



REPUBLIC OF LIBERIA
MINISTRY OF EDUCATION

P.O. BOX 10 - 9012
1000 MONROVIA 10, LIBERIA
WEST AFRICA



REQUEST FOR EXPRESSION OF INTEREST (REOI)

Assignment Title: Consultancy to Develop ~~of~~ Menstrual Health and Hygiene (MHH) Technical and users' guides for school

Background

The Government of Liberia has received funding from one of its partners (UNICEF), under the **Child Survival and Development; Water, Sanitation and Hygiene (WASH) Project**, and intend to apportion part of its cost towards hiring a **Consultant** to develop an approach on **MENSTRUAL HEALTH AND HYGIENE (MHH) Technical guidelines and users' guides for school**, for the Ministry of Education.

The Scope of Services / Expected Key Deliverables

The Consultant is expected to complete the following tasks over the course of the contract:

- Review existing documentation for preparation of inception report
 - Review existing documents on SHEP to develop guidelines within the framework of implementation bottlenecks, constraints and SHEP mandate
 - Refine workplan of assignment based on initial guidance from MOE and WINs partners.
- Work with MOE and WINs partners to develop an initial draft national guideline for MHH in schools building on the KAP Assessment report on MHH;
- Engage with stakeholders, principally the WINs Technical Working Group, to refine and finalize MHH guideline and implementation model;
- Work with MOE and WINs partners to develop an initial draft MHH user guide for adolescents and teachers;
- Engage with stakeholders, principally the WINs Technical Working Group, to refine and finalize MHH user guide for adolescents and teachers;

The consultant will work closely with the WINs Coordinator at the Ministry of Education and will be supervised by the Director for School Health, Ministry of Education. The consultant will also work closely with the WASH and Education Sections of UNICEF. S/he will hold regular consultation with the WINs Technical working group. Regular consultations are also required with key stakeholders at the school, district, regional and national levels as well as NGOs and Development Partners implementing similar projects. The Guidelines will be subjected to stakeholder validation after which they will be disseminated.

Deliverables

- Initial draft of technical guidelines and user guides for adolescents and teachers for implementing MHH in schools
- Validation, facilitation and documentation of stakeholder feedback into technical guidelines and user guide
- Final Technical guidelines and user guide for adolescents and teachers for implementing MHH in schools, advocacy work plan and three-pager.

Supervision and Reporting

The consultant will report to the Director for School Health, Ministry of Education.

Expected background and Experience

- A national professional with a minimum of a Master Degree in Public Health, Sanitation Engineering, Education, Project Management or a field related to WASH. Additional training in Health Education with Gender focus is a strong asset.
- At least two years progressively responsible professional experience in designing, implementing or reviewing WASH in Schools behavior change programmes including MHH.
- Experience in developing guidelines, plans or strategies
- Strong writing and communication skills with proven ability to develop concise informative and accessible pieces of literature.

General Conditions: Procedures and Logistics

The consultant will be provided with office space in the Division of School Health, Ministry of Education.

Duration of consultancy

One month. Under this consultancy, a month is defined as 25 working days. Consultant will not be paid for weekends or public holidays.

Payment Terms;

Consultancy will be paid 100% percent after a full completion of the assignment including appropriate test against the scope and reporting.

The attention of interested individual writers is drawn to section 68 of the PPCC Guidelines: Selection and Employment of Consultant under the Consultancy Selection procedures described in this REOI, in accordance with the policies of the Public Procurement & Concessions Commission (PPCC) detailed in the Guidelines - Selection and Employment of Consultants by PPCC which can be found at the following website: www.ppcc.gov.lr.

Consultant will be selected in accordance with the procedures set out in the PPCC *Guidelines: Selection and Employment of Consultants*. Selection is based on the Selection of Individual Consultants (SIC) as set out in Guidelines on Consultancy Services.

Interested individual Consultants may obtain further information at the address below during office hours **from 09:00am to 3:00pm, Mondays to Fridays**, starting **Monday September 20, 2021 to Friday October 8, 2021** or on the Ministry of Education website: <http://www.moeliberia.com>

Expressions of Interest must be delivered in a written form clearly marked: **“Ref: MENSTRUAL HYGIENE MANAGEMENT”**, at the address below in person on or before **Friday October 15, 2021** at 12:00pm.

Please note: Electronic application is acceptable

All applications must be addressed to:

Madam: Julay S. Jargbah

Procurement Unit

Ministry of Education

3rd Floor, Ministerial Complex, Congo Town

1000 Monrovia 10, Liberia

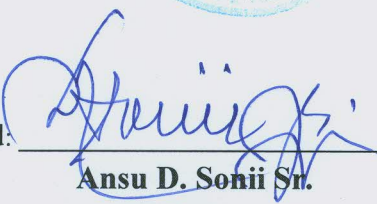
MOBILE NUMBER: +231-0886-473-729-0770035054

EMAIL ADDRESS: procurement@moe.gov.lr

Signed: _____


Julay S. Jargbah
Procurement Supervisor

Approved: _____


Ansu D. Sonii Sr.
Minister