



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

**Terms of Reference (ToR) Consultancy to review and update Liberia's National Social
Protection Policy and Strategy**

**Ministry of Gender, Children and Social Protection
Republic of Liberia**

Background

Social Protection is defined “as a package of policies and programs, implemented as part of public action, that provide income or consumption transfers to the poorest, protect the most vulnerable against livelihood risks, and improve access to economic opportunities, to reduce food insecurity and deprivation, while increasing resilience of vulnerable households and groups to shocks”. It has been recognized in the 2030 Agenda as a standalone target (under SDG 1) and across all SDGs through the Leave No One Behind principle. Social Protection (SP) investments include wider and sustainable expansion in access to the four minimum guarantees: i) access to essential health care, ii) basic income and food security for the whole family-especially children in the family environment (including vulnerable groups and people with disability), iii) providing some form of basic income for the working age population through pre-employment support and household enterprises for adolescents and young adults, expansion in the national social pension scheme, enforcement of the Decent Work Act and iv) social grants for the elderly, pregnant women, and people living with disability. In line with the National Agenda for Inclusive Development and Sustainable Development Goals (SDGs), this policy and strategy will endeavor to eradicate poverty and limit the impacts of shocks.

Liberia's current National Social Protection Policy (NSPP) and Strategy, which was developed and approved by the Government in 2013, needs to be updated to reflect current realities and emerging priorities in the SP sector. The COVID-19 outbreak in Liberia created more vulnerabilities and increased poverty for the country, which was still recovering from the impacts of EVD at the time. Further, COVID-19 exacerbated the vulnerabilities in the labor markets and food value chains. It also revealed large coverage and adequacy gaps in Liberia's social protection systems, in particular for the rural population. While still recovering from the impact of COVID-19, Liberia, like many countries in the developing world, was particularly hit by another shock – the Food crisis fueled by the Ukraine-Russia war. These shocks have become more devastating to vulnerable populations and more frequent with climate change.

The Ministry of Gender, Children, and Social Protection (MGCSP) holds the responsibility for the implementation of the social protection sector in the National Development Plan ensuring that the SP sector in Liberia is guided with an up-to-date institutional framework for the implementation, coordination, monitoring and evaluation of social protection programs in Liberia, including those delivering services to the poor and vulnerable.

In response to emerging shocks and challenges, the Ministry recognizes the urgency to revise and update the country's existing Social Protection Policy and Strategy covering the 2025 -2030 period, along with its Strategic Result Framework in order to strengthen the social protection system to be shock-responsive, comprehensive, and inclusive. The update process will involve a thorough review of the current policy responses in relation to the prevailing social protection context, highlighting achievements, identifying gaps and opportunities, and providing policy recommendations to strengthen Liberia's social protection systems, programs, and initiatives in a coordinated manner that maximizes value for money. The process will solicit stakeholders' views in assessing the progress and achievements of the current strategy and policy, as well as identifying weaknesses, gaps, and challenges that require the current policy and strategy to be updated.

Objective

This consultancy aims to review and update the National Social Protection Policy and Strategy (NSPPS) and its Strategic Result Framework to align with Liberia's goal of building a coherent, adaptive social protection sector that addresses extreme poverty, vulnerability, and inequality, while supporting economic growth, peace, and security. Key focus under this assignment will include:

- Assessing the 2013 policy's relevance, performance, and implementation status
- Designing a revised policy aligned with current and future risks.
- Developing a practical strategy and a Strategic Results Framework (SRF) that includes Monitoring & Evaluation, and Implementation Roadmap.

Responsibilities

Specifically, the consultant's responsibilities include the following:

1. Conduct a thorough analysis of the past performance in the social protection sector and take stock of the policy implementation to date, including but not limited to:
 - Assess to what extent the objectives of the NSPPS have been achieved and what contributed to successes or weaknesses in implementation.
 - Map out the current social protection landscape in Liberia including drivers of vulnerabilities, to include the cataloging of social protection programs and actors/implementors (government and non-state) operating in the 15 counties categorizing them by funding source (government and donor-financed) and classifying these interventions by areas of support (social assistance, labor market programs, and social insurance). The mapping analysis should include information on the timeframe of implementation, target beneficiaries, program budget, and number of beneficiaries and locations (template to be provided).
 - Identify areas to be updated, including if existing objectives need to be removed or adjusted and/or if new objectives (s) would need to be added, and put together a roadmap on how to update these, including identification of stakeholders to be interviewed and programs to obtain documentation.

