



## TERMS OF REFERENCE

**Job Title:** Consultant for Proposal Development on Food Security Monitoring and Surveillance System

**Duty Station:** Monrovia, Liberia (with possible travel to the field as and when required)

**Contract Duration:** 1.5 months

### Introduction and Functions

Liberia has been plagued by an unprecedented outbreak of the deadly Ebola Virus Disease (EVD). The epidemic has claimed the lives of many citizens (about 4,000), particularly health workers who were on the frontline to contain the disease.

Economic activities have been seriously affected throughout the country with a sharp decline in agricultural production, particularly domestic food production. Activities in the mining and service sectors also drastically declined. Overall, the precipitous decline in economic activities including cross-border trade, restriction on movement of people, goods and services, and rising insurance costs, threatened to reduce access to food across the country, thereby contributing to increased food insecurity and vulnerability across the country.

Food security activities of partners are affected by limited statistics/information as well as harmonized food security systems.

The Liberia Food Security Monitoring and Surveillance (FSMS) system is to be designed to track changes in food security situations to alert the Government of Liberia (GOL), Development Partners (DPs) and National and International Humanitarian Community of the situation and to ensure that assistance can be provided in a timely and appropriate manner. This system is the fruit of the National Food Security and Nutrition Strategy as well as a recommendation arising from the recent Liberia Food Security Assessment.

In effect, a solid FSMS system allows national preparedness for rapid response to food crises. It helps to detect food security issues and improves knowledge and understanding of communities, as well as empowers them to develop resilience and reduce exposure to shocks. The system has been approved through a key stakeholder forum, and implementation will be led by LISGIS and the Ministry of Agriculture, in collaboration with the Food Security Cluster (to be transformed to Food Security Technical Committee by January 2016) led by the Food and Agriculture Organization (FAO) and World Food Programme (WFP).

The Consultant will take the lead, in conjunction with the Food Security Secretariat and other key stakeholders, in developing a compelling, evidence-based proposal for submission to institutional donors. The consultant will bring to the programme design process a thorough understanding of and prior experience in food security and information management systems to build a national system. S/he must demonstrate or has lengthy experience and knowledge

in designing or developing food security monitoring systems in Sub-Saharan Africa. This will require scoping, reviewing, analyzing, and integrating existing plans, projects to support and inform the preparation of programme document for the implementation of the Food Security Monitoring and Surveillance System in Liberia.

The Consultant will organize a series of consultations to facilitate stakeholders' reviewing, analyzing, and prioritizing of activities for the program and working out the required budget to implement these activities.

### **Specific Duties and Responsibilities**

In carrying out the assignment, the Consultant is required to employ a collaborative approach in ensuring that inputs are obtained from a wide cross section of stakeholders that relate to the FSMS system.

The Consultant will develop, in consultation with key stakeholders including the Ministry of Agriculture, Liberia Institute of Statistics and Geo-Information Services, Food and Agriculture Organization, World Food Programme, Development Partners (USAID, EU, WB, SIDA, AfDB, UN Agencies, Civil Society Organizations, etc. a full blown proposal focusing on the following specific activities:

1. Review relevant literature and documents to inform the preparation and finalization of the Food Security Monitoring and Surveillance System;
2. Prepare a full draft project proposal to address the objectives of the FSMS system concept note and other working documents;
3. Facilitate stakeholder meetings to maintain government ownership and input in the programme design processes;
4. Conduct visit to counties to meet County Authorities and other relevant stakeholders to obtain their inputs and support into the process;
5. Meet individually with government ministries/agencies, such as Ministry of Agriculture, LISGIS, Ministry of Finance and Development Planning, Ministry of Labor, Ministry of Gender, Children and Social Protection, Ministry of Health, Ministry of Commerce, EPA, FDA, as well as FAO, WFP, and others (DPs and CSOs to explore/develop collaborations and opportunities of FSMS system;
6. Define the implementation framework and preparation arrangements including the technical coordination of each component/activity as appropriate;
7. Define the project activities under each component incorporating all technical comments as they arise;
8. Define the baseline and semi-annual targets, and monitoring mechanisms for indicators, referring to the data gathered in the Liberia Food Security Assessment; and
9. Based on the information/input gathered and building upon the strengths of the lead implementers, design a project, including logical framework, budget, and narrative concept note and proposal funding application from potential institutional donors or DPs and UN Agencies.

### **Outcomes of the Consultancy**

The principal delivery of this consultancy will be a finalized proposal with a work plan and budget.

