



ENVIRONMENTAL PROTECTION AGENCY
Republic of Liberia
4th Street Sinkor, Tubman Boulevard 1000 Monrovia, 10 Liberia



Job title	Gender Officer		
Procuring Entity	Environmental Protection Agency (EPA)		
Programme/Project	Monrovia Metropolitan Climate Resilience Project (MMCRP)		
Activity result	Provision of technical support to the MMCRP on gender-responsive, culturally sensitive, a human rights-based approach and working with the Project team and partners in mainstreaming gender issues throughout the course of the implementation of the project		
Assignment	To provide strategic technical and programmatic support to the project team and partners to facilitate the development and implementation of work plans and programs that are rights-based, gender-responsive and culturally sensitive		
Location	Monrovia, Liberia	Duration	2 years and 4 months (1 March 2025 – 30 June 2027)



BACKGROUND

The Liberian capital Monrovia is particularly vulnerable to climate effects, namely sea level rise and the increased frequency of high-intensity storms. This has resulted in coastal erosion and shoreline retreat, which threatens the sustainability of ecosystem services and directly impacts Monrovia's fishery-based livelihoods.

The Environmental Protection Agency of Liberia (EPA) is the Executing Entity for the Monrovia Metropolitan Climate Resilience Project (MMCRP or Project), financed by the Green Climate Fund (GCF), the United Nations Development Program (UNDP) and the Government of Liberia (GoL). The core aim of the Project is to build the long-term climate resilience of coastal communities in Liberia by both addressing immediate adaptation priorities and creating an enabling environment for up scaling coastal adaptation initiatives to other parts of Monrovia and Liberia. This will be done through interventions in three inter-related focus areas: i) coastal protection; ii) coastal management; and iii) diversified climate-resilient livelihoods. The Project includes an infrastructure component for the construction a rock revetment to protect West Point against coastal erosion and storms. The Project runs from **21 July 2021 to 21 July 2027**.

The Project interventions of coastal protection, comprehensive, long-term planning for coastal zone management and the strengthening of local livelihoods — in conjunction with strong awareness-raising and knowledge management considerations — aims to address both the immediate and long-term impacts of climate change on the coast of Monrovia and facilitate the potential for up scaling these initiatives across Liberia. The Project is also expected to catalyze a paradigm shift in the management of Monrovia's coastal zone towards an integrated, transformative and proactive approach that addresses current and anticipated climate change risks and which mixes both infrastructure (where necessary) and coastal ecosystems in adaptation efforts.

The Environmental Protection Agency (EPA) is the principal authority in Liberia responsible for the management of the environment and natural resources and is empowered to coordinate, monitor, supervise and consult with relevant stakeholders on all activities in the protection of the environment and sustainable use of natural resources. The EPA, in close collaboration with the Ministry of Mines and Energy (MME), Ministry of Finance and Development Planning (MFDP), the Ministry of Public Works (MPW) implement the MMCRP through a Project Management Unit (PMU), based at the EPA. The UNDP, as an Accredited Entity to the GCF provides oversight and quality assurance services to the MMCRP.

The PMU is responsible for the implementation of the Project with support from the EPA and UNDP. The PMU is administratively based at the EPA. PMU staff are seated at the EPA Building and report to the Executive Director of the EPA. The Project Coordinator runs the project on a day-to-day basis on behalf of the EPA subject to the strategic guidance and direction of the Project Board/Steering Committee and the National Climate Change Secretariat.



OBJECTIVE

The Gender Officer will provide advice and quality assurance oversight, conduct capacity building and monitor the implementation of gender-related activities and gender-sensitization. The collaborative relationship between the Officer, EPA, UNDP, the National Disaster Management Agency (NDMA), the Ministry of Gender, Children and Social Protection, and local NGOs will create the cross-sectoral technical perspectives required to ensure the success of this gender-sensitive approach in the project.

The Gender Officer will form part of the PMU staff and will work closely with the Chief Technical Advisor, Coastal Engineer, Administrative and Financial Officer, the Procurement Expert, the Procurement Assistant, Safeguards Officer, Monitoring and Evaluation Officer and Driver under the direct supervision of the Project Coordinator. The Gender Officer will also engage closely the EPA, the Responsible Parties, the Project Technical Sub-Committee and other stakeholders involved in the implementation of the Project.

DUTIES AND RESPONSIBILITIES

Under the guidance and direction of the Executive Director/Chief Executive Director of the EPA and the supervision of the Project Coordinator, the Gender Officer shall perform the following duties and responsibilities:

1. Provide technical support to the project team
 - Provide advice and support to the Project Managers and the Technical Advisors in the implementation of the Gender Action Plan (GAP) and the Grievance Redress Mechanism (GRM)
 - Provide advice and support to the technical staff working within the respective field offices.
 - Analyze and ensure the interventions are sensitive to issues of inclusion of displaced population groups.
 - Support in updating and sharing with staff recent developments and knowledge tools in the areas of interventions.

