1. Introduction and Background

ActionAid Liberia (AAL) is a social justice organization, operating in Liberia since 1997. ActionAid Liberia represents a unique partnership of people, organizations and social movements that is committed to ending poverty. We focus on strengthening the capabilities of people to own and lead their own development. The combination of our program initiatives, partners and networks (at community and national levels) have allowed us to be at the forefront of promoting gender equality and securing sexual and reproductive health and rights of women and girls, and other marginalized groups. ActionAid Liberia is a member of ActionAid International, based in Johannesburg, South Africa with presence in 45 countries. As a federation, ActionAid collectively seeks to achieve social justice, gender equality, and poverty eradication by shifting and redistributing power and resources, strengthening the resilience of communities and movements, and fulfilling the rights of people living in poverty and exclusion.

2. Project at Glance

Action Aid Liberia was awarded a four-year grant from the Swedish International Development Agency (SIDA) through the Embassy of Sweden in Liberia to implement a project entitled “Just and Equal Communities: Ending Discrimination, Harmful Practices, and Gender Inequality in Liberia.” The overall project goal seeks to secure comprehensive sexual and reproductive health and rights (SRHR) for women, young people, and marginalized groups in order for them to thrive in a healthy, equitable, and inclusive communities in Liberia. Additionally, the project will contribute to increased awareness of SRHR among young people and prompt shifts in individual and collective attitudes on SRH (menstrual health, contraceptive use, family planning, HIV, STIs, etc.). It will also build young people’s leadership and strengthen their capacity to hold the state accountable and responsive to their demands for improved access to youth friendly, accessible and gender responsive SRH services. The project will also support communities’ in the selected counties to tackle gender and social norms that promote discrimination and unequal power relations and push for an end to harmful traditional practices that contribute to poor access to SRH services for young people.

ActionAid Liberia (AAL) will apply its human rights-based approach (HRBA) with an intersectional feminist analysis to support the leadership of women, young people, marginalized groups, human rights defenders, feminists and civil society and facilitate active engagement with duty bearers at both community and national levels. The project places women, young people and marginalized groups at the heart of interventions, encouraging them to explore the dynamics of power and cultural practices that lead to discrimination, exclusion, violence and poverty. This project builds on gains; lessons learned from previous the previous SIDA funded SRHR project, other AAL interventions and consultations and program reviews for AAL’s country strategy development.

Direct program intervention will cover 30 communities within four (4) counties over a period of four years. The identified counties are Bong, Gbarpolu, Grand Gedeh, and Montserrado. This
will also include supporting local structures (women and young people) to lead community and county engagements with technical support from AAL while deepening and or expanding interventions into new communities. Additionally, policy advocacy and campaign activities at both county and national levels will seek to reinforce SRHR as a human right for the full implementation of Protocol to the African Charter on Human and Peoples’ Rights on the Rights of Women in Africa (Maputo Protocol) and other related national and international obligations. The project’s approach will involve partnerships at community and national levels and alliance building for the recognition of the nexus of SRHR to national development. AAL expects that program interventions will also help to build social cohesion, expand the civic space and give young people a voice and skills to become agents of change.

<table>
<thead>
<tr>
<th>Title of Project</th>
<th>Just and Equal Communities: Securing comprehensive sexual and reproductive health and rights in Liberia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementing Organization</td>
<td>ActionAid Liberia</td>
</tr>
<tr>
<td>Funding Agency</td>
<td>Swedish International Development Agency (SIDA) through the Embassy of Sweden in Liberia</td>
</tr>
<tr>
<td>Project Duration</td>
<td>48-month period beginning July 2019 - June 2023</td>
</tr>
<tr>
<td>Project Location</td>
<td>30 communities in four (4) counties over a period of four years. The identified are: Bong, Gbarpolu, Grand Gedeh, and Montserrado</td>
</tr>
<tr>
<td>Target Groups</td>
<td>Young people age 15 – 35 years old with a particular emphasis on young women and sexual minorities including persons living with HIV/AIDS; people with disabilities; traditional, religious and community leaders; media; state authorities and policy makers</td>
</tr>
</tbody>
</table>
| Project Results | Overall Goal
Women, young people and marginalized groups thrive in healthy, equitable and inclusive communities in Liberia