Other deliverables shall include:

1. Consultation meetings and stakeholder fora;
2. An inception report, inclusive of a detailed work plan for the consultancy, at the start of the contract period;
3. An implementation framework or Program Operational Manual;
4. Finalized narrative concept note;
5. Logical framework matrix;
6. Proposal funding applications; and
7. Final presentation of project to stakeholders and donors or DPs and UN Agencies.

### **Lines of Communication**

The consultant will report to the Food Security Technical Committee through the Food Security Directorate of the MOA and the Director General of LISGIS. In addition, He or She will work very closely with Food Security Partners

### **Timeframe**

Approximately 40 working days during the period of 1.5 months.

### **Qualifications and Experience**

- An advanced university degree (preferably MA) in development studies and other related social sciences with emphasis on statistics and/or monitoring and evaluation. Knowledge in food security, agriculture and social sciences, humanitarian affairs, political science, Information Technology, Information Systems
- Minimum of 5-10 years' experience in proposal development, food security, information management, and/or program development in Sub-Saharan Africa. Strong program design skills, including capacity to prepare logical, coherent, and consistent documents including log frames and budgets.
- Prior demonstrated experience developing proposals for institutional donors, in particular those funding food security programs.
- Ability to work efficiently and effectively with project members in various locations and from multiple organizations.
- Ability to integrate different experiences, methodologies, and approaches from a diverse range of stakeholders, organizations, and technical experts from multiple sectors.
- Flexibility to adapt to any subsequent changes in the terms of reference.
- Working relationships with relevant ministries and agencies working in food security would be an advantage.
- Excellent English speaking/writing skills required; prior experience of facilitating multi-stakeholders workshops and meetings.

### Schedule of Activities

<b>Date</b>	<b>Activities</b>	<b>Location</b>	<b>Focal Person</b>
1/02/2016	Arrival of International Consultant (Note: National, particularly female, consultant should be encouraged to apply as well.)	Monrovia	Deroe Weeks
2 <sup>nd</sup> February 2016 Morning	Introduction to Senior management of MOA, briefing and meeting with the Food Security Secretariat of the Ministry of Agriculture (MOA);	Monrovia	Deroe Weeks, Tarnue, and Dr. McClain
2 <sup>nd</sup> February 2016 Afternoon	Introduction , briefing and meeting with Senior Management of the Liberia Institute of Statistics and Geo-Information Services (LISGIS)	Monrovia	Deroe Weeks and Dr. Liberty
3 <sup>rd</sup> February /2016	Introduction and meeting with the Strategic Advisory Group (SAG), Food Security Technical Committee, Food and Agriculture Organisation (FAO) and World Food Programme (WFP)	Monrovia	Deroe Weeks, Abibu Tamu
4 <sup>th</sup> -5 <sup>th</sup> February 2016	Reading and Desk review of relevant documents	Monrovia	Consultant
8 <sup>th</sup> -9 <sup>th</sup> February 2016	Individual meetings with Government partners (MOA, LISGIS, Ministry of Finance and Development Planning (MoFDP), DPs, CSOs, UN Agencies, etc.;	Monrovia	Consultant
10 <sup>th</sup> February /2016	Preparation of inception report	Monrovia	Consultant
11 <sup>th</sup> February /2016	Meeting with partners to present and discuss the inception report	Monrovia	Consultant
12 <sup>th</sup> February /2016	Reading and desk review of relevant documents	Monrovia	Consultant
15 <sup>th</sup> -19 <sup>th</sup> February 2016	Visit selected counties with County Authorities- Superintendents, County Agriculture Offices, County Statistics and Information Offices, CARI and partners-	Bong, Margibi, Nimba, Bassa, etc.	Consultant

	NGOs and UN-agencies		
22 <sup>nd</sup> -29 <sup>th</sup> February 2016	Consolidation of discussions, findings and actual preparation and writing of the draft programme document and implementation framework of the Liberia Food Security Monitoring and Surveillance System	Monrovia	Consultant
1 <sup>st</sup> March 2016	Stakeholders briefing-briefing and presentation of draft programme document including detailed result framework		
2 <sup>nd</sup> -4 <sup>th</sup> March 2016	Incorporation of comments and finalisation of the Programme Document	Monrovia	Consultant
7 <sup>th</sup> March 2016	Submission of the final Programme Document and Implementation Framework of the LFSMSS	Monrovia	Consultant