



**REPUBLIC OF LIBERIA**  
**ENVIRONMENTAL PROTECTION AGENCY**  
 4th Street Sinkor, Tubman Boulevard  
 1000 Monrovia, 10 Liberia  
 P.O. Box 4024



<b>Job title</b>		Project Driver	
<b>Procuring Entity</b>		Environmental Protection Agency (EPA)	
<b>Programme/Project</b>		Monrovia Metropolitan Climate Resilience Project (MMCRP)	
<b>Activity result</b>		The key results will have an impact on the overall implementation of the project including construction of the revetments, development of the vulnerability maps, development of the integrated coastal zone management plan and the establishment and operationalization of the education and innovation center.	
<b>Assignment</b>		To provide driving service for the project team and the overall implementation of project activities	
<b>Location</b>	Monrovia, Liberia with a possibility of visiting other coastal sites such as Buchanan and Greenville	<b>Duration</b>	One year initially with possibility of renewal depending on performance and availability of funds.

**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 upscaling coastal adaptation initiatives to other parts of Monrovia and Liberia. This will be done through interventions in three interrelated focus areas: i) coastal protection; ii) coastal management; and iii) diversified climate-resilient livelihoods. The Project includes an infrastructure component for the construction of a rock revetment to protect West Point against coastal erosion and storms. The Project will run from 26 June 2021 to 25 June 2026.

The Project interventions of coastal protection, comprehensive, long-term planning for coastal zone



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management and the strengthening of local livelihoods — in conjunction with strong awareness-raising and knowledge management considerations — will address both the immediate and long-term impacts of climate change on the coast of Monrovia and facilitate the potential for upscaling these initiatives across Liberia. The Project will also 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) will implement the MMCRP through a Project Management Unit, based at the EPA. The UNDP, as an Accredited Entity to the GCF will provide oversight and quality assurance services to the MMCRP.

The Project Management Unit (PMU) shall be responsible for the implementation of the Project with support from the EPA and UNDP. The PMU shall be administratively based at the EPA. PMU staff shall be seated at the EPA Building and shall report to the Executive Director of the EPA. The Project Manager shall run the project on a day-to-day basis on behalf of the EPA subject to the strategic guidance and direction of the Project Board and the PSC and the National Climate Change Secretariat.

### **OBJECTIVE**

The Driver will form part of the PMU staff and will work closely with the Project Coordinator, Coastal Engineer, the Procurement Expert, the Procurement Assistant, Gender Officer, Safeguards Officer, Monitoring and Evaluation Officer Administrative and Finance Assistant under the direct supervision of the Project Coordinator.

### **DUTIES AND RESPONSIBILITIES**

Under the guidance and direction of the Project Coordinator, the Project Driver shall perform the following duties and responsibilities:

- I. Drive the Project Coordinator between his home, office and the project site on a daily basis, Monday to Friday;
- II. Drive other project staff between the office and project site;
- III. Conduct routine maintenance check
- IV. Ensure the car is fueled and kept clean at all time;
- V. Timely reporting of any problem of the car;
- VI. Perform other function deem necessary by the project coordinator;

### **QUALIFICATIONS**

#### **Education**

- Must be a High School graduate with a WEAC certificate.



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- College education is a plus

**Experience**

- Possess a valid Liberian Driver license
- Must be a Liberian between ages 25 to 40
- Physically fit
- At least 7 years of driving experience
- Experience in basic vehicle maintenance
- Team player and willing to work longer hours

**Competencies and skills**

- Excellent interpersonal communication and facilitation skills.
- Ability to follow deadlines, accuracy and attention to detail.
- Ability to work under minimum supervision to meet short deadlines.
- Commitment and drive to achieve challenging goals, and problem solving attitude.

**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](mailto:ptdoe@epa.gov.lr) with carbon copy to [pesce82.doe@gmail.com](mailto:pesce82.doe@gmail.com) and [zkanneh@gmail.com](mailto:zkanneh@gmail.com). Please indicate 'MMCRP Project Driver' in the subject line.

The closing date for submission of applications is February 19, 2025 at 4:00 PM. 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 Project Driver 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



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and corruption rules constitutes grounds for potential debarment from future participation in procurement of goods, services or works that may result from the Project.