2. Conduct a review of good practices in Social Protection programs and interventions that provide support to vulnerable groups (e.g., children and families experiencing abuse, neglect, and exploitation, people living with disabilities, the elderly, marginalized communities, and rural populations in the agrifood system, other disadvantaged populations or groups, those affected by recent shocks such as COVID-19 or living in areas prone to natural disasters), including but not limited to their current constraints to accessing SP interventions between men and women, the causes of these inequalities and discriminations as well as how these groups are affected and recommendations on how to better structure support and delivery mechanisms to better support them.
3. Identify barriers to accessing social protection intervention by refugees and displaced persons within the boundaries of Liberia and provide short-term, medium--, and long-term solutions for addressing these constraints.
4. Review the current coordination modalities of the SP sector in Liberia, including social protection delivery systems such as the Liberia Household Social Registry (LHSR), the electronic payment system and the grievance redress mechanism (GRM), while identifying weaknesses and opportunities for improving delivery in the sector.
5. Review relevant global, regional, and national trends in adaptive, shock-responsive, anticipatory, and climate-sensitive SP systems.
6. Develop a Stakeholder Engagement Plan detailing key actors, interview strategy, and consultation modalities, to be approved before primary data collection. Work with relevant government Ministries, Agencies, and Commissions as well as representatives of the private sector to understand the support being provided in the sector against the social protection needs in the country.
7. Analyze the existing institutional, human, financial, and material resources available (both at central and local level) for the delivery of SP schemes/interventions in comparison to the requirements for achieving the objectives of the NSPPS.
8. Conduct and provide technical assistance for the holding of consultation workshops at sub-national and national levels of society with key stakeholders (e.g., ministries, agencies and commissions, international partners, and civil society), to seek inputs for the update to the 2013 National Social Protection Policy and Strategy, including its Strategic Result Framework.
9. Based on the analysis and consultations outlined above, draft an updated SP policy and strategy document for approval by the Government of Liberia.
10. Develop the Strategic Result Framework for the National Social Protection Policy, which will guide its implementation, monitoring, and reporting, including social accountability systems.
11. Hold validation meetings on the draft NSPPS with key stakeholders and support the MGCSP in finalizing the document and getting it approved via appropriate channels (e.g., Cabinet-level clearance).

Qualifications and Experience

The consultant should have the following qualifications and work experience in the relevant fields:

1. A Master's Degree in a field related to Social Protection (economics, social sciences, public policy, and/or international development policy).
2. A minimum of 5 years of work experience in designing, establishing, implementing and/or evaluating policies related to social protection and jobs (e.g., social assistance, social security, and labor market programs).
3. Previous experience in social welfare/social protection policy development or program implementation at a national level.
4. Specific experience in consultative, multi-stakeholder processes, including government, donors, and CSOs.
5. Firsthand experience in developing and/or reviewing national social protection policy and/or implementation strategy is preferred.
6. Excellent written and oral communication skills in English are required.
7. Ability to work independently and respond to feedback in a timely and professional manner.
8. Excellent organization and problem-solving skills, attention to detail, and ability to contribute to teamwork.

Duration

This assignment is estimated to take 90 working days as of the contract signing, to achieve completion by the end of February 2025.

Duty Station

The duty station of the consultant will be in Monrovia.

Logistics and Financial Arrangement

The following logistics and other arrangements will be covered in the contract:

1. Consultant fee
2. Reimbursables

The Consultancy fee shall be paid as per the financial management guidelines of the Ministry of Gender, Children and Social Protection. Payment will be disbursed in installments based on the financial rules and regulations upon submission and approval of deliverables (see below).

Reporting and Accountability

The MGCSP has designated the National Social Protection Coordinator (NSPC) as the manager of this assignment with supervision from the Deputy Minister for Research, Policy, and Planning. The consultant will report to the NSPC on various deliverables under the contract as required. An

inception report, including a detailed description of the methodology to be used, along with a timeline/work plan for completing the assignment, will be required within two weeks of contract signing.

Deliverables/Outputs and Timeline

Aligned with the above scope of work, the expected deliverables/outputs and their estimated timeline are outlined below.

Activities	Deliverables	Deadline (No. of Days after signing contract)
Contract Signing	NA	
Development of the Inception Report	a) Final Inception Report	<i>10 Days</i>
- Desk review of projects' documents, relevant national laws and policies, existing programs and interventions, Map out the current social protection landscape in Liberia, cataloging programs and actors/implementors operating in the 15 counties. - Deliver a presentation to the Ministry of Gender, Children, and Social Protection (MGCSP) and revise preparation documents accordingly	b) Presentation of a detailed fieldwork plan and findings from the Desk Review Report (with annotated bibliography), Stakeholder Engagement Plan, and Mapping Matrix of SP programs (PPT or Word Document) c) Final field work plan and questionnaires, received by the MGCSP via email	<i>15 Days</i>
- Key Informant Interviews - The development of a draft policy - Conduct consultations and additional key informant interviews - Data analysis and prepare a PowerPoint (PPT) presentation - Deliver a presentation to the MGCSP on the findings and analysis based on data collected from the fieldwork - Produce a second draft of the Policy	d) Draft Policy received by the MGCSP e) Draft Strategic Result Framework, including indicators, targets, institutional responsibilities, and data sources f) PowerPoint presentation with a summary of findings and preliminary analysis (PPT), received by the MGCSP via email	<i>30 Days</i>
Validate the National Social Protection Policy and Strategy validation, along with its Strategic Result Framework	g) Final draft NSPPS received and accepted by the MGCSP	<i>30 Days</i>

Payment Schedule:

Deliverable	Deadline (Number of days after signing contract)	Payment (percentage)
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Submission of Inception Report	10	15
Delivery of the first draft Policy and Strategy, and Framework	15	30
Submission of the draft Policy and Strategy, and Framework	30	30
Delivery of the Final draft and PowerPoint presentation outlining the process of the update	30	25

REPORTING OBLIGATION

Reporting and Accountability

The consultant will report to the National Social Protection Coordinator under the direct oversight of the Deputy Minister for Research, Policy, and Planning. Coordination support will be provided through the Policy and Planning Department of the Ministry of Gender, Children and Social Protection and the Social Protection Secretariat at the REALISE Project.

All data, reports, and documentation produced under this contract shall remain the property of the Ministry of Gender, Children and Social Protection. The Ministry reserves the right to use these in future assignments or for institutional learning.