



**WORLD BANK/IFAD PROGRAM IMPLEMENTATION UNIT
MINISTRY OF AGRICULTURE, REPUBLIC OF LIBERIA
SMALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS
REVITALIZATION PROJECT (STAR-P)
1st Floor LIBSUCO Building Japan Freeway (Formerly Somalia Drive), Gardnersville –
Monrovia, Liberia**

**REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES –
INDIVIDUAL SELECTION)**

Client: Ministry of Liberia Agriculture

Contract Title: Consultancy for the Selection of an Individual Consultancy to prepare a Sexual Exploitation and Abuse, Sexual Harassment, and Gender-Based Violence (SEA/SH/GBV) Strategy under the STAR-P

Country: Liberia

Credit No.: IDA 63600

Project No.: P160945

Contract No: LR-PMU-MOA-439076-CS-INDV

Date Issued: August 1, 2024

The Government of Liberia, through the Ministry of Agriculture, has received a support from the World Bank, for Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P). The STAR-P seeks to increase agricultural productivity and commercialization of smallholder farmers for selected value chains in selected counties and intends to apply part of the proceeds for the recruitment of an individual consultant to prepare a Sexual Exploitation and Abuse, Sexual Harassment, and Gender-Based Violence (SEA/SH/GBV) Strategy for the STAR-P.

Scope of Services

The STAR Project wants to hire an individual to undertake the proposed assignment in project counties. The scope of work to be performed by the individual include but is not limited to the following:

- Review the basic social and gender profile of the project area including relative rates of poverty, the role of women in the sector.
- Review county level data on the prevalence of different forms of GBV, including intimate partner violence, sexual exploitation and abuse, sexual harassment, human trafficking, early/forced marriage, Female Genital Mutilation (FGM), etc. No new baseline data should be sought; the assessment should rely on existing reports.
- Review any relevant cultural, social or gender norms, particularly those which may be harmful to women and girls, and that could be exacerbated by project implementation. These include gendered power dynamics, division of labor, and participation in decision-making processes in professional and private spheres.

- Describe the availability and accessibility of safe and ethical GBV response services in project areas, including medical care, psychosocial services, legal aid/justice sector support, shelters, livelihood support, etc.

Briefly summarize (at a high level) the legal and policy frameworks relevant to GBV, including any legal requirements to report specific forms of GBV to the authorities, and any existing government GBV manuals, strategies, or sectoral responses. If possible, include analysis on the quality of implementation and enforcement of laws and policies.

The Ministry of Agriculture now invites eligible individual consultants to indicate their interest in performing the Services. Interested Individual Consultants should provide **updated Curriculum Vitae (CV) and relevant documents** indicating that they have the required qualifications and relevant experience to perform the Services.

The shortlisting criteria include but not limited to the following:

- The consultant should have experience in experience in GBV prevention and response, including excellent experience in several of the following fields: (a) conducting GBV/SEA/SH risk assessment and developing/implementing GBV Manuals; (b) implementing government or donor-funded GBV prevention and response programs (including report-writing); (c) delivery of services to survivors of GBV (e.g., case management, psychosocial support, medical or legal assistance); (d) community engagement and behavioral change communication on issues of gender and GBV; or (e) developing and delivering training to stakeholders on GBV prevention and response
- The candidate should have at least a Master's degree, a PhD is an asset, in gender studies, policy, sociology, policy development, social sciences, international affairs, anthropology, or related discipline with a minimum of 8 years of experience
- At least 8 years of demonstrated knowledge and experience in implementing a survivor-centered approach that prioritizes survivor safety and confidentiality, and which respects survivors' decision-making and control. An international experience is preferred
- The consultant should have a PhD or at least a master's degree and experience in data collection methodology and analysis spanning a minimum of five (5) years. The ability to communicate in the local languages is an asset.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website:

- a) [https://vacancies & Career Opportunities | Ministry of Agriculture \(www.moa.gov.lr\)](https://vacancies & Career Opportunities | Ministry of Agriculture (www.moa.gov.lr))
- b) Request TOR directly via email from the email below

The attention of interested individual Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017, August 2018 and September 2023, setting forth the World Bank's policy on conflict of interest. Please refer to *paragraph 3.17 of the Procurement Regulations* on conflict of interest related to this assignment which is available on the Bank's website at <http://projects-beta.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework>

An Individual Consultant will be selected in accordance with the **Individual Consultant Selection (ICS)** method set out in the Procurement Regulations.

