



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

I. Position Information

Title:	Request for Proposal: Hiring Firm, Individual Consultant, International organization to a conduct an assessment aimed at strengthening political parties through to support the design of a project document.
Contract Type:	Consultancy
Programme:	Strengthening Inclusive, Effective, Transparent and Accountable Governance in Liberia
Target Location:	At National and Sub-National Levels
Duration of Contract:	30 days between November and December 2021
Submission Deadline	Proposal's submission opens: Liberia local time and via: <input checked="" type="checkbox"/> Courriel : bids.lr@undp.org <input checked="" type="checkbox"/> courier mail on the following address. Address: United Nations Development Programme Registry 7th Floor, Pan African Plaza Building Opposite the Monrovia City Hall, Monrovia, Liberia Attn: The Deputy Resident Representative Programme UNDP, Liberia

II. Background

UNDP through its Governance Portfolio seeks to support the Government of Liberia to improve democratic governance through strengthened national institutions; that can perform their statutory mandate. This will be done by supporting the government to put in place the appropriate legal and policy frameworks, systems strengthening, institutions and capacities development as well as the delivery of essential services to the population, as well as enhancing voice and participation through Civil Society Organizations-CSOs and the media. These among others are the foundation of the social contract between the people and the State. Addressing the root causes of conflict through a people centred approach, strengthening rule of law, access to justice, and good governance enhance economic recovery at all levels when addressed in an integrated manner. All these interventions are designed with the goal of bringing citizens closer to the government. Consistent with UNDP support to the Government of Liberia to strengthen democratic governance, a Liberia Electoral Support Project (LESP), was developed in close consultation with the National Elections Commission (NEC) of Liberia and signed in September 2020. The primary focus of the project is to support NEC to perform its statutory mandate by holding a creditable, transparent, and participatory elections. Although the project takes a Governance approach to elections and takes an electoral cycle approach, its focus on strengthening political parties which are key stakeholders in this process, is limited to the areas of electoral operations. Political institutions remain fragile and often individual driven rather than an institution as well as male controlling. In some instances, they do not have the requisite policy and regulatory frameworks, or if they have, they barely abide by them. Considering the role political parties play in democratic processes, it becomes imperative to develop a more robust and integrated project integrating adequate actions to strengthen political parties (internally and intra political party relations) while considering the already existing mechanisms as Inter Party Consultative Committee (IPCC) , strengthen policy and legal frameworks as well as enhancing their capacity to play the role desire of them as political parties and adequately respond to voters and citizens. Additionally, to enhance voice and participation of the ordinary citizens, Civil Society Organizations (CSOs) and the Media play an important role in this process. These institutions are often left out of these interventions and programmes designed to enhance democratic governance. As a result of this, we often miss out on reaching most of the population who are the ultimate beneficiaries.

In view of the above, UNDP is seeking a Firm, Individual Consultant, or an International organization to assess the current needs, weakness, and strengths of political parties in Liberia, their level of engagements with existent guidelines (i.e. women participation; financial reporting, etc.) and make recommendations on how to improve their professionalism through a design project document that clearly outlines how to respond to these challenges. The indicative project should address the post-election period after the General and Presidential elections 2023. The consultancy is intended to contribute to further inclusive democracy in Liberia through: (a) Strengthened institutions; (b) Responsive political parties and political actors; and (d) Women inclusion in politics and equal rights (F) enhance the oversight role of the media and CSOs.

III. Scope of Work

The below scope of work will be conducted over a period of not more than 30 calendar days.

The aim of the consultancy is to understand the political, legal, and institutional environment in Liberia that govern the political party landscape and explore possible entry points for UNDP engagement through a designed programme. The consultants/firm will review formal and informal power structures to understand how (political) decision-making takes place. Furthermore, the consultants/firm will endeavor to explore an idea of the actors in the field of inclusive governance, political party support and support for underrepresented groups in politics.

Meet with UNDP staff to get in depth understanding of their governance ToC;

- Engage with political parties and actors to obtain their input for a possible programme and assess political willingness
- Meet with electoral stakeholders including the National Elections Commission and relevant committees of the National Legislature.
- Meet with relevant civil society actors.
- Meet with other national and international organizations active in Liberia on inclusive democracy.
- Assess the role of CSOs and the Media and how to further enhance their oversight roles.
- Define the next steps with UNDP and in consultation with the European Union, possible financial partner.

