



VACANCY ANNOUNCEMENT FOR CONSULTANCY

Concern Worldwide is an Irish-based non-governmental, international, humanitarian organization, dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries. Concern is currently recruiting the below post:

Job CODE: 23-001 NC (You must quote this code on your application)

Job Title: Baseline Assessment of the Livelihood, Innovation, Food Security and Entrepreneurship (LIFE) Consultancy

Location: Grand Bassa and Rivercess Counties.

Reporting To: PD, Programmes Coordinators and programmes team

Job Purpose: The baseline assessment will establish the current status in the thematic areas (Livelihood, Innovation, Food Security, and Entrepreneur) based on the project key indicators against which progress will be measured and attribution made.

Application Deadline	12 th May 2023
Contract period	3 weeks
Sector	Livelihoods and Nutrition
Project/program	Livelihood, Innovation, Food Security and Entrepreneurship
Type of consultancy	External Assessment
Funded by	IRISH-AID

Background

Concern Worldwide (CWW) is starting a new Irish Aid project named Livelihoods, Innovation, Food-security and Entrepreneurship (LIFE) from 2023 to 2027 in two counties; Grand Bassa and Rivercess. The goal of the project is to increase rural economic development and food security in Liberia. LIFE was conceived following key findings from the Grand Bassa and Rivercess County based 2021 contextual analysis that showed several characteristics that define people living in extreme poverty in the two Counties: (1) likely to live in rural areas - especially very remote areas more than 5km from the nearest school or health facility; (2) lack access to improved WASH facilities; (3) earn their living through the production and sale of crops and are unable to see sufficient return from their farms to meet subsistence needs; (4) likely to belong to a household (HHs) with a head who has received no or limited education; (5) HHs that has a high dependency ratio (five or more children); (6) from

communities that have had intergenerational poverty; and (7) HHs headed by single parent or persons with disabilities (PWD).

LIFE program is planned to be implemented in 100 and more communities in 5 districts in both Grand Bassa and Rivercess over a period of 5 years. The project is proposed to be implemented in a mixture of intervention communities (about 30%) from past programs (ANSARM and PARTNERS) and potential new communities (about 70%). The first year of implementation will target 50 communities with the following year targeting the remaining 50 communities.

Concern worldwide is seeking qualified and experienced consultant or firm to conduct a baseline assessment for the said project in 52 of the target communities with a total household population of 13,000.

1. Purpose of the Baseline Assessment

The baseline assessment will establish the current status in the thematic areas (Livelihood, Innovation, Food Security and Entrepreneur) based on the project key indicators against which progress will be measured and attribution made.

1.1. Methodology

The Consultant commissioned to conduct the Baseline assessment and Concern Worldwide Liberia will jointly choose the methods that are the most appropriate for the result. The methods should be proportionate and appropriate to the context of the log frame and project intervention. Notwithstanding, the baseline is proposed to apply both quantitative and qualitative methods using DDG (Data Digital Gathering) device and FGDs where appropriate. The Consultant, with support from Concern's MEAL team, will furnish a written methodology for the baseline assessment (including the proposed number of key informant interviews, focus groups discussions, observations, and locations) and may be shared with project stakeholders. The assessment is proposed to be carried out in 52 communities with 13,000 Households in Grand Bassa and Rivercess Counties.

The primary data analysis process will be disaggregated by sex and target locations. Collected data will be processed and draft findings will be presented to project team and key partner to validate.

Table 1: Project goal and outcomes with indicator

Programme Logic	Indicators
Goal: Increase rural economic development & food security in Liberia	1. Average level of food insecurity experience within the past 7 days
	2. Average number of different food groups consumed by households over a given reference period (normally past 24 hours)
Outcome 1: Increase agricultural production and on farm	1.1 Average harvested crop yield per hectare
	1.2 Average number of different agricultural produce produced by a household over the past year
Outcome 2: Strengthen farmer and community resilience	2.1. Perception of the level of barriers (including legal and regulatory) to market engagement for target groups.

