



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



Request for Expression of Interest (REOI)

REOI NO.EPA/ ERVCCS/RFP/002/24

**CONSULTANCY SERVICE TO UNDERTAKE A NEEDS ASSESSMENT OF THE GAPS OF THE
 “ENHANCING CLIMATE INFORMATION SYSTEM FOR RESILIENT DEVELOPMENT IN LIBERIA
 PROJECT (LIBERIA CIS PROJECT)”**

TERMS OF REFERENCE FOR NATIONAL CONSULTANT (NC)

Job Title	Climate Information Services Analyst /National Consultant		
Division/Department	Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe County, Liberia (ERVCCS) Project		
Program/Project Number/ GEF Project ID number	10376		
Activity Result	A capacity and equipment need assessment of the gaps in the “Enhancing Climate Information System for Resilient Development in Liberia (CIS) Project” was conducted.		
Assignment	To undertake a capacity and equipment needs assessment of the gaps and existing risks and early warning system in Liberia's Enhancing Climate Information System for Resilient Development in Liberia (CIS) Project.		
Location	Monrovia, and with required travel (s) to the nine (9) coastal counties of Liberia		
Reports to	ERVCCS Project Manager under the supervision of the Energy & Environment (E&E) Coordinator	Consultancy Duration:	30 days

FEMALES ARE HIGHLY ENCOURAGED TO APPLY!

BACKGROUND:

The EPA is Liberia's principal authority for environmental management. It coordinates, monitors, supervises, and consults with relevant stakeholders and sector Ministries, Agencies, and Commissions (MACs) on all activities related to protecting the environment and sustainable use of its natural resources.

The Government of Liberia (GoL), through the EPA and the United Nations Development Program (UNDP), and with funding from the Global Environmental Facility (GEF), received funding for the project “Enhancing Resilience of Vulnerable Coastal Communities in Sinoe County of Liberia (ERVCCS).” EPA is the project's Executing Entity. It is financed by a GEF Trust Fund grant and co-financed by UNDP and the GoL.

The project aims to build on existing projects to strengthen the resilience of vulnerable coastal communities and their livelihoods to the impacts of climate change, focusing on women and youths. Specifically, project interventions include 1) Strengthening Institutional Capacity for Climate Change Adaptation Planning, 2) Supporting Innovative Technologies for Climate Information and Communication Management, 3) Introducing Hybrid Adaptation Solutions, and 4) Supporting Resilient Livelihood Diversification through Training and Improved Access to Finance. The majority of the above interventions will target all coastal counties in Liberia. In contrast, hybrid adaptation interventions will be explicitly implemented in Sinoe County, one of the country’s most vulnerable coastal counties.

The impacts of climate change, combined with non-climatic drivers, such as sand mining, the expansion of agricultural areas, unsustainable fishing, pollution, and inadequate drainage systems, compromise the resilience of Liberian communities' ecosystems



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along the coastline. Consequently, local communities and ecosystems are experiencing increased coastal flooding and erosion, saltwater intrusion into groundwater supplies, waterlogging of inland areas, and sedimentation of rivers and freshwater resources due to Sea Level Rise (SLR) and higher-intensity rainfall events. The vulnerability of communities and ecosystems occurs through I) inundation and consequent damage of coastal infrastructure, II) loss of fishery and agriculture-dependent livelihoods, III) decrease in stable income generation for coastal communities, IV) increase in conflict and competition over resources within communities, V) decrease in food and nutrition security, VI) increased risk of vector- and waterborne diseases through waterlogging, and VII) increased pressure on surrounding ecosystems to compensate for the reduced provision of services from coastal, wetland and mangrove ecosystems. In addition, the vulnerability of Liberia's coastal communities and their resilience to climate change, particularly in Sinoe County, is exacerbated by the limited capacity of GoL to provide essential services and adequate support for, among other things, water and sanitation, healthcare, utility-scale energy, and road infrastructure.

As a result, coastal communities in Liberia are threatened by damaging floods and erosion, both of which are increasing due to sea level rise and other impacts of climate change, such as increasingly intense rainfall events and the current limited financial and technical capacity at the national and county levels to address these threats.

