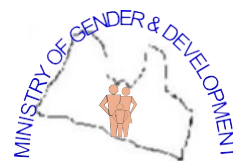**Republic of Liberia**
MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTETION
Ministerial Complex, Congo Town
P.O. Box 10-1375
1000 Monrovia 10, Liberia, West Africa

Cell #: 0770506403

PROCUREMENT DEPARTMENT

1. **TERMS OF REFERENCE –DATA ANALYST PROCUREMENT REFERENCE NO:**
MOGCSP/SGBV/UNFPA/ACTION34G/VAC/108/26

Position Title: Data Analyst, GBV Division.
Department: Research & Statistics Division
Reports To: Director, GBV Division
Supervises: Assistant Data Analysis

Background

The Ministry of Gender, Children and Social Protection (MGCSP) is mandated to lead national efforts in addressing Gender-Based Violence (GBV) in Liberia. To support its mission, MGCSP manages and analyzes GBV-related data to inform policy, programs, and advocacy. To enhance its data management and analytical capacity, MGCSP seeks the support of a qualified **Data Analyst**. The role is essential to improving the collection, analysis, dissemination, and use of GBV statistics for evidence-based decision-making.

- GBV Data Collectors
- Data Clerks
- Clerical Staff

Internal Relations:

- Monitoring & Evaluation (M&E) Division
- Policy and Planning Division
- LISGIS

External Relations:

- Line Ministries, Agencies, and Commissions (MACs)
- Development Partners
- Civil Society Organizations

Purpose of the Role

The Data Analyst will be responsible for managing, cleaning, analyzing, and disseminating GBV data. This includes ensuring data quality, producing statistical reports, maintaining the GBV database, and providing technical input into GBV-related monitoring and evaluation processes.

Key Objectives

1. To recruit a qualified Assistant Data Analyst to strengthen MGCSP's GBV data systems.
2. To ensure accurate, timely, and relevant analysis of GBV data to support policy and program decisions.
3. To retain the expertise of the Data Analyst through financial support and monthly incentives over an initial three-month period, with potential for extension.

Key Responsibilities

General Management Functions

- Manage and safeguard all GBV-related data and information collected.
- Prepare monthly, quarterly, and annual statistical reports on GBV trends and patterns.
- Contribute to the development of annual plans and budgets for the GBV Division.
- Maintain an up-to-date contact list of GBV partners and ensure regular communication.
- Follow up with county-based GBV data collectors to ensure timely data submission.
- Monitor and ensure timely reporting by partners and stakeholders.

Technical Functions

- Develop and manage the GBV Incident Management System (IMS) database.
- Create and implement a GBV data mapping framework for collection, analysis, and dissemination.
- Conduct quarterly situation analyses highlighting GBV trends, prevention, and response efforts.
- Provide regular training to GBV data collectors, clerks, and relevant staff on data tools and protocols.
- Liaise with the Communications Unit to update the GBV page on the ministry's website.
- Design and implement baseline data collection frameworks for field surveys and assessments.
- Perform accurate data entry and ensure data is securely stored and accessible for analysis.

Supervisory Functions

- Supervise and mentor clerical and data entry staff, promoting teamwork and accountability.

- Ensure proper management of divisional assets and adherence to attendance and performance standards.
- Support a culture of continuous learning and capacity building within the division.

Key Results Areas

- Timely production and dissemination of monthly, quarterly, and annual GBV statistical reports.
- Up-to-date and functional GBV IMS database.
- Strengthened coordination and communication with internal and external stakeholders.
- Improved capacity of staff and partners in GBV data collection and analysis.

Authority Limits

- Supervision of clerical and data management staff.
- Oversight of division assets and inventory.
- Participation in the management of assigned budget lines for data activities.

Educational Qualifications

- Bachelor's Degree in **Economics**, **Sociology**, **Statistics**, or a related field.
- Additional certification or training in **Computer Science**, **Data Management**, or **Monitoring & Evaluation** is an asset.