2. Monitoring and reporting on gender issues
 - Monitor and report on the project related gender issues.
 - Prepare reports on gender issues related to the project, including the implementation of the Grievance Redress Mechanism (GRM).
 - Fill out the Gender section of the project's Annual Progress Report



3. Networking and Coordination

- Liaise with key national and international stakeholders, key domestic political and civic actors, civil society organizations, international NGOs, UN partners and donors in the region to facilitate and enhance contribution towards the implementation of the gender equality agenda.
- Attend conferences and seminars as directed by the supervisors in the region.
- Represent the project in the any national/regional/international Sexual Gender-Based Violence activity/training/workshop/initiative.

4. Knowledge management and knowledge sharing

- Provide brief updates on the development of gender-related issues related to the project.
- Provide assistance in data collection, compiling lessons learned, establishing indicators to support knowledge sharing.
- Assist in the development of project documents and policy frameworks and research area and gender issues for best practices as directed by supervisor.
- Participate in gender-related communities of practice
- Support in writing stories related to programme and project developments as they relate to gender equality issues.
- Assess and identify potential gender- differentiated impacts of the project
- Collect sex-disaggregated baseline data that could be used to monitor potential gender impact.

EXPECTED OUTPUTS AND DELIVERABLES

The provision of technical support to the MMCRP on gender-responsive, culturally sensitive, a human rights-based approach, gender and climate change, gender justice and work with the Project team and partners on the monitoring of the implementation of mainstreaming gender in the project's activities.

INSTITUTIONAL ARRANGEMENTS

The Gender Officer will be under the direct supervision and guidance of the Project Coordinator. The Gender Officer shall be recruited for a period of 1 year (12 months) under a Service Contract appointment renewable annually up until the end of the Project (30 June 2027) subject to satisfactory performance. The EPA reserves the right to rescind the contract during that period should the performance of the Gender Officer not meet its requirements.



QUALIFICATIONS

Education

- The Gender Officer should have at least a Master's degree in Social or other Natural Sciences and relevant disciplines, preferably within gender, peace and conflict resolution studies or project management.
- The Gender Officer Formal training in gender analysis and gender planning and demonstrated expertise in mainstreaming gender in projects and programs, especially in a specific area of intervention.

Experience

- A minimum of 6-7 years of practical experience in the field of gender equality and gender mainstreaming.
- Thorough understanding of the gender context in Liberia, and experience working with government institutions and international or non-governmental organizations supporting gender and development work in the specific area of intervention.
- Familiarity with gender analysis tools and methodologies in the specific area of intervention.
- Strong communication skills, and ability to liaise with various stakeholders, including women and government institutions.
- Experience working with government institutions and international or non-governmental organizations supporting gender and development work in the specific area of intervention.

Competencies and skills

- Excellent ability to communicate clearly in written and spoken English
- Excellent team player with good interpersonal skills
- Ability to manage workload with minimum supervision
- Ability to work under pressure and tight deadlines
- Ability to accommodate additional demands at short notice
- Ability to work in a multi-cultural environment
- Oral communication/presentation skills
- Proactive mindset
- Experience in working with the EPA or UNDP funded activities/projects



SUBMISSION OF APPLICATIONS

Interested candidates should send a CV and one-page cover letter indicating their suitability for the post to the Environmental Protection Agency. All interested candidates are to address their applications and to the following address:

ATTENTION:

Pescee T. Doe
Officer in Charge, Procurement
Environment Protection Agency (EPA)
4th Street Sinkor
1000 Monrovia, 10 Liberia
P.O. Box 4024

Applications can also be received through email (ptdoe@epa.gov.lr), and by carbon copying (cc) the following emails: Pesc82.doe@gmail.com and zkanneh@gmail.com. Please indicate 'MMCRP Gender Officer' in the subject line.

The closing date for submission of applications is **16:00 GMT on 19 February 2025**. Any submission received after this deadline will not be considered. Only applicants that meet the requirements as outlined in the terms of reference will be considered for evaluation.

NOTE: This information is also posted on <https://www.emansion.gov.lr/>, <https://ekmsliberia.info/>, <https://www.epa.gov.lr/>, <https://www.undp.org/> and can be found in local dailies.

SELECTION CRITERIA

The EPA shall recruit the Gender Officer through an open, transparent, and competitive process and shall be guided by *inter alia* the Procurement and Public Concessions Act of Liberia. All PMU staff shall conform to the Government of Liberia's laws on anti-bribery and anti-corruption. Notice is hereby issued to all interested candidates that failure to adhere to conflict-of-interest restrictions and anti-fraud and corruption rules constitutes grounds for potential debarment from future participation in the procurement of goods, services or works that may result from the Project.