In this regard, the EPA, through the ERVCCS Project Management Unit (PMU), is requesting the services of a national Consultant (NC) "To undertake a needs assessment of the gaps in the Liberia "Enhancing Climate Information System for Resilient Development in Liberia (CIS) Project". This assessment is to conduct a comprehensive capacity and equipment needs assessment of existing risk management and Early Warning System (EWS) for all coastal counties, considering county-level needs gaps under the Liberia CIS project.

The CIS Project's objective is to further strengthen Liberia's climate-related observing and monitoring capabilities, early warning and early action systems, and other environmental-related information systems. It seeks to drive a paradigm shift towards evidence-based climate-informed decision-making, planning, and response. The overarching goal of the project is to integrate green growth, environmental resilience, and adaptation into national development planning through effective climate information systems. The project addresses an attempt to reduce the exposure of Liberia's communities, livelihoods, and infrastructure to climate-induced natural hazards through a well-functioning national Multi-Hazard Impact Based Forecasting and Early Warning System (MHIBF-EWS). A well-functioning MH-IBF-EWS means having in place trained and equipped Liberia Meteorological Service (LMS), Liberia Hydrological Service (LHS), Environment Protection Agency (EPA), the National Disaster Management Agency (NDMA) to collect weather and climate data; introduce and maintain modeling, forecast weather events and provide early warnings; scale-up evidence-based climate-informed decision-making, planning, and response actions countrywide. Having these in place will lead to transformative change in climate risk reduction and management in Liberia. This new paradigm will focus on translating meteorological and hydrological hazards into the sector- and location-specific potential impacts for the development of sectoral responses to mitigate those impacts. The project's activities further support the design, development, and implementation of strategies and actions in the country that effectively address climate change adaptation and sustainable development needs.

CONTRACT AND REPORTING REQUIREMENTS:

The Consultant will be hired against a performance-based contract for thirty days. He/she will be supervised by the ERVCCS Project Management Unit (PMU), which shall then report to the EPA-UNDP E&E Coordinator of the EPA. The consultant shall submit reports summarized below for the respective period(s). All documents/reports should be issued in English and submitted in hard and electronic copies.

- **Weekly Progress Reports:** The consultant shall prepare weekly concise reports with relevant information on progress, highlighting achievements, emerging issues that need clarification, and recommendations.
- **Final Report:** Before the end of the assignment, the consultant shall submit a final report detailing all the activities undertaken. The report should contain full capacity and equipment needs identification, resource mobilization strategy and sustainability plan, outline of achievements, issues, lessons learned, and recommendations.

OBJECTIVE OF THE ASSIGNMENT:

The general objective of the consultancy is "To undertake a capacity and equipment needs assessment of the gaps and existing risks and early warning system in Liberia's Enhancing Climate Information System for Resilient Development in Liberia (CIS) Project. This assessment is to conduct a comprehensive capacity and equipment needs assessment of existing risk management and Early Warning System (EWS) for all coastal counties, considering county-level needs gaps under the Liberia CIS project.



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SCOPE OF WORK:

The consultancy will cover the coastal counties of Liberia with a focus on identifying existing capacity, reasonably needed capacity, and existing equipment and needed equipment for automatic synoptic weather and rainfall stations); regarding its operations and maintenance. The process will require consultations with the CIS Project team and other stakeholders, namely LHS-MME, LMS-MoT, NDMA, LCAA, MOA, Ministry of Gender, Children and Social Protection (MGCSP), MoH, and WMO.

