with relevant government ministries, agencies, and development partners to ensure a holistic approach to population and development frameworks; facilitate partnerships with civil society organizations, Academia and Research Institutions, and the private sector.</li> <li>11. Promote participation of the Legislative Committee on Population and Development in the activities of the Global and Africa Parliamentary Forums on Population and Development (PFPD).</li> <li>12. Contribute to the development of the National Population Policy and the National Statistics Development Strategy (NSDS).</li> <li>13. Provide technical support to the Population Policy Commission Unit (PPCU) at LISGIS</li> </ol>
<p><b>Duration and working schedule:</b></p>	<p>The consultant will work from May 1 - 30th October 2025 (six months)</p>
<p><b>Place where services are to be delivered:</b></p>	<p>The Consultant will be based in Monrovia and may be required to conduct field visits if needed. The Consultant will work directly at the Legislature, hosted by the Legislative Committee on Population and Development.</p>

<p><b>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</b></p>	<p><b>Payment schedule as per deliverables.</b></p> <p>Monthly payment is based on the submission of reports of results achieved per month. Each monthly report shall be approved by the Chairperson of the legislative Committee on Population and Development and all reports will be in an electronic editable version.</p>
<p><b>Monitoring and progress control, including reporting requirements,</b></p>	<p>The consultant will have weekly/regular meetings with UNFPA to monitor progress and report regularly to the Chair of the Legislative Committee on Population and Development or her designee.</p>
<p><b>periodicity format and deadline:</b></p>	<p>The stipulated deliverable include a monthly progress report to include the key achievements against the Consultant monthly workplan. Monthly reports of the Technical Coordinator shall be approved by the Chairperson of the Legislative Committee on Population and Development or his/her designee.</p>
<p><b>Supervisory arrangements:</b></p>	<p>The consultant will work under the direct supervision of the UNFPA Programme Specialist for Data and Evidence in close consultations with the Programme Specialist, Policy, and Partnerships.</p>
<p><b>Expected travel:</b></p>	<p>Limited travel in-country may be required</p>
<p><b>Required expertise, qualifications and competencies, including language requirements:</b></p>	<ul style="list-style-type: none"> <li>● An advanced (at least Masters) degree or equivalent level in one of the following fields: Demography, social sciences, political science, Social Policy, Public health, Humanitarian, Law, or other related relevant expertise.</li> <li>● Demonstrated experience in strategic planning, including knowledge of working with high-level advocacy processes.</li> <li>● Proven abilities in training and capacity building in the areas of population and development.</li> <li>● Strong knowledge of the ICPD Program of Action and the implementation status in Liberia.</li> <li>● Experience working with the Legislative processes and familiarity with the Legislature of Liberia</li> <li>● Ability to generate consensus through facilitating engagements with stakeholders from different backgrounds and diverse opinions</li> <li>● Strong analytical skills and sound judgment; self-driven with the ability to deliver on tasks with minimal supervision.</li> <li>● Excellent report writing, analytical, and communication skills.</li> </ul>
<p><b>Inputs/ services to the Consultant by UNFPA</b></p>	<p>N/A</p>
<p><b>Other relevant information or special conditions, if any:</b></p>	<p>The Consultant will work at the premise of the Legislative Committee on Population and Development on Capitol Hill, Monrovia, Liberia.</p>