



Rural and Renewable Energy Agency

Securing modern energy access for all Liberians



Liberia Electricity Sector Strengthening and Access Project (LESSAP II)

Project ID: P180498

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL SELECTION)

Issue date: June 18, 2025

Closing date: July 2, 2025

Consultancy Services for **Gender Assistant**

Contract Reference No: **LR-RREA-494055-CS-INDV**

1.0 Objective of the Assignment

The Rural and Renewable Energy Agency (RREA) is implementing several energy access projects in Liberia, including the Liberia Renewable Energy Access Project (LIRENAP) and the Liberia Electricity Sector Strengthening and Access Projects – Phase I and II (LESSAP I and LESSAP II), financed by the World Bank.

LIRENAP includes solar PV systems, diesel generators, and the construction of a 348 km MV/LV distribution network in Lofa County, as well as the decommissioning of the Kaiha 2 mini-hydropower plant.

LESSAP I focuses on electrifying healthcare facilities, installing public streetlights, and introducing Result-Based Financing (RBF) to promote private sector participation. LESSAP II builds on these foundations with additional components including mini-grids and the electrification of schools. LESSAP II does not include streetlighting.

These projects are implemented in accordance with the World Bank's Operational Policies (OPs) and Environmental and Social Framework (ESF), as well as Liberia's national laws and policies. RREA is committed to promoting gender equality, preventing gender-based violence (GBV), and ensuring inclusive participation in all project activities. To support this mandate, RREA is recruiting a Gender Assistant.

While the position is primarily assigned to World Bank–financed projects, the Assistant may also support gender integration in other RREA-managed projects funded by the Government of Liberia or development partners.

2.0 Objective of the Assignment

The Gender Assistant will support the Environmental and Social Safeguard Specialist in integrating gender considerations into project planning, implementation, monitoring, and reporting. This includes supporting the implementation of Gender Action Plans, documenting gender-related field activities, and assisting with GBV/SEA risk mitigation

and awareness initiatives. The role offers practical experience in gender-responsive development across donor-funded and nationally funded energy access projects.

2.0 Scope of Work

The Gender Assistant will:

- Assist with the implementation and monitoring of Gender Action Plans.
- Support the inclusion of women's voices and participation during stakeholder engagement and consultations.
- Help identify gender-related risks and support GBV/SEA awareness efforts in communities.
- Assist in organizing and documenting gender-sensitive outreach and awareness events.
- Collect and disaggregate data by sex, age, and vulnerability status for project reporting.
- Draft consultation summaries, attendance sheets, and feedback records reflecting women's engagement.
- Help maintain well-organized gender-related records including training materials and grievance data.
- Support the development of outreach materials promoting women's inclusion in project activities.
- Collaborate with the Social Safeguard Assistant, Environmental Officer, and Environmental Assistant.
- Provide logistical and documentation support during gender-related site visits or training.
- Perform any other gender-related tasks assigned by the Environmental and Social Safeguard Specialist.



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3.0 Qualifications, Experience, and Competencies

- Bachelor's degree in Gender Studies, Sociology, Social Work, Development Studies, or a related field.
- At least two (2) years of relevant experience in gender, social safeguards, or community development.
- Basic knowledge of gender equality concepts, GBV/SEA prevention, and inclusive community engagement.
- Familiarity with the World Bank's OPs and ESF is an advantage.
- Strong interpersonal and facilitation skills, especially with women and vulnerable groups.
- Ability to work in rural and multicultural settings with respect and cultural sensitivity.
- Proficiency in Microsoft Office; experience with KoboCollect or survey tools is a plus.

Required Qualities

- Ability to work under pressure and meet critical deadlines
- Communication and other interpersonal skills;
- High levels of personal initiative, motivation, honesty, integrity
- Proficiency in computer applications (Internet and MS Office suite) and report writing skills;

6.0 Duration

This is a time-based contract for a period of Twenty-Four Months with the possibility of extension based on performance.

The attention of interested individual Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017, and August 2018, November 2020 and September 2023 and revised in February 2025, setting forth the World Bank's policy on conflict of interest. Please refer to paragraph 3.17 of the Procurement Regulations on conflict of interest related to this assignment which is available on the Bank's website at <http://projectsbeta.worldbank.org/en/projects-operations/products-and-services/brief/>

Interested individual will be selected in accordance with the Individual Consultant Selection (ICS) method set out in the Procurement Regulations.

Further information and the detailed Terms of Reference (TOR) for the assignment can be obtained electronically at the following email addresses and Website, from Mondays to Fridays, from 0900 to 1600 hours GMT:

Email: info@rrealiberia.org

Website: www.rrealiberia.org

Expression of Interest; clearly marked **Consultant for Gender Assistant**, must be delivered through an email to the address below on or before **4:00 p.m.** Local Time, on **July 2, 2025**.

Only shortlisted candidates will be contacted.