	2.2. Average monthly income of target households from selling food and food products
Outcome 3: Improve market systems for diverse and nutritious crops	3.1. % of targeted women consuming 5 or more food groups
	3.2. % children 6–23 months (inclusive) who consumed foods and beverages from at least five out of eight defined food groups during the previous day
Outcome 4: Generate evidence and influence the national & global agenda	4.1. # external events where evidence and learning from this programme is presented (nationally and globally)
	4.2. # of higher level changes seen related to food systems e.g. adoption, adaptation, replication and expansion of programme approaches

2. Consultant Characteristics

The Consultant commissioned for the LIFE project baseline should be a suitably-qualified and experienced. Key team members, their affiliations, and disclosure of conflicts of interest must be listed in the proposal and in an annex to the baseline report. The consultant will coordinate closely with CWW-Liberia team regarding tool finalization, assessment methodology, timeline, and draft report finalization.

3. Requirement for Lead Evaluator

- Advanced university degree (MSc or equivalent) in one of these areas of expertise: Statistics, Demography, Economics, international Development studies, Humanitarian Leadership, Monitoring and Evaluation or other related social science course.
- At least five years' demonstrated experience leading evaluations or conducting big research/evaluations of livelihoods recovery and nutrition projects ▪ Strong understanding communities in Grand Bassa and Rivercess
- Excellent English writing skills (Concern will not be providing editing services), ability to deliver a quality product that meets Concern's standards on time ▪ Team player and willingness to lead this evaluation with Concern's MEAL team
- Adaptable, flexible, and able to spend the days in main district in the 2 counties leading the evaluation.
- Excellent communication, report writing and facilitation skills with which to foster effective relationships with staff and project stakeholders in Grand Bassa and Rivercess Counties.
- Relevant subject matter knowledge and experience regarding the thematic areas.
- Strong organizational credibility, logistics, and systems to carry out such assignments.

3.1. Competencies:

- Timely delivery of high-quality analytical work.
- Strong problem-solving skills.
- Excellent command of written and oral English is required.

- Strong technical report writing skills.
- Fluent use of SPSS, STATA, MS Excel, Nvivo or other analytical tools.

4. Expected Timeline and Deliverables

The assessment is expected to last approximately a month upon the signing of contract. This period is inclusive of the timeframe allotted to every activities of the assessment. The consultant is required to submit to Concern-Liberia a report with a maximum 25 pages (including the annexes). The report should include a summary of finding of indicators as defined in the log frame. Calendar of events stipulating the exact working days should be proposed by consultant with deadlines in consideration.

He should be ready to do a summary presentation on key finding prior to final submission of report.

4.1. Key Tasks of the Evaluator

The following tasks are expected to be completed under the consultancy. All tasks under pre-field work should be completed and approved before commencement of field work period.

Pre-Field Work

- Review project documents and resources to understand the project
- Participate in meetings with Concern-Liberia to discuss and review the scope of work, field work schedule, team composition, and methods
- Produce a brief inception report
- Develop methodology including creation of data collection tools, training and facilitation guides, and sampling plan. Methodology and tools require approval by Concern-Liberia.
- Recruit evaluation team members for data collection, as necessary

Field Work

- Train assessment team members on objectives, tools and process of the assessment
- Lead the assessment team in person to complete the collection, analysis, and synthesis of supplemental information
- Interpret both proportional and percentage results and draw conclusions

Post Field Work

- Draft report on or before May 22, 2023.
- Prepare report and submit to Concern-Liberia on or before May 29, 2023. The final report will be free of grammar errors and formatted according to Concern guidelines, with input and comments from Concern addressed.

4.2. Final Deliverables

Over the course of the consultancy period, the following are expected to be completed, submitted, and approved by Concern:

- Inception report including literature review, final methodology, and a detailed plan for fieldwork and post-fieldwork.
- Data collection tools.
- As appropriate, financial invoices and supporting documentation for payment.