Expressions of interest must be submitted electronically in a format that cannot be altered (pdf format is preferred) to the email address below by e-mail by **15th August 2024 @ 5:00pm local time.**

Note: All Expression of Interests **MUST** include at least three (3) references with their names, telephone numbers and email addresses; curriculum vitae (cv) with copy of educational credentials (**NOTARIZED**) be submitted to the below email address:

Galah Toto

National Program Coordinator)

Project Implementation Unit (PIU)

Ministry of Agriculture

**SMALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS
REVITALIZATION PROJECT (STAR-P)**

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TERMS OF REFERENCE

Individual Consultancy to prepare a Sexual Exploitation and Abuse, Sexual Harassment, and Gender-Based Violence (SEA/SH/GBV) Strategy

1. Background

The Government of Liberia received funding support of US\$48 Million from the World Bank and International Fund for Agriculture Development (IFAD) for implementation of the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P). The STAR Project is managed by the Ministry of Agriculture and seeks to Increase agricultural productivity and promote commercialization of smallholder farmers through productive linkage between the farmers and the private agribusiness firms in selected value chains. At its focus, the project will support the value chains of Rice, oil palm and Horticulture. The project is being implemented in Liberia over a period of five years, and consists of the following three components: Institutional Capacity Building of Farmers, State and Non-State Organizations, Financial & Technical Assistance for Productivity Enhancement; and Project Management, Monitoring & Evaluation.

As part of its interventions, the STAR Project will contribute to enhancing productivity and commercialization of rice, oil palm and horticultural crops for smallholder farmers and agribusinesses across Liberia. To successfully achieve increase in production and productivity of the targeted crops, the STAR Project will support the introduction and adoption of various climate smart agriculture technologies and agronomic best practices geared at improving the output of smallholder farming systems. To facilitate this process, the STAR Project will contract the services of relevant firms to provide technical assistance for the transfer of site-specific agronomic farm management technologies to include various climate smart agriculture technologies, good agricultural practices and best management practices to various targeted smallholder farmers, farming groups and cooperatives across the country.

The selected individual will be tasked with developing the Sexual Exploitation & Abuse/Sexual Harassment/Gender Based Violence (SEA/SH/GBV) Strategy. This is intended to provide a roadmap for the STAR-Project to address SEA/SH/GBV in project areas and among stakeholders.

2. Objective of the assignment

The specific objective of the assignment is to assess the SEA/SH/GBV risks, and provide recommended measures for addressing these risks, and mechanisms for monitoring the implementation of the SEA/SH and the GBV Strategy. The specific objective of the SEA/SH and GBV Strategy is to identify and assess the risks of SEA/SH and GBV that may arise during the implementation of project activities, to provide adequate procedures for preventing and managing these risks and for responding to GBV/SEA/SH incidents that may arise in collaboration with the structure set up by national ministries and agencies.

The Smallholder Agriculture Transformation & Agribusiness Revitalization Project (STAR-P) now invites eligible individuals to indicate their interest in performing the above-mentioned services. Interested Individual Consultants should provide an updated Curriculum/Curricula Vitae (CV) and relevant documents indicating that they have the required qualifications and relevant experience(s) to perform the Services.

Specific objectives include but are not limited to:

- Analyzing the risks of Gender-Based Violence/Sexual Harassment/Sexual Exploitation & Abuse to the project stakeholders
- Identify state actors (government ministries and agencies and private (non-governmental agencies involved in the prevention, response, and mitigation
- Providing technical support and advisory services on SGBV to address challenges in response and prevention.
- Provide a schedule for GBV/SEA/SH outreach nationwide to address prevention and response.