Attn: Executive Director
Rural and Renewable Energy Agency
LEC Sub-station, Newport Street
1000 Monrovia 10, Liberia
Email: samueln@rrealiberia.org

Electronic submission should also be copied to the following addresses:

info@rrealiberia.org; stephenp@rrealiberia.org; augustinem@rrealiberia.org,
tenniej@rrealiberia.org; dehkonteew@rrealiberia.org



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Terms of Reference (ToR)

Gender Assistant

World Bank-Funded Projects under RREA (LESSAP Phase I, LESSAP Phase II, and LIRENAP)

1. Background

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These projects are implemented in accordance with the World Bank's Operational Policies (OPs) and Environmental and Social Framework (ESF), as well as Liberia's national laws and policies. RREA is committed to promoting gender equality, preventing gender-based violence (GBV), and ensuring inclusive participation in all project activities. To support this mandate, RREA is recruiting a Gender Assistant.

While the position is primarily assigned to World Bank-financed projects, the Assistant may also support gender integration in other RREA-managed projects funded by the Government of Liberia or development partners.

2. Objective

The Gender Assistant will support the Environmental and Social Safeguard Specialist in integrating gender considerations into project planning, implementation, monitoring, and reporting. This includes supporting the implementation of Gender Action Plans, documenting gender-related field activities, and assisting with GBV/SEA risk mitigation and awareness initiatives. The role offers practical experience in gender-responsive development across donor-funded and nationally funded energy access projects.

3. Scope of Work

The Gender Assistant will:

- Assist with the implementation and monitoring of Gender Action Plans.
- Support the inclusion of women's voices and participation during stakeholder engagement and consultations.
- Help identify gender-related risks and support GBV/SEA awareness efforts in communities.
- Assist in organizing and documenting gender-sensitive outreach and awareness events.
- Collect and disaggregate data by sex, age, and vulnerability status for project reporting.
- Draft consultation summaries, attendance sheets, and feedback records reflecting women's engagement.
- Help maintain well-organized gender-related records including training materials and grievance data.
- Support the development of outreach materials promoting women's inclusion in project activities.
- Collaborate with the Social Safeguard Assistant, Environmental Officer, and Environmental Assistant.
- Provide logistical and documentation support during gender-related site visits or training.
- Perform any other gender-related tasks assigned by the Environmental and Social Safeguard Specialist.

4. Duration

Twenty-four (24) months, renewable based on performance and project needs.

4. Qualifications and Experience

- Bachelor's degree in Gender Studies, Sociology, Social Work, Development Studies, or a related field.
- 0–2 years of relevant experience in gender, social safeguards, or community development.
- Basic knowledge of gender equality concepts, GBV/SEA prevention, and inclusive community engagement.
- Familiarity with the World Bank's OPs and ESF is an advantage.
- Strong interpersonal and facilitation skills, especially with women and vulnerable groups.
- Ability to work in rural and multicultural settings with respect and cultural sensitivity.
- Proficiency in Microsoft Office; experience with KoboCollect or survey tools is a plus.
- Willingness to travel frequently, including to remote project sites.

5. Supervision and Coordination

The Gender Assistant will report directly to the Environmental and Social Safeguard Specialist, who will provide all technical supervision, quality control, and task assignment.



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The Specialist is responsible for ensuring consistency between gender-related fieldwork, reporting, and the overall social safeguards framework.

The Assistant will also collaborate with Gender Focal Points designated by contractors to support coordination of gender-related activities, where applicable. The Assistant will additionally work closely with the Social Safeguard Assistant, Environmental Officer, and Environmental Assistant to ensure integrated safeguards delivery.

6. Key Performance Indicators (KPIs)

Performance will be assessed based on:

- Timeliness and accuracy of documentation for gender-related field activities.
- Contributions to Gender Action Plan implementation.
- Quality of data collection, including disaggregated records and training documentation.
- Participation in GBV/SEA awareness efforts and inclusive engagement.
- Responsiveness to supervision by the Environmental and Social Safeguard Specialist.
- Collaboration with safeguards staff and other technical colleagues.
- Input to gender-sensitive sections of project progress reports.

7. Deliverables

The Gender Assistant will be responsible for:

- Field reports and attendance records for gender-related activities.
- Summaries of consultations involving women and vulnerable groups.
- Disaggregated data collection tools and records.
- Contributions to GBV/SEA awareness documentation and related sessions.
- Documentation of gender-related training and outreach events.
- Input to quarterly or ad hoc project progress reports.
- Any other gender-related deliverables assigned by the Environmental and Social Safeguard Specialist.
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8. Facilities to be provided by the Employer

The Client will provide the Consultant with the following facilities:

- Access to all information and project-related materials to facilitate the execution of the assignment;
- Office space;
- Writing Desk and Chair;
- Filing Cabinet;
- Desk Tray;
- Laptop Computer;
- Access to Internet, and network resources;

- Printing Services;

Access to Vehicle during working hours

9. Payment Terms

The consultant will be paid on a monthly basis, subject to submission of satisfactory deliverables and a timesheet approved by the Deputy Executive for Program

Payment will be made in United States Dollars and subject to withholding tax.

A performance review will be conducted every six months, influencing continuation or renewal of the contract.