**Results**
- Women, young people and marginalized groups with capacity and information to make healthy and informed decisions on their Sexual and Reproductive Health and Rights
- Communities demonstrate improved power relations and reduction of traditional practices and cultural beliefs that inhibit access to comprehensive SRH
- Strong and effective actions taken by communities, Human Rights Defenders, civil society and social movements in holding duty bearers to account for SRH commitments under the Maputo Protocol and other national and international obligations |
3. Rationale for Baseline Assessment

ActionAid Liberia is seeking to hire a consultant to carry out a baseline assessment on the “Just and Equal Communities” (JEC) project in Liberia across 45 communities in Bong, Montserrado, Gbarpolu, and Grand Gedeh in order to provide both qualitative and quantitative data information to be used to inform monitoring and evaluation plan and to set up benchmark for performance indicators. The baseline assessment is a critical component of the project inception period, as it will enable AAL to understand the current situation at the beginning of the project and aim to identify tools and approaches to measure project indicators in the framework.

The project recognizes the fulfilment of SRHR as central to ensuring that young people are able to gain education, make healthy and informed decisions about their sexual health and well-being, independently assert their reproductive choices, and participate effectively in social, economic and political life. The project also builds on premise of access to SRH rights and services is key to addressing sexual and gender-based violence (SGBV); exploitation, abuse and the discrimination young people faced based on HIV status, disability or their sexual orientation and gender identity. It is vital that the baseline allows for the testing of project assumptions, and to measure knowledge, attitudes and practices of communities and stakeholders.

Specific Objective

- To gather information from the communities about their existing knowledge, attitudes, perceptions on SRHR and SRH services and existing practices regarding SRHR for measuring changes of the project in future. This will help guide AAL also in communities’ selection.
- To gather information from project target groups on existing challenges, barriers and entry points for access to SRHR. This will help guide AAL and partners in the development of information, education and communication messages.
- To understand the capacities and skills of existing structures in communities (boys’ and girls’ forums, youth groups, rural women networks, CBOs and service providers; and their roles and responsibilities regarding SRHR and services in the counties.
- To examine the factors contributing to prevailing harmful traditional practices and suggest possible prevention, reporting and response interventions.
- To gather information on policies, programs and plans at all levels (community, county and national) and relevance to promotion of comprehensive SRHR and areas/opportunities for support for the implementation of Maputo protocol. This will inform the project’s policy advocacy plan.

4. Scope and focus of the assignment

The consultant with support of the Program Manager and the Program Quality, Learning and Impact Manager will lead the baseline assessment process for the JEC project in four counties in Liberia: Montserrado, Bong, Grand Gedeh & Gbarpolu. It is intended that the baseline assessment will provide:

a). Baseline data for the program as benchmarks for performance evaluation;
b). Information that will assist in updating the results framework;
c). Information for the development of training modules, campaigns and program interventions;
d). Information on existing policies, programs and plans and opportunities for project’s alignment, coordination and collaboration;
e). Information that will assist in identifying relevant policies, guidelines and frameworks for supporting project implementation and advocacy actions.

**Methodology**
The baseline survey should adopt a mixed methods approach, integrating quantitative and qualitative methods to achieve the baseline objectives. The consultant will use different methods such as desk review of existing policies, programs and plans, observations, surveys, in-depth interviews, focus groups discussions with ActionAid staff, partners, peer INGOs, government line ministries, community groups, and other stakeholders to collect data from the community and institutions level. However, all data collection methodologies should be considered in line with the discussion and agreement between the consultant and ActionAid. It is expected that the assessment will be conducted by taking into consideration ethical standards regarding the gathering of data from communities and other relevant stakeholders.

**5. Scope of Work**
The consultant will be required to lead on the following task in consultation with both the Program Manager and the Program Quality, Learning and Impact Manager:

- Hold inception meeting with ActionAid Liberia program team and gather/review of all necessary project documents such as project proposal, logical framework, monitoring and evaluation plan, and other relevant documents etc.
- Design tools/questionnaire and methodology in consultation with AAL staff for data collection of both qualitative and quantitative data. The baseline tool should be able to capture county and community-levels data.
- Prepare training plan for the enumerator and supervisor, survey manual, field work protocols according to agreed methodologies.
- Assess the current situation of Harmful Traditional Practices (HTP) and Sexual Reproduction Health Rights (SRHR) in the four counties looking at the interventions, challenges, and recommendations for possible intervention
- Carryout an analysis of stakeholders working on HTP and SRHR in the counties
- Assess capacity and current activities of county services (SRHR, education justice, etc)
- Hold discussions with relevant stakeholders in the four counties to identified project communities
- Data collection, cleaning, validation, entry, analysis and synthesis
- Ensure ethical aspects: Consent, confidentiality and safeguarding in the tools and data collection
- Analyze and synthesize data; and prepare report and Program Indicator Tracking
- Develop and submission of draft survey report
- Organize a finding sharing workshop with relevant AAL staff and other stakeholders for seeking their input on the findings
- Incorporate feedback and finalize the report, and submit to AAL

The assigned tasks will need to focus on the abovementioned aspects, however, are not limited to them. Other associated tasks and sub-tasks may and should be undertaken based on discussion and need.