3. Scope and focus of the assignment

The STAR Project wants to hire an individual to undertake the proposed assignment in project counties. The scope of work to be performed by the individual include but is not limited to the following:

- Review the basic social and gender profile of the project area including relative rates of poverty, the role of women in the sector.
- Review county level data on the prevalence of different forms of GBV, including intimate partner violence, sexual exploitation and abuse, sexual harassment, human trafficking, early/forced marriage, Female Genital Mutilation (FGM), etc. No new baseline data should be sought; the assessment should rely on existing reports.
- Review any relevant cultural, social or gender norms, particularly those which may be harmful to women and girls, and that could be exacerbated by project implementation. These include gendered power dynamics, division of labor, and participation in decision-making processes in professional and private spheres.
- Describe the availability and accessibility of safe and ethical GBV response services in project areas, including medical care, psychosocial services, legal aid/justice sector support, shelters, livelihood support, etc.

Briefly summarize (at a high level) the legal and policy frameworks relevant to GBV, including any legal requirements to report specific forms of GBV to the authorities, and any existing government GBV manuals, strategies, or sectoral responses. If possible, include analysis on the quality of implementation and enforcement of laws and policies.

4. Deliverables

The consultant shall assess the SEA/SH/GBV risks that may increase as a result of implementation of project activities, to include the following deliverables

- An inception report with the methodology, content and schedule for execution of the assignment
- Presentation of the methodology including the data collection tools to the Operations Manager, the Gender & Social Development officer and other technical staff.
- Collect data in project counties
- Prepare draft report with key findings and recommendations to project staff and manager and validation the draft report; afterwards incorporating relevant comments and recommendations into the report and
- Submit final report

5. Qualifications and Experience

Interested individuals should provide information

- i. The individual consultant must have the minimum of 5 years professional experience in GBV prevention and response, including excellent experience in several of the following fields: (a) conducting GBV/SEA/SH risk assessment and developing/implementing GBV Manuals; (b) implementing government or donor-funded GBV prevention and response programs (including report-writing); (c) delivery of services to survivors of GBV (e.g., case management, psychosocial support, medical or legal assistance); (d) community engagement and behavioral change communication on issues of gender and GBV; or (e) developing and delivering training to stakeholders on GBV prevention and response.
- ii. The independent consultant must have demonstrated knowledge and experience in implementing a survivor-centered approach that prioritizes survivor safety and confidentiality, and which respects survivors' decision-making and control. An international experience is preferred.
- iii. Must have at least a Master's degree, a PhD is an asset, in gender studies, policy, sociology, policy development, social sciences, international affairs, anthropology, or related discipline with a minimum of 8 years of experience, .

Key Competencies

The successful candidate must demonstrate the following:

- Ability to design/prepare project safeguard plans and tools.
- Knowledge of World Bank Safeguard policies, procedures, and practice or international professional exposure on gender social policy/donor funds social policy is an asset.
- Knowledge of gender, GBV, Social Development and Environmental Legislation is desirable.
- Policy background is preferred
- Fluency in English language with strong written, oral communication and listening skills is demanded.
- Advanced computer (PC) skills, including Microsoft Office or related software, data and policy development and analysis skills
- Good pedagogical skills

Required Skills and Specialized Techniques

- a) Proactive skills and ability to respond effectively to deadlines and high-pressure situations.
- b) Track record of successfully working with government on gender, social safeguards, sustainable development agenda is preferable.
- c) Ability to design/prepare project safeguard plans and tools.
- d) Report writing skills.
- e) Fluency in English language with strong written, oral communication and listening skills.
- f) Advanced computer (PC) skills, including Microsoft Office, related software and data skillset; g) Good Communication, interpersonal skills, and time management.

6. Location and Targeted Population

The location of the assignment is in Monrovia with data collection to be done in the 15 counties of Liberia.

The targeted will be selected using the snowball sampling method after initial identification of the first set of targeted data collection participants by the STAR-Project technical staff. A total

of 500 participants will be selected with numbers per county varying according to the project targeted participants in a county.

7. Responsibilities:

- The consultant will be responsible to provide trained enumerators to collect data in the 15 counties
- Payment of enumerators will be the responsibility of the consultant
- Vehicles will be provided by the consultant

The consultant will be responsible to describe the potential projects (RETRA¹P and STAR-Project) impacts on GBV/SEA/SH risks

- Assess the project's activities and their potential to increase GBV/SEA/SH risks.
- Assess the size, extent, and duration of any labor influx that the project will generate relative to the absorption capacity of the local community, as well as the potential for changes in social patterns as a result of project activities that could impact on GBV/SEA/SH risks.
- Assess features of the project that may have an impact on GBV/SEA/SH risks, including for example the physical location of project activities in relation to schools, footpaths and other travel routes used by women and children, as well as GBV service providers, etc.