- Completion of fieldwork by May 15th 2023.
 - Submit final tools and all raw data collected to Concern at the conclusion of the fieldwork period.
 - Prepare a draft report in line with the guidelines and submit to Concern with at least 3 working days' time for review.
 - Prepare the final report, addressing responses and comments from Concern on the draft, and submission to Concern on or before May 29, 2023. •
- As appropriate, standard financial invoices and supporting documentation for payment(s).

5. Budget

The total budget for the assessment will be negotiated with Concern and the lead consultant in compliance with Concern rules and regulations. All anticipated costs should be included and detailed in the budget. Proposals submitted without a detailed budget will not be considered. Insurance and medical expenses, including accidents on the job, are not covered by Concern. If other expenses are anticipated, these must be approved discussed and approve by Concern in advance.

6. Selection process

Concern Liberia will use its internal procurement process to select the successful consultant. The guidelines require the consultant to submit a proposal explaining their comprehension of the ToR, and how they would approach this assignment with a summary of their methodology especially in terms of how they plan to meet the objectives, including timelines and budget. This should include a team composition with a lead consultant and at least one other experienced evaluator and a CV of each person to be involved in the assignment, including relevant experience, a detailed budget and time availability. Candidates will be assessed against the following criteria:

- Quality and relevance of submitted cover letter and CVs of lead research
- Technical and Financial Proposal.
- Proposed methodology and demonstrated ability of ensuring data security, quality control, analysis tools.
- Extent and relevance of experience and knowledge of Liberian agricultural sector, food security and nutrition landscape and market linkage and WASH. -
- Extent of experience in the preparation of technical and policy reports

7. Proposal

All interested persons/consultants/consultancy firms should submit an application that includes the following:

1. CV(s) of the lead person(s)
2. A list of projects, clients, and dates of previous works
3. A sample of a similar assessment report undertaken by the applicant
4. Technical proposal that includes methodology and a detailed work plan
5. The Technical proposal should be accompanied by a Budget.

How to apply:

By email to: liberia.hr@concern.net with the JOB CODE **23-001 NC - Baseline Assessment of the Livelihood, Innovation, Food Security and**

Entrepreneurship (LIFE) Consultancy clearly in the SUBJECT LINE.

By Hand to: HR Department, Concern Worldwide, Building Number-5 Andalucía's Complex Compound Number-2, Between 6th & 7th Streets Sinkor Beachside, Behind Home City Furniture Store, Monrovia.

JOB CODE 23-001 NC - Baseline Assessment of the Livelihood, Innovation, Food Security and Entrepreneurship (LIFE) Consultancy

Interested evaluators need to submit the following:

- **JOB CODE 23-001 NC - Baseline Assessment of the Livelihood, Innovation, Food Security and Entrepreneurship (LIFE) Consultancy** · CV(s) of the lead person(s)
- A list of projects, clients, and dates of previous works
- A sample of a similar assessment report undertaken by the applicant
- Technical proposal that includes methodology and a detailed work plan
- The Technical proposal should be accompanied by a Budget.
- Proposals submitted without a detailed budget will not be considered

CLOSING DATE FOR APPLICATIONS IS **Friday 12th May 2023 @17:00GMT**, application received after this time will not be considered.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

WOMEN ARE HIGHLY ENCOURAGED TO APPLY.

Safeguarding at Concern: Code of Conduct and its Associated Policies

*Concern has an organisational **Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy.** These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission.** Any candidate offered a job with Concern Worldwide will be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment.** By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with*

*Concern is subject to a range of vetting checks, including **criminal background checking**.*

Concern Worldwide is an equal opportunity employer. We welcome applications from all sections of society. While all applicants will be strictly assessed on their individual merit, qualified women are particularly encouraged to apply.