



TERMS OF REFERENCE FOR NATIONAL CONSULTANCY

<p>Title: Recruitment of a National Consultant to form part of the UNFPA Technical Team in Developing National Action Plan on Youth Peace and Security.</p>	
<p>Hiring office</p>	<p>UNFPA Liberia Country Office</p>
<p>Purpose of Consultancy</p>	<p>The main purpose of the consultancy is to develop a National Framework/National Action Plan (NAP) on Youth, Peace and Security (YPS) that outlines concrete actions and strategies for promoting meaningful youth participation in conflict prevention, peacebuilding, security and sustaining peace efforts in Liberia. The NAP is expected to be comprehensive and will serve as a strategic framework for the Government of Liberia to implement the United Nations Security Council Resolutions on Youth, Peace and Security 2250 (2015), 2419 (2018), and 2535 (2020) and put into practice the relevant international and continental frameworks. Its purpose is to identify specific, measurable, achievable, relevant, and time-bound (SMART) actions that can address the pressing issues faced by young people in Liberia.</p>
<p>Background</p>	<p>This consultancy has been initiated by UNFPA Liberia to develop a National Action plan on Youth Peace and Security in Liberia. This task is in collaboration with the Department of Political and Peacebuilding Affairs (DPPA) and the United Nations Office for West Africa and the Sahel (UNOWAS) and with the support of the United Nations Peace and Development Trust Fund managed by the Executive Office of the Secretary-General.</p>
<p>Objective of the consultancy:</p>	<p>The main purpose of the consultancy is to develop a National Framework/National Action Plan (NAP) on Youth, Peace and Security (YPS) that outlines concrete actions and strategies for promoting meaningful youth participation in conflict prevention, peacebuilding, security and sustaining peace efforts in Liberia:</p> <p>The NAP is expected to be comprehensive and will serve as a strategic framework for the Government of Liberia to implement the United Nations Security Council Resolutions on Youth, Peace and Security 2250 (2015), 2419 (2018), and 2535 (2020) and put into practice the relevant international and continental frameworks. Its purpose is to identify specific, measurable, achievable, relevant, and time-bound (SMART) actions that can address the pressing issues faced by young people in Liberia.</p>

	<p>To achieve this, the NAP development process will evaluate the national context of YPS and prioritize the key challenges and opportunities of young people in the country. It will also encourage collaboration among different government ministries, departments, and agencies, promoting national ownership of the YPS agenda.</p> <p>The development process of the NAP will involve extensive consultations with diverse stakeholders, including Youth-led/Youth-serving organizations, women's groups, civil society actors, the United Nations, donors, academia and relevant government ministries. The active and meaningful participation of young women and men throughout the development of the NAP and monitoring and evaluation of the project implementation process will be prioritized. This approach will ensure that youth voices are heard, and their perspectives are integrated into the plan.</p> <p>The main tasks of the consultancy are to:</p> <ul style="list-style-type: none"> ● Facilitate the NAP consultation processes. ● Develop the NAP on YPS. ● Support the NAP validation and adoption. ● Prepare a report on the NAP formulation and adoption process.
<p>Scope of work Description of services, activities or outputs:</p>	<p><u>The consultant will be responsible for the following tasks:</u></p> <ul style="list-style-type: none"> ● <u>Facilitate Consultation Processes:</u> <ul style="list-style-type: none"> ○ Develop a detailed consultation plan outlining stakeholders to be engaged, including youth organizations, government ministries, civil society organizations, Academia, donors and UN agencies. ○ Conduct consultations with relevant stakeholders across the country, ensuring a diverse and inclusive process. ○ Organize and facilitate workshops, virtual consultations and other meetings to gather inputs on the National Action Plan. ○ Analyze and synthesize the information gathered from consultations. ● <u>Develop the National Action Plan on YPS:</u> <ul style="list-style-type: none"> ○ Draft the National Action Plan on YPS, aligned with UN Security Council Resolution 2250 (2015) and the national context. ● <u>Support Validation and Launch Event:</u>

	<ul style="list-style-type: none"> ○ Organize and facilitate a national validation workshop to present the draft National Action Plan for stakeholder’s feedback. ○ Facilitate the incorporation of final revisions into the National Action Plan. ○ Support Liberia in organizing a high-level national conference/launch event for the adoption of the National Action Plan. <p><u>Key Deliverables:</u></p> <ul style="list-style-type: none"> ● A detailed consultation plan ● Consultation reports summarizing the key findings and recommendations from each consultation session. ● A draft National Action Plan on YPS ● Organization and facilitation of workshops, virtual consultations and validation workshop ● Finalized National Action Plan on YPS incorporating feedback from the validation workshop. ● Presentation of the National Action Plan during high-level national conference to adopt the plan. <p>The National Action Plan will have the following components.</p> <ol style="list-style-type: none"> a. Introduction (detailing the history and status of YPS in Liberia) b. Stakeholder mapping. c. Methodology d. Detailed goals and objectives. e. Implementation Strategy and Actions. f. Institutional Mechanism for Coordination and Reporting. g. Resource allocation/Budgeted h. Information on monitoring and evaluation of the NAP
<p>Duration and working schedule:</p>	<p>This Consultancy is for a total of 82 working days over a period of 1 year.</p> <ul style="list-style-type: none"> ● 20 days for the facilitation of consultation and reporting writing. ● 50 days for the drafting of the Action plan. ● 10 days for finalization after feedback. ● 2 days presentation during validation and adoption.
<p>Place where services are to be delivered:</p>	<p>The consultant will be based in Monrovia and may be required to travel to the field as requested by the necessity of data collection, and national consultation/dialogues as well as the validation process.</p>