The Consultant will also develop a plan and timetable to conduct community engagement in project counties by providing the following:

- An addendum to the consultancy will be to conduct safe, ethical, and culturally appropriate community engagements about the project with women, youths, the physically challenged and other vulnerable groups.
- Where feasible, women should be consulted in sex-segregated groups with female facilitators to encourage open discussion on health and safety concerns and how the project may have both negative and positive impacts on their lives. Only general information about trends, risks and obstacles should be sought without any questions on individual experiences of GBV.

The Consultant will develop GBV/SEA/SH risk prevention, mitigation and response recommendations:

- Recommend appropriate measures prevent, mitigate, and respond to potential SEA/SH and GBV risks in line with the World Bank Good Practice Note on Addressing SEA/SH, and document the measures in the proposed GBV/SEA/SH Manual.
- Make appropriate recommendations to enhance prevention strategies. This could include collecting and analyzing information on actual/potential risk factors for vulnerability to SEA/SH and elaborating measures to address them.
- Recommendations on how to prevent and mitigate SEA/SH/GBV will be included into the Program Implementation Unit's gender training modules to allow project stakeholders and beneficiaries to report incidents of sexual exploitation and abuse or

¹ The Consultant will have to provide SGBV risks on the STAR-Project and RETRAP separately.

sexual harassment, consistent with applicable donor and GOL standards to the Gender & Social Development Specialist. The procedures shall cover the reporting of incidents implicating personnel, contractors, another institution, multiple institution or where the institution of the alleged perpetrator is uncertain or unknown.

- Recommend a confidential documentation system as part of the Grievance Redress Mechanism (GRM) for reporting alleged acts of sexual exploitation and abuse committed by all categories of personnel as well as the personnel of other entities wherever approached, including when the institutional affiliation of the alleged perpetrator(s) is unknown or uncertain.
- Develop a project-referral system in line with the national referral pathways to GBV service providers so survivors (connected to the project) may receive the needed medical, psychosocial, legal, and material support.
- Develop training tools to provide awareness-raising sessions on sexual exploitation and abuse, and sexual harassment for all staff and other personnel/contractors on a regular basis.

8. Administrative Arrangements

a. Responsibilities

- The Project will assign qualified technicians to support the consultant in sampling of targeted population for data collection.
- The project will provide relevant documents for desk review and other resources necessary for the consultant to fulfil his/her obligations.

b. Reporting:

- The consultant will report to the Operations Manager of the STAR-Project.

The contents of the SEA/SH & GBR Strategy at a minimum should include the following:

- a) Executive Summary
- b) Introduction
- c) Description of the Project and the proposed Project activities.
- d) Brief summary of the World Bank ESF on SEA/SH and GBV risks.
- e) SEA/SH and GBV risks assessment.
- f) Recommended measures for preventing and addressing SEA/SH and GBV risks in line with the Good Practice Note, in the format of a strategy and Action Plan (including activity, responsible party, timeline, monitoring, suggested budget, etc.).
- g) Recommended measures for reporting SEA/SH and GBV incidents (SEA/SH Grievance Mechanism and referral pathway).
- h) Awareness and Training plan for addressing SEA/SH and GBV risks.
- i) Public Consultation and information disclosure; and
- j) Conclusion and Recommendations

9. Duration of the Assignment

The duration of this assignment is 60 days.

10. Payment Schedule

Payment of the agreed consultancy fees shall be done per the below schedule:

No.	Deliverables	Location and Action to be Undertaken	Duration (approx.)	Percentage of Payment
1	An Inception Report that sets out the methodology of the consultancy, content of the manual and schedule for executing the task.	Monrovia, Liberia	5 Calendar Days	15%
2.	Data collection	Project counties	30 Calendar Days	30%
3.	Draft SEA/SH/GBV report and Validation of SEA/SH/GBV Strategy & Action Plan	Monrovia, Liberia	15 Calendar Days	25%
4.	Final Manual incorporating all comments and inputs after validation	Monrovia, Liberia	10 Calendar Days	30%
T o t a l Calendar Days			60 working days	100%