



Republic of Liberia  
ENVIRONMENTAL PROTECTION AGENCY (EPA)  
4th Street, Sinkor  
1000 Monrovia, 10 Liberia  
P.O. Box 4024



<b>Job title</b>		<b>Monitoring &amp; Evaluation Officer</b>	
<b>Procuring Entity</b>		Environmental Protection Agency (EPA)	
<b>Programme/Project</b>		Monrovia Metropolitan Climate Resilience Project (MMCRP)	
<b>Activity result</b>		Project monitoring and evaluation	
<b>Assignment</b>		To ensure full compliance to UNDP M&E guidelines, and with the Regional Technical Advisor (RTA) — Adaptation to ensure specific GCF liaise closely with the UNDP Communications Officer on knowledge management aspects of the project.	
<b>Location</b>	Monrovia, Liberia	<b>Duration</b>	2 years and 4 months (1 March 2025 – 30 June 2027)



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## 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 of 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.



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## **OBJECTIVE**

To provide strategic technical support to the project team both on and off-site to ensure compliance with UNDP M&E guidelines, ensure that specific GCF monitoring requirements are met, and drive the knowledge management aspects of the project.

The M&E Officer will form part of the PMU staff and will work closely with the UNDP's M&E Officer and Regional Technical Specialist, Chief Technical Advisor, Coastal Engineer, Administrative and Financial Officer, the Procurement Expert, the Procurement Assistant, and the Gender Officer under the direct supervision of the Project Coordinator.

## **DUTIES AND RESPONSIBILITIES**

The M&E Officer will have the following responsibilities:

- Monitor project progress and participate in the production of progress reports ensuring that they meet the necessary reporting requirements and standards;
- Ensure project's M&E meets the requirements of the Government, the UNDP Country Office, and NCE-VF; develop project-specific M&E tools as necessary;
- Oversee and ensure the implementation of the project's M&E plan, including periodic appraisal of the Project's Theory of Change and Results Framework with reference to actual and potential project progress and results;
- Oversee/develop/coordinate the implementation of the stakeholder engagement plan;
- Oversee and guide the design of surveys/ assessments commissioned for monitoring and evaluating project results;
- Facilitate mid-term and terminal evaluations of the project; including management responses;
- Facilitate annual reviews of the project and produce analytical reports from these annual reviews, including learning and other knowledge management products;
- Support project site M&E and learning missions;
- Visit project sites as and when required to appraise project progress on the ground and validate written progress reports.

## **EXPECTED OUTPUTS AND DELIVERABLES**

Full compliance of the project with UNDP M&E guidelines and GCF monitoring requirements.

## **INSTITUTIONAL ARRANGEMENTS**

The M&E Officer will be under the direct supervision and guidance of the Project Coordinator, and will work closely with the UNDP's M&E Officer, RTA, and Communications Officer.

The M&E 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 M&E Officer not meet its requirements.



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## QUALIFICATIONS

### Education

The M&E Officer should have a Master's degree, preferably in the field of environmental or natural resources management

### Experience

- At least five years of relevant work experience preferably in a project management setting involving multi-lateral/ international funding agency;
- Previous experience with UN project will be a definite asset;
- Significant experience in collating, analyzing and writing up results for reporting purposes;
- Knowledge and working experience of the application of gender mainstreaming in international projects;
- Understanding of biodiversity conservation, law enforcement, sustainable livelihoods and associated issues;
- Very good experience with project development, implementation or management
- Extensive working experience in Liberia
- Possess excellent technical skills in socio-economic and project performance assessment
- Demonstrated experience in monitoring and evaluation of development project activities
- Ability to write clearly and concisely, and have sound quantitative skills (managing, analyzing and interpreting data)
- Experience in planning, monitoring and evaluation and having good computer knowledge of database software like MS, PowerPoint & Excel
- Experience working with best practices for integrating global environmental priorities into planning, decision-making, and reporting processes
- Experience in development work, partnerships building and resource mobilization

### Competencies and skills

- Very good knowledge of results-based management (RBM) and project cycle management (PCM), particularly with regards to M&E approach and methods.
- Formal training in RBM / PCM will be a definite asset;
- Excellent team player with very good interpersonal skills
- Proficiency in computer application and information technology\
- Excellent language skills in English (writing, speaking and reading) and in local languages
- 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



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## **SUBMISSION OF APPLICATION**

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)), and by carbon copying (cc) the following emails: [Pesc82.doe@gmail.com](mailto:Pesc82.doe@gmail.com) and [zkanneh@gmail.com](mailto:zkanneh@gmail.com). Please indicate **'MMCRP Project Monitoring and Evaluation 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.