The objectives of this analysis are set forth as follows:

- Prepare a desk report on Liberia's (formal and informal) political, legal, and institutional system and socio-economic environment as contextual background to the field mission, based on existing analysis and reports, including a review of Election Observation Mission's recommendations.
- Engage with relevant stakeholders and political constituencies in Liberia and assess where their interests and commitment (or lack thereof) lie towards a development and political change agenda, including the National Elections Commission (NEC), legislature, existing political parties, and other relevant stakeholders.
- Review possible entry points for contributing to a conducive environment for inclusive democracy, with a particular focus on the role of political parties and Legislature.
- Identify where positive change is likely to occur and what potential programme focus, areas of interest and modalities of cooperation for UNDP.
- Assess the level of support for a UNDP programme in Liberia, particularly from political parties and actors and civil society organizations.
- Assess and coordinate with other national and international organizations existing programmes in the area of democratic governance with emphasis on political party strengthening, participatory democracy through responsive political parties and women's political participation.
- Develop a comprehensive analytical report through that will feed into a project document based on the findings, with recommendations and key areas for interventions to address these challenges.

Key Deliverables:

Based on the scope above, the firm/-individual consultant./international organization is expected to deliver the following outputs:

- Prepare Inception report with a detailed workplan, that includes timeline, key stakeholders to meet during the period.

- **Submit a comprehensive analytical report based on interviews conducted with stakeholders and clearly define recommendations and areas for follow ups containing the following:**

1. Current and planned democracy and governance assistance aimed at strengthening political parties.
2. Current capacity of political parties for inclusive democracy, with emphasis on women participation.
3. Assess political, legal, institutional frameworks, and technical environment/capacity of political parties .
4. Assess capacity and needs of political parties and stakeholders, of the Inter Party Consultative Committee and other political actors.
5. Synergies with existing electoral support projects (LESP, EDA program by USAID, The Carter Centre, Sweden , etc....) to strengthen efficiency and avoid duplication.
6. Derive an assessment report that clearly outlines the challenges and recommended solutions that feeds into a future project document
7. Financial projection or implications for strengthening political parties, sustainability and cost-effectiveness of requested or proposed intervention based on findings from the assessment.

Desired qualifications and experience:

The firm/-individual consultant./international organization must have experience in conducting similar work, with at least 5 years of progressive experience. Experience in Africa particularly Liberia and or Western Africa is desire

The selected firm/-individual consultant./international organization is expected to:

- Be an organization with appropriate and adequate capabilities, resources, and experience to execute the full extent of the scope of services to a very high quality.
- Have extensive experience designing and conducting similar work especially in the area of governance and political party strengthening.
- Have a proven record of completing at least two-four similar assignments successfully in the last .4 years.

For firms, formulate a dedicated team with the relevant qualifications, work experience, engagement of diverse stakeholders, communication skills (English), and project management skills.

V. Schedule of Payment

Task	Product/Deliverables	Schedule of Payments
Prepare a desk review report on Liberia's (formal and informal) political, legal, and institutional system and socio-economic environment as contextual background to the field mission, based on existing analysis and reports, including a review of recommendations of the 2017 Electoral Observation Missions reports (National and International)	10 days An inception report with a detailed workplan, that includes timeline, key stakeholders to meet during the period.	20%
.		
.		

Presentation of draft assessment report informed by the findings .	<p>20 days</p> <p>A comprehensive draft report detailing the initial findings, draft Project document including work plan, Results Resource Framework and annexes (Risk's matrix and Theory of change)</p>	45%
Submission of final assessment report which will inform the design of a future project document.	<p>5days</p> <p>Final Assessment report, which outlines the findings: current situation, challenges and recommended solution including possible cost implication submitted with incorporated feedback from stakeholders.</p>	35%

VI. Impact of Results

An analysis of the political environment that informs future programme interventions to strengthen democratic governance with emphasis on political parties, and the role of CSOs and the Media.

IX. Submission Requirements

Firms/independent consultants who meet the requirements should submit a technical and financial proposal, including annexes which should include the following:

- I. Cover letter
- II. Proposal Document (Technical Proposal with a clear methodology detailing how (the tasks will be accomplished)
- III. Project budget per related activities
- IV. A detailed workplan
- V. CVs of key staff for the firm/organization.

Education and Experience Requirements

Education:	<p>Individual Consultants: An advanced university degree in Political Science, Conflict Prevention and Peacebuilding, Social Sciences, or related field.</p> <p>If for firm, the key personnel should have the requisite educational requirements.</p>
-------------------	--

Experience:	<ul style="list-style-type: none"> • At least 7 years' experience in conducting similar assessment that leads to programme design; • Have understanding of project monitoring and evaluation. • Demonstrated experience in designing internal control and corporate governance systems. • Knowledge and understanding of internal control systems for both public institutions and non-governmental organizations. • Have a proven record of completing at least two similar assignments successfully in the last 4 years. •
--------------------	--

Language Requirements:	Fluency in English, including excellent writing and analytical skills
-------------------------------	---