

TERMS OF REFERENCE (ToR)

Job Title: Short-Term Contractor Facilitator

Organization: Paramount Young Women Initiative (PAYOWI)

Location: S.D. Cooper Road, Paynesville, Liberia

Project Name: Educate Her

Background

The Paramount Young Women Initiative (PAYOWI), in collaboration with Helping Our People Excel (H.O.P.E) under the Educate Her project supported by GPE through the Education Out Loud (EOL), is implementing county-level dialogues across all 15 counties in Liberia. The dialogues aim to evaluate the progress of previously established gender-transformative interventions, address persistent barriers to girls' education, and strengthen stakeholders accountability toward the National Policy on Girls' Education (NPGE).

About the Role

To ensure productive and outcome-focused discussions, we are looking for an experienced Facilitator for approximately 25 working days on this project.

- To guide and moderate discussions during the county dialogues
- Ensure an inclusive, participatory, and interactive session among stakeholders
- Support actionable recommendations and commitments for girls' education
- Collaborate with PAYOWI's staff and stakeholders to ensure the objectives of the activity are achieved.

Key Responsibilities

The Facilitator will:

- Plan and deliver participatory sessions for approximately 45 stakeholders per county
- Lead panel discussions, group work, and plenary sessions to ensure full engagement with participants
- Encourage equitable participation across genders, age groups, and marginalized groups
- Ensure dialogue remains focused on assessing progress, identifying challenges, and mobilizing resources for girls' education

- Support operationalization of the County-Level Accountability Framework
- Validate and support tracking of NPGE-related data for the County Girls' Education Scorecard
- Produce a facilitation report summarizing session outcomes, key decisions, and actionable steps

Expected Deliverables

- Well-facilitated sessions for all 15 Counties
- A facilitation report summarizing discussions, recommendations, and stakeholder commitments

Duration

- 25 - 30 working days

Required Qualifications and Experience

- Proven experience in facilitation, advocacy, or training with multi-stakeholder groups
- Knowledge of girls' education, gender equality, or youth empowerment issues
- Excellent communication, interpersonal, and time-management skills
- Experience engaging with government, civil society, and community actors
- Ability to work independently and deliver participatory and evidence-based sessions with strict deadlines.

Deadline for Application: April 4, 2026

To Apply: Send a cover letter and your CV to pyoungwomeninitiative@gmail.com

Terms of Reference (ToR)

Job Title: Short-Term Contractor Rapporteur

Organization: Paramount Young Women Initiative (PAYOWI)

Location: S.D. Cooper Road, Paynesville, Liberia

Project Name: Educate Her

Background

The Paramount Young Women Initiative (PAYOWI), in collaboration with Helping Our People Excel (H.O.P.E) under the Educate Her project supported by GPE through the Education Out Loud (EOL), is implementing county-level dialogues across all 15 counties in Liberia. The dialogues aim to evaluate the progress of previously established gender-transformative interventions, address persistent barriers to girls' education, and strengthen stakeholders accountability toward the National Policy on Girls' Education (NPGE).

About the Role

To ensure accurate report documentation, we are looking for an experienced Rapporteur for approximately 25 working days on this project.

- To accurately capture discussions, decisions, actionable recommendations, commitment, compile participants' feedback, and lesson learned during the dialogues
- To document proceedings of the county-level dialogues
- Support the development of the County Girls' Education Scorecard

These records will inform policy advocacy and follow-up on the NPGE implementation.

Key Responsibilities

- The Rapporteur will:
- Take detailed notes during all dialogue sessions
- Document stakeholder commitments and actionable recommendations
- Produce a comprehensive county level report, including summary of discussions and follow-up actions
- Submit final reports to PAYOWI within 1 week after each county dialogue

Expected Deliverables

- Detailed notes from all sessions per county
- Comprehensive dialogue report per county, including commitments and recommendations
- Support tracking of NPGE indicators for advocacy purposes

Duration

25 - 30 Working days

Relevant Qualifications and Experience

- Strong documentation, writing, and reporting skills
- Experience in meeting documentation or evaluation reporting
- Attention to detail and accuracy
- Familiarity with gender and education policy issues is an advantage
- Proficiency in Microsoft Office (Word, Excel)

Deadline for Application: April 4, 2026

To Apply: Send a cover letter and your CV to pyoungwomeninitiative@gmail.com