



**RECOVERY OF ECONOMIC ACTIVITY FOR LIBERIAN INFORMAL
SECTOR EMPLOYMENT (REALISE) PROJECT**
Capitol Bye Pass, Old Maternity Center, 1st Floor
Monrovia-Liberia



TERMS OF REFERENCE GENDER OFFICER

Background

The Government of Liberia has received funding from the World Bank, Swedish International Development Association (Sida) and the French Agency for Development (AFD) to implement the Recovery of Economic Activity for Liberian Informal Sector Employment (REALISE) Project. The Project Development Objective is to increase access to income-earning opportunities for the vulnerable in the informal sector in response to crises, expand income and livelihood support to poor and food-insecure households, and improve efficiency in managing social protection programs in Liberia. The REALISE project comprises six components namely: (i) Grant Support to Vulnerable Households to Revive or Start Small Businesses; (ii) Temporary Employment Support and Employability Development for Vulnerable Workers, (iii) Program Implementation, Capacity Building, and Coordination; (iv) Contingency Emergency Response Component (v) Community Livelihood and Agriculture Support, and (vi) Social Cash Transfer and Strengthening of the National Social Protection System. The REALISE Project is being implemented by the Ministry of Youth and Sports (MYS), Ministry of Gender, Children and Social Protection (MGCSP), and the Liberia Agency for Community Empowerment (LACE). Implementation of project activities is managed by a single Project Management Team (PMT) that sits outside of the implementing institutions and is comprised of consultants hired by the three institutions. The Ministry of Youth and Sports is responsible for overall coordination of the Project.

The implementing institutions (MYS, MGCSP, LACE) are aware that, integrating gender equality programming approaches for transformative results requires deliberate and targeted gender integration throughout the programming cycle; and that, gender analyses should entail a critical examination of available data, evidence and previous program results. In this direction, the REALISE project design and implementation is focusing resources and support in ways that will most effectively and equitably counter gendered barriers such as gender-based violence, sexual exploitation and abuse and sexual harassment among others, that could arise from the project implementation, which needs to be mitigated. To achieve this goal, the project is hiring a consultant that will guide the process of gender mainstreaming in the implementation of the REALISE Project.

Position: Gender Officer

Location: Monrovia, Liberia

Duration: This assignment is for 21 months leading to the close of the project in December 2026, based on satisfactory performance.

Objectives of the Assignment

The objective of the Gender Officer position is to oversee the design and implementation standards and initiatives aimed at mitigating identified gender risks associated with the REALISE Project. The Gender Officer will ensure the integration of gender considerations into all aspects of the REALISE project, provide expert advice, ensure quality assurance, conduct capacity-building activities, and monitor gender-related initiatives and sensitization efforts throughout the project.

Duties and Responsibilities:

More specifically, the Gender Officer is expected to:

- Oversee and lead the implementation of the REALISE project Gender Action Plan.
- Based on gender analysis, develop a plan of action that identifies opportunities and entry points for mainstreaming gender into the project.
- Ensure stakeholders' participatory consultations take gender duly into consideration including activating gender focal points from each key institution as applicable and feasible.
- Ensure that program activities are carried out with cultural sensitivity while promoting gender equality and inclusion of marginalized groups.
- Integrate relevant gender components from the gender action plan for gender mainstreaming in the project document, including cost estimates for its implementation.
- Take all the needed steps to ensure meetings organized within the timeframe of the project are gender balanced and diverse.
- Identify government agencies, NGOs, community-based organizations, and women's associations or groups whose work focuses on gender and the specific area of intervention that can be utilized during the REALISE project implementation.
- Conduct multi-dimensional analysis with emphasis on gender aspects, is mainstreamed and duly incorporated in assessments and deliverables of the project.
- Have the overall responsibility for the design and organization of gender-related capacities development workshops as per the project document and the gender mainstreaming Strategy.
- Provide training to other REALISE project staff on gender equality issues.
- Integrate gender into monitoring and evaluation processes, setting specific indicators for process monitoring and advising team in obtaining gender specific information.
- Organize and carry out advocacy and campaign for greater gender equality and equity in programs.
- Contribute and share knowledge, information, best practices, and lessons learnt on gender to ensure high quality programming throughout the project.
- Develop and disseminate gender-sensitive project materials across project locations.
- Document best practices and compile lessons learnt to ensure documentation, learning and advocacy.
- Ensure project reporting have gender disaggregated data
- Report with dedicated sessions on gender as feasible.
- Prepare and submit annual reports and other reports as required by the project reporting.
- Perform any other work assigned by supervisor.

Technical Competencies:

- Bachelor's degree in social science, development studies, gender, or related field; master's degree will be an added advantage

- At least 3 years of working experience on gender equality and social inclusion
- Fluency in English, both verbal and written, required.
- Ability to respond on short notice and plan and execute several activities at once
- Knowledge of gender tools applicable in gender sensitive programs
- Ability to work under pressure, as part of a team or independently, and meet deadlines consistently.
- Knowledge and experience working on world bank and or donor funded projects.
- An understanding of the public sector of Liberia.
- Good oral and written communication
- Proven organizational and task management skills, with appropriate attention to details and ability to prioritize work among multiple competing demands, and under tight deadlines.
- Computer skills, including the ability to use modern office technology and related software required. Practical knowledge of word processing, spreadsheet, and presentation software is required. Ability to do internet research, compile information and find solutions online to information gaps is essential.

Reporting

Consultant's Reporting Obligations

The Gender Officer, reporting directly to the Deputy Project Coordinator for Economic Inclusion will be responsible for:

- **Quarterly Management Reports** summarizing, among other things:
 - i Results accomplished during the prior period
 - ii cumulative deviations to date from scheduled milestones
 - iii proposed corrective measures (or revisions to the planned schedule), key responsible department or institution, and budgetary requirements.
 - iv other issues or potential problems the coordinator foresees that could impact the project progress and/or effectiveness.

- **Monthly Progress Reports**

The monthly progress report shall provide at least the following information:

- i. Detailed description of the activities performed, and results achieved in the current reporting period (month for which the report was issued) as well as the resources used for performing these activities.
- ii. A brief description and assessment of the current state of all project activities.
- iii. Issues encountered in the implementation of project.
- iv. Brief description of activities to be performed in the next reporting period as well as the resources estimated to be used for performing such activities.
- v. Expected results in the next reporting period.
- vi. Assessment of the programs potential risks and recommendation for mitigating these risks.

All reports shall be subject to the Deputy Project Coordinator's prior approval in writing. If the DPCEI or his/her designee does not submit comments to the reports within maximum of 5 working days, the reports shall be considered automatically approved

DOCUMENTS TO BE PROVIDED BY REALISE Project

REALISE will provide relevant key background documentation of the Project to the Gender Officer once the officer is onboard, they include the PAD, ESMF, RPF, SEP, PIM, Gender Action Plan, and other relevant to enhance the understanding and performance of the officer on the job.