



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



Job title		Procurement Officer	
Procuring Entity		Environmental Protection Agency (EPA)	
Programme/Project number		Monrovia Metropolitan Climate Resilience Project (MMCRP)	
Activity result			
Assignment		Responsible for coordinating all the procurement under the MMCRP. They shall advise and assist the Project Coordinator on all matters relating to procurement and in connection with the smooth and quality implementation of the MMCRP.	
Location	Monrovia, Liberia	Duration	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 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.



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OBJECTIVE

The Procurement Officer shall be responsible for coordinating all the procurement under the MMCRP. They shall advise and assist the Project Coordinator on all matters relating to procurement and in connection with the smooth and quality implementation of the MMCRP.

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

DUTIES AND RESPONSIBILITIES

The Procurement Officer will perform the following duties in accordance with EPA policy and procedures, including the 2010 Public Procurement and Concession Act (PPC Act) of Liberia and the regulations thereunder, but not limited to:

1. Preparation
 - a. Based on the procurement plan in line with the annual work plan for each year of the MMCRP and, in consultation with the PMU, prepare a detailed personnel work plan to process the planned professional services and procurements
 - b. Promote local ownership by ensuring compliance of local government procedures and processes in participatory planning and budgeting, procurement of goods and services, management and monitoring of service delivery and reporting rather than creating a parallel project structure
 - c. Participate in preparing progress reports, a project completion report, and any other reports required by the Procurement Officer
2. Processing of Procurement:
 - a. Carry out procurement activities in accordance to Government of Liberia policies and procedures
 - b. Drafting of bidding documents, preparing bill of quantities and scope of work of the planned professional services/equipment procurements
 - c. Ensure conformity of the imported equipment and materials included in the MMCRP with International Standards (ISO) and National Standards through examination of the technical specifications of plastic pipes and its accompanied connection appliances, faucets, rebar, water meters, and other related equipment and materials. Clearly reflect the requirements in the bidding documents by building capacity of the local authorities and professionals;
 - d. Provide guidance on preparation, publishing of bidding announcements and consultation of pre-bid meeting for civil works, through clearance by the PMU and site visits for the actual construction procurement;
 - e. Support the PMU for organizing bid evaluation meetings as follows: (1) arrange a venue and the timing of bid evaluations with evaluation panel members, (2) prepare necessary bid evaluation packages (bid documents, proposals, evaluation sheets and etc.) and distribute them to evaluation panel members, (3) attend bid evaluation meetings as a note taker and keep the minutes of the meetings, and (4) provide other necessary technical supports to facilitate the service/equipment procurements;
 - f. Guide the PMU and ensure quality throughout the procurement processes of: i. Preparation of Bidding Appraisal Committee establishment according to the binding laws; ii. Formulation of the summary of the technical proposals submitted by the Service Providers to the Appraisal



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- committee, and; iii. Examination and analysis of the Contractor's procurement plan for construction materials and verify that all items have technical certificates or specifications/Authorization letter/Certificate of Origin such as ISO certificate etc. by closely working with the PMU;
- g. Support the EPA in bid opening of the procurement by attending the bid opening and supporting compilation and registration of submitted bid documents under the guidance from the PMU;
 - h. Support EPA and the PMU in checking the quality of procured items upon provision by Service Providers, and, if not satisfied, ensure taking action to replace by the equipment or materials in compliance with the specifications stated in the proposals;
 - i. Make necessary administrative and logistic arrangement to deliver and install the procured services and equipment in the target sites. Ensure the proper recipient and installment of the equipment in the field in consultation with the PMU. Collect and file written confirmations from recipients on safe delivery and installment for respective equipment;
 - j. Organize and keep procurement files, documents, contract information, and related procurement correspondence for the entire project, in accordance with the Procurement Manual Monitor the delivery of equipment, goods, works and services procured/contracted under the project;
 - k. Undertake other procurement related activities of the project required by the Project.
3. Capacity Building of the EPA and beneficiaries:
- a. Participate in technical meetings and provide recommendation to improve the project implementation in terms of procurement based on capacity development needs;
 - b. Provide technical guidance to beneficiaries on the proper way to use and maintain the equipment provided by the project applying EPA rules and guidelines, including registering and use monitoring Ensure timely delivery of procurement capacity building training within the capacity development strategies and that procedures are consistent with the legal and institutional framework for local government
4. Assurance of Compliance of the Financial and Procurement Procedures of EPA:
- a. Ensure the existing public procurement legislation meets minimum procurement standards established in the PPC Act
 - b. In regard to the procurement of the civil construction work, he/she will provide guidance to the PMUs in quality assurance as well as in compliance of operations;
 - c. Based on needs, travel to the target communities to ensure and monitor safe deliver and hand over of the procured equipment and facilities;
 - d. Support in coordination with Finance, Administration and program departments to ensure integrated internal controls, timely payment of vendors and full, auditable support documentation
5. Perform other duties as assigned



EXPECTED OUTPUTS AND DELIVERABLES

- A work plan with detailed activities and timeline of respective service/equipment procurements will be prepared in consultation with the UNDP and PMU after the contract is signed
- Monthly Progress Reports: Based on the work plan agreed with UNDP and the PMU, the Procurement Officer will deliver a progress report of an entire month which he/she works. The monthly progress report will contain at least but not limited to the list of activities planned for the reporting period, their progress toward the target, results of the activities and a work log sheet. The work log sheet records daily attendance of the Procurement Officer and needs to be cleared by the Project Coordinator. The progress report will be delivered on the last day of each month.
- Final Report will be delivered to the PMU in the contract end date.

INSTITUTIONAL ARRANGEMENTS

The Procurement Officer will work under the direct supervision of the Project Coordinator.

The Procurement 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 Procurement Officer not meet its requirements.

QUALIFICATIONS

Education

A minimum of first degree in procurement or supply chain management or engineering or administration or any other relevant field and post graduate training in procurement or related subject, or equivalent by experience

Experience

- Good knowledge and experience of UNDP and GoL procurement policies and procedures
- Minimum seven (7) years relevant working experience, of which five years continuous experience is in procurement management at senior level, preferably in an international organization
- Experience in training, capacity building and setting up procurement systems in a new organization will be a distinct advantage;
- Computer literacy and competence in Microsoft Word, Excel, and PowerPoint
- Proven ability to work and interact with people from diverse, professional, social and cultural backgrounds;
- Fluency in written and spoken English
- Excellent analytical skills and report writing.

Competencies and skills

- Excellent planning, organizing and writing skills
- Strong management skills, particularly ability to provide strategic direction and technical supervision
- Excellent communication skills, ability to work in multicultural environments, and ease in interpersonal relationships
- Reliable and responsible personality and capacity to work under demanding professional circumstances and in an international environment
- Excellent coordination and negotiation skills



- Excellent organizational and recordkeeping skills
- Experience in dealing with senior government officials
- Good team player while being independent and able to work autonomously

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 Procurement 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 Procurement 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 procurement of goods, services or works that may result from the Project.