<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>The National Action Plan should be succinct and provide clear strategies and actions; it should be costed and include monitoring, evaluation and reporting mechanisms.</p> <p>It should not extend 40 pages (Times New Roman, font size 11). All should be written in English (text must be edited free from spelling mistakes and unclear linguistic formulations).</p>
<p>Submission of Proposal</p>	<ul style="list-style-type: none"> ● Interested individuals are requested to submit their proposals which should include, but not limited to, Experience, Technical Expertise, Methodology, Work Plan as well as a Financial Proposal for the duration of the consultancy. ● The financial proposal shall specify a total lump sum amount or a daily rate and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon finalisation of outputs, i.e. upon delivery of the services specified in the TOR. ● Similar and relevant previous work and consultancy samples (2 samples).
<p>Supervisory arrangements</p>	<p>The consultant work under the overall supervision of UNFPA Liberia Deputy Representative and the direct supervision of the Programme Specialist for Youth and Adolescents at UNFPA Liberia; the consultant will also have oversight from the Global project coordination team comprised of UNFPA/DPPA/UNOWAS/WANEP/RCO-Liberia (through the Peace and Development Adviser).</p>
<p>Required expertise, qualifications and competence, including language requirements:</p>	<p>Qualifications: The selected consultants should meet the following requirements:</p> <p>Languages Skills</p> <ul style="list-style-type: none"> ● Excellent command of spoken and written English (required). <p>Education</p> <ul style="list-style-type: none"> ● Advanced (Master’s level Degree) in International Relations, Peace and Security Studies, Social/Behavioral Sciences or any other related technical field. <p>Experience</p> <ul style="list-style-type: none"> ● Minimum 5 years of experience in working on Youth, Peace and Security issues. ● Proven experience in facilitating consultative processes and conducting research. ● Strong analytical and writing skills. ● Excellent communication and interpersonal skills. ● Experience working in Liberia or the region is a strong asset. ● Proven experience in drafting reports, strategic documents, and/or action plans. <p>Skills and Competencies</p> <ul style="list-style-type: none"> ● Excellent communication skills, both written and verbal.

	<ul style="list-style-type: none"> ● Exceptional writing skills. ● Excellent organizational and multitasking skills. ● Conceptual and analytical skills with ability to produce high quality work. ● Ability to work under time constraints and deadlines in challenging settings. ● Ability to work in multicultural and multi- ethnic environments. ● Excellent interpersonal skills and ability to establish effective working relations with other stakeholders. ● Experience in convening and facilitating consultations. ● Ability to work independently. ● Ability to work in a team and good interpersonal skills. ● Must be committed to respecting deadlines of delivery outputs within the agreed time-frame; ● Familiarity with UNFPA and UN operations will be an advantage. ● Familiarity with the UN system, with its Code of Conduct and with the Do No Harm approach.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<ul style="list-style-type: none"> ● The Consultant will be required to provide his/her own office equipment including laptop computer. UNFPA will provide access to internet services while in the office. ● UNFPA will provide the selected consultant with relevant documents and connect the consultant with all key relevant informants, support teleconferencing and meeting interviews as may be needed. ● UNFPA will dedicate one of its staff members (Youth Officer) to manage and supervise the entire process of the consultancy. ● UNFPA will facilitate for the consultant to connect with relevant stakeholders in Liberia as needed.
<p>Other relevant information or special conditions, if any</p>	<p>All the deliverables must be completed and submitted by the end of the consultancy period.</p>
<p>Other considerations</p>	<p>N/A</p>

Signature of Requesting Officer in Hiring Office:

Date:

Local Consultancy for Liberians:

Please note this post is a National Post and applicants of either sex are encouraged to apply. Preference will be given to equally qualified women candidates. UNFPA does not charge any application, processing, training, interviewing, testing or other fee in condition with the application or recruitment process. Please submit all fraudulent notices, letter or offers to the UNFPA fraud hotline at: <http://www.unfpa.org/help/hotline.cfm>

Candidates should submit their applications indicating post, attach an updated CV, OR a completed **United**

Nations Personnel History Form (From P.11) obtainable from the UNFPA website at www.unfpa.org. **ALL APPLICATIONS, WITH RELEVANT ATTACHMENTS, SHOULD BE EMAILED TO:** neblett@unfpa.org, with a copy to: gaye@unfpa.org. **Deadline for submission of application is 21 June 2024.**

The last date to receive applications will be **08 July 2024**. UNFPA will only respond to applicants who will meet the stated job requirements will be contacted.