Work Experience

- At least **five (5) years** of relevant experience in program management or data-related work.
- Minimum of **five (5) years** of direct experience in data collection, analysis, and reporting.
- Experience in gender-based violence programs or gender-sensitive data management is highly desirable.

Required Competencies

- Solid understanding of gender-based violence issues and data sensitivity.
- Strong analytical and statistical skills.
- Ability to maintain confidentiality and handle sensitive data.
- Excellent planning, organization, and reporting skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Access, PowerPoint) and statistical software.

- Excellent communication and interpersonal skills.
- Ability to work effectively in a multicultural and team-oriented environment.
- Strong time management and ability to meet tight deadlines.
- Experience in stakeholder coordination and partner engagement.

Duration and Incentives

The position will be supported through technical and financial assistance for an initial period of **three (3) months**, beginning **August 2025**, with a monthly incentive provided to ensure retention. The position may be extended based on performance and availability of funding.

Anticipated Outcomes

- Improved availability and quality of GBV data for planning and programming.
- Strengthened MGCSP capacity for data-driven decision-making and policy formulation.
- Enhanced coordination among stakeholders using GBV data to improve response mechanisms.

Target Beneficiaries

- MGCSP staff involved in GBV response and prevention programming.
- GBV survivors, through improved and informed service delivery.
- The broader public, through better data-driven policies and interventions.

- A Consultant will be selected in accordance with the **Selection Based on the Consultants' Qualification (CQS)** method set out in the Consultant Guidelines.
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- Further information can be obtained at the address below during office hours 0900 to 1600 hours GMT.

- Interested Applicant must submit his or her application by hard copy to the procurement division, MOGCSP (in person, or by e-mail: procurement@mogcsp.gov.lr , CC hr@mogcsp.gov.lr by 16:00 GMT on 16 **January 2026- February 15, 2026**. Or Hard copy-envelopes. The subject of emails must be marked "**Data Analyst**".

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2. **TERMS OF REFERENCE – ASSISTANT DATA ANALYST PROCUREMENT**
   REFERENCE NO: MOGCSP/SGBV/UNFPA/ACTION34G/VAC/108/26

Position Title: <mark>Assistant Data Analyst</mark>, GBV Division
Department: Research & Statistics Division
Reports To: Data Analyst / Director, GBV Division

Supervises (as assigned):

Background

The Ministry of Gender, Children and Social Protection (MGCSP) is mandated to coordinate national efforts to prevent and respond to Gender-Based Violence (GBV) in Liberia. Central to this mandate is the availability of reliable, timely, and high-quality GBV data to inform policy formulation, programming, advocacy, and reporting.

To strengthen its GBV data management and analytical systems, MGCSP seeks the services of a qualified **Assistant Data Analyst** to provide technical and operational support to the GBV Division. The position will contribute to improving data collection, entry, analysis, reporting, and dissemination of GBV statistics for evidence-based decision-making.

- Data Clerks
- Clerical Support Staff

Internal Relations:

- Monitoring & Evaluation (M&E) Division
- Policy and Planning Division
- Liberia Institute of Statistics and Geo-Information Services (LISGIS)

External Relations:

- Line Ministries, Agencies, and Commissions (MACs)
- Development Partners
- Civil Society Organizations (CSOs)

Purpose of the Role

The Assistant Data Analyst will support the management, cleaning, analysis, and reporting of GBV data. The role focuses on ensuring data accuracy, completeness, and timely reporting, while assisting in the maintenance of the GBV database and contributing to monitoring and evaluation processes within the GBV Division.

Key Objectives

1. To engage a qualified Assistant Data Analyst to support and strengthen GBV data systems within MGCSP.
2. To improve the accuracy, timeliness, and quality of GBV data analysis and reporting.
3. To provide technical support to the Data Analyst and GBV Division through structured financial and technical assistance over an initial three-month period, with potential extension.

