



**WORLD BANK/IFAD PROGRAM IMPLEMENTATION UNIT
MINISTRY OF AGRICULTURE, REPUBLIC OF LIBERIA
Rural Economic Transformation Project (RETRAP)
1st Floor LIBSUCCO Building Japan Freeway (Formerly Somalia Drive),
Gardnersville – Monrovia, Liberia**

**TERMS OF REFERENCE FOR THE RECRUITMENT OF GENDER AND SOCIAL
DEVELOPMENT OFFICER**

Post: Recruitment of Gender and Social Development Officer

Duty Station: PMU Office, LIBSUCCO Compound, Gardnerville, Monrovia, Liberia, with extensive visits to project counties

Contract Duration: 12 months with option to extend based on satisfactory performance

Reports to: Project Coordinator, RETRAP

Recruitment: National

Type of contract: Lump sum Contract

1.0 Background

The Government of Liberia, through the Ministry of Agriculture (MOA), has received support from the World Bank, for the Rural Economic Transformation Project (RETRAP). The RETRAP seeks to increase the income of rural poor households through sustainable agricultural livelihood enhancements and improved rural access and agricultural marketing infrastructure services. The project supports the value chains of cassava, Rubber, Poultry & Pig husbandry Vegetables in selected counties of Liberia. Additionally, the RETRAP received additional Financing(AF) which seeks to increase the income of rural poor households through sustainable agricultural livelihood enhancements and improved rural access and agricultural marketing infrastructure services. This extends the Project supported value chains to include Rice, Cassava, Oil-Palm, Rubber, Horticulture, Poultry & Pig husbandry, and Vegetables. The project is now extended to be implemented in all 15 counties of Liberia over a period of five years.

The Rural Economic Transformation Project (RETRAP) aims to enhance rural livelihoods through sustainable economic development, with a strong emphasis on gender, safeguard and social inclusion.

2. Scope of Services

The Rural Economic Transformation Project (RETRAP) aims to enhance rural livelihoods through sustainable economic development, with a strong emphasis on gender inclusion. The Gender and Social Development Officer will ensure that project activities are gender-responsive, promoting equitable participation and benefits for women, youth, and marginalized groups throughout the planning, implementation, monitoring, and evaluation phases. She/he will integrate gender

considerations into all aspects of RETRAP, ensuring gender equity in project interventions, decision-making, and outcomes.

The Gender and Social Development Officer reports directly to the Project Coordinator and works closely with relevant project staff and stakeholders.

3. Primary Responsibilities

The Gender and Social Development Officer will be responsible for the following tasks:

1. Develop and implement gender-sensitive strategies and action plans for RETRAP.
2. Ensure gender integration in project activities, policies, and budgets.
3. Provide technical support to project teams on gender-related issues.
4. Conduct gender training for project staff, stakeholders, and beneficiaries.
5. Promote gender awareness and advocate for women's economic empowerment.
6. Facilitate community engagement to address gender disparities, ensuring effective functioning of the county Grievances Committees
7. Develop gender-sensitive indicators and track the gender-related impacts of projects.
8. Conduct gender assessments and prepare reports on gender outcomes.
9. Ensure sex-disaggregated data collection and analysis.
10. Collaborate with government agencies, NGOs, and community groups on initiatives promoting gender equality.
11. Strengthen partnerships to enhance gender-responsive rural economic transformation.
12. Prepare periodic reports on gender integration and progress.
13. Document best practices and lessons learned in gender mainstreaming

4. Key Deliverables

1. Gender action plan for RETRAP.
2. Training sessions and capacity-building workshops.
3. Gender-sensitive monitoring framework and reports.
4. Stakeholder Engagement Reports and Recommendations

5. Qualifications & Experience

- Bachelor's or Master's degree in Gender Studies, Social Sciences, Development Studies, or related field.
- Minimum of 5 years of experience in gender mainstreaming within rural development or other related projects.
- Strong knowledge of gender policies, frameworks, and best practices.
- Excellent communication, analytical, and report-writing skills.

6. Key Competence and Skills

The interested party should be a self-starter with minimal to no supervision; s/he must have experience working in a project environment with colleagues of diverse backgrounds. S/he should also have good analytical skills, be capable of training, and do presentations to stakeholders across different levels. Efficiency with the Microsoft suite and at least a statistical software for data analysis and presentation are core skill sets for a candidate.

Selection Method: Individual Consultancy Selection (ICS) method