**6. Expected Deliverables**
o High quality validation of the information collected through a Validation workshop of the findings
o Systematic baseline data produced and delivered with final report
o A comprehensive baseline assessment report for the Just and Equality Communities Project submitted in both electronic version and signed hard copy including recommendation and implementation strategies.
o A report of all findings on SRHR and HTPs gathered during the baseline process and review of existing systems/structures and recommendations

7. Reporting
The consultant, during the course of this assignment, will report to the Program Quality Manager, Head of Programs and Policy, and the Country Director.

8. Proposed work plan

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeframe</th>
<th>Responsible</th>
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</thead>
<tbody>
<tr>
<td>Identification and recruitment of consultant</td>
<td>January 13, 2020</td>
<td>HR and Programme (HR leads in recruitment)</td>
</tr>
<tr>
<td>Development of inception report including methodology and tools</td>
<td>January 20, 2020</td>
<td>Consultant</td>
</tr>
<tr>
<td>Review of relevant literature</td>
<td>January 23, 2020</td>
<td>Consultant</td>
</tr>
<tr>
<td>Data collection</td>
<td>January 27, 2020</td>
<td>Consultant and partners</td>
</tr>
<tr>
<td>Draft Report</td>
<td>February 7, 2020</td>
<td>Consultant</td>
</tr>
<tr>
<td>Validation</td>
<td>February 14, 2020</td>
<td>ActionAid Liberia</td>
</tr>
<tr>
<td>Presentation of final report</td>
<td>February 21, 2020</td>
<td>Consultant</td>
</tr>
</tbody>
</table>

9. Time frame
The baseline survey will last for a period of 1 & ½ months, beginning the date of commencement.

10. Expertise and Experience
The suitable person must have a minimum of a bachelor’s degree in the fields of Social Sciences, Statistics, Demography, Research Methodologies, Development Studies, Law, Education and any other related fields.
o The person should have worked with a development organization before for at least 5 years and has a minimum demonstrable experience of undertaking desk reviews, as well as rapid assessments & or evaluations.
o The consultant must demonstrate proven experience in Gender, Women’s right, or SRHR
o The consultant should be conversant with NGO’s operation with a focus on women and gender. Additional knowledge and experience on networks will be of great importance
o The consultant must demonstrate the capacity to design and implement robust qualitative & quantitative research and participatory tools for both at community and national levels, field experience in Liberia preferred
o Strong experiences in using data analysis software and statistical advanced data analysis and visualization techniques and methods;
Experience of working within a diverse team, self-motivated, using initiative and responding appropriately to constructive feedback

- Effectively maintain good working relationships between staff and the survey team;
- Ability to test program hypothesis and Theory of Change;
- Able to reliably access the Internet, as well as relevant national policy/planning documents and surveys.
- Knowledge of AAL values is an added advantage

11. Application Process

- Interested Consultant must submit the following documents:
  a. Cover Letter
  b. CV including reference details of previous clients
  c. Sample of previous work in similar consultancy work (assessment/survey/baseline assessment) (Initial). Technical proposal to conduct the baseline survey, based on the Programme Logic (Impact-Project Goal-Outcomes-Activities) with the following (minimum) information:
     • What baseline information should be collected
     • What sources are needed for the information identified
     • What methodologies are appropriate given the objective of the assessment?
     • Financial proposal based on activities/requirements of the Consultant

- If persons intend to work in a team, they should indicate the team members and attach their CVs. Clearly highlight the Team leader whose minimum qualifications should be at Masters Level

- All documents must be submitted not later than (December 27, 2019) at 5:00p.m via email to vacancy.liberia@actionaid.org and copy lakshmi.subramani@actionaid.org

(Annex 1)
The comprehensive baseline report should include at least the following:
- Executive summary (2-3 pages)
- Introduction
- Methodology used
- Limitation of the assessment
- Rational of the assessment
- Findings
- Recommendations
- Conclusion