Key Responsibilities

General Support and Administrative Functions

- Support the management and safeguarding of all GBV-related data and information.
- Assist in the preparation of monthly, quarterly, and annual GBV statistical reports.
- Support the development of annual work plans and budgets related to GBV data activities.
- Maintain and update contact lists of GBV partners and stakeholders.
- Follow up with county-based GBV data collectors to ensure timely data submission.
- Track reporting timelines and support follow-up with partners to improve compliance.

Technical Functions

- Support the maintenance and updating of the GBV Incident Management System (IMS) database.
- Assist in data cleaning, validation, and quality assurance processes.
- Support the implementation of GBV data mapping frameworks for collection, analysis, and dissemination.
- Contribute to quarterly situation analyses on GBV trends, prevention, and response.
- Assist in organizing and delivering trainings for GBV data collectors, clerks, and relevant staff on data tools and reporting protocols.
- Support coordination with the Communications Unit to provide data inputs for the GBV section of the ministry's website and reports.
- Assist in baseline data collection, surveys, and assessments, including tool development and data entry.

- Ensure accurate data entry and support secure storage and retrieval of data for analysis.

Supervisory and Team Support Functions

- Provide day-to-day guidance to data clerks and clerical staff, as assigned.
- Support adherence to attendance, reporting, and performance standards within the team.
- Promote teamwork, accountability, and continuous learning within the division.

Key Results Areas

- Timely and accurate GBV data entry and reporting.
- Improved quality and consistency of GBV datasets.
- Functional and regularly updated GBV IMS database.
- Strengthened coordination with internal units and external partners.
- Enhanced capacity of staff and partners in GBV data collection and reporting.

Authority Limits

- Technical support to data collection and management processes.
- Limited supervision of assigned clerical and data entry staff.
- Support to budgeted data activities under the guidance of the Data Analyst or Director.

Educational Qualifications

- Bachelor's Degree in Statistics, Economics, Sociology, Demography, Computer Science, or a related field.
- Training or certification in Data Management, Monitoring & Evaluation, or Information Systems is an added advantage.

Work Experience

- At least three (3) years of relevant experience in data collection, analysis, or reporting.
- Demonstrated experience working with databases, spreadsheets, and statistical reports.
- Experience supporting GBV, gender, social protection, or development programs is an asset.

Required Competencies

- Basic understanding of gender-based violence issues and data sensitivity.
- Strong attention to detail and analytical skills.
- Ability to handle confidential and sensitive information responsibly.
- Good organizational, documentation, and reporting skills.
- Proficiency in Microsoft Office applications (Excel, Word, PowerPoint, Access).
- Familiarity with statistical or data management software is an advantage.
- Strong communication and interpersonal skills.
- Ability to work effectively in a team and multicultural environment.
- Good time management skills and ability to meet deadlines.

Duration and Incentives

The position will be supported through technical and financial assistance for an initial period of three (3) months, beginning August 2025. A monthly incentive will be provided to support retention. Extension of the assignment will be subject to satisfactory performance and availability of funds.

Anticipated Outcomes

- Improved availability, accuracy, and timeliness of GBV data.
- Strengthened GBV data management and reporting systems within MGCSP.
- Enhanced evidence-based planning, programming, and policy formulation.
- Improved coordination among stakeholders through reliable GBV data.

Target Beneficiaries

- MGCSP staff engaged in GBV prevention and response.
- GBV survivors, through improved data-informed services and interventions.
- The general public, through strengthened data-driven policies and national responses.

- Interested Applicant must submit his or her application by hard copy to the procurement division, MOGCSP (in person, or by e-mail: procurement@mogcsp.gov.lr , CC hr@mogcsp.gov.lr by 16:00 GMT on 16 **January 2026- February 15, 2026**. Or Hard copy-envelopes. The subject of emails must be marked "**Assistant Data Analyst**".

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