DUTIES AND RESPONSIBILITIES:

- Attend acquaintance meetings with the CIS project team and the ERVCCS Project Management Unit (PMU)
- Review relevant regional best practice case study documents and other Needs Assessment Reports.
- Identify the current statuses and locations of existing synoptic and rainfall stations and plot their coordinate for easy location
- Conduct climate adaptation needs assessment regarding synoptic weather stations and rainfall stations.
- Develop stakeholders' engagement roadmap and conduct engagement with all named sector actors/institutions, conducting key informant interviews, focus group discussions, etc., to gather feedback on the current system's performance and areas needing improvement.
- Identify and engage with key stakeholders, including CIS project team, LHS-MME, LMS-MoT, NDMA, LCAA, MOA, etc., local communities, NGOs, and other relevant parties.
- Identify existing weather stations, their conditions, and how useful they have been, where applicable.
- Identify existing human capacity across the coastal counties/country regarding operations and maintenance of weather stations
- Identify needed capacity and equipment and gaps in data collection, analysis, dissemination, and application.
- Evaluate the CIS project and the system capacity to support climate-resilient development.
- Process and analyze (quantitative and qualitative) data using statistical software, such as SPSS, STRATA, etc.
- Develop a framework that enables participatory gap needs assessment.
- Perform other tasks as assigned by the ERVCCS PMU through the project manager/assistant.

FUNCTIONAL COMPETENCIES:

- Excellent and effective communication (verbal and written) skills, including preparing reports and conducting presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations, and conveying complex issues and positions to the public and stakeholders.
- Must have considerable knowledge of technical needs assessments, especially regarding synoptic weather and rainfall stations operations and maintenance.

KEY EXPECTED RESULTS

A comprehensive capacity and equipment need assessment of the gaps in the "Enhancing Climate Information System for Resilient Development in Liberia (CIS) Project" containing existing capacity and equipment needs gap; recommendations for requirement capacity enhancement and equipment, along with resource mobilization and sustainability plan, and a stakeholders' engagement report conducted and submitted in both printed and soft copies.

PERFORMANCE MONITORING INDICATORS

1. Comprehensive capacity and equipment need assessment of the gaps in the "Enhancing Climate Information System for Resilient Development in Liberia (CIS) Project" containing existing capacity and equipment needs gap; recommendations for requirement capacity enhancement and equipment, along with sustainability plan
2. Minutes of stakeholder(s) consultations/engagements.
3. Minutes of inception meeting with the PMU and the CIS project team.
4. Printed and submitted in soft and hard copies.

OUTPUT

The Consultancy will achieve the following deliverables:



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- Identifying key stakeholders and their interests and concerns about the assigned task.
- Ensuring that stakeholders understood the importance of the gap needs assessment.
- Informing and involving appropriate and interested individuals and organizational stakeholders and incorporating their concerns, where applicable, in preparing the document.
- Ensuring that stakeholders have access to information about the gap needs assessment development process.
- A comprehensive report of county-level needs gaps in the Liberia CIS project.

QUALIFICATION - EDUCATION:

The essential requirements include:

- Master/Advanced degree in Meteorology, Climate Change, Atmospheric Sciences, Environmental Sciences, Statistics/Remote Sensing or other closely related field

EXPERIENCE/COMPETENCIES/SKILLS

- At least 5 years of climate service provision and/or advisory to different users and service providers;
- Experience with weather forecasting, applied meteorology, and climate change adaptation in the environmental, forestry and agriculture sectors;
- Demonstrated understanding of issues related to climate service systems and seasonal forecasting;
- Experience in working with multi-disciplinary teams;
- Good understanding of national government priorities, policies, and planning process in climate change;
- Project cycle experiences within United Nations systems;
- Demonstrable experience in designing and packaging climate-related messages and solutions;
- Experience working with government institutions and local communities and;
- Excellent communication and analytical skills.
- Demonstrated ability to develop gap assessment.
- Excellent research, analysis, and problem-solving skills.
- Strong interpersonal communication skills.
- Team player who demonstrates patience, flexibility, and honesty.
- Willingness to meet tight deadlines and work long hours when required.
- Ability to work under minimum supervision to meet short deadlines.
- Identify client needs and deliver them promptly and accurately.
- Demonstrated ability in strategic planning and the use of urban planning technologies.
- Excellent written and spoken English skills.

ALL APPLICATIONS, (Expression of Interest, Technical and Financial Proposals) SHOULD BE ADDRESS TO:

Maldona K. Karway
Procurement Officer
Project Management Unit
ERVCCS Project
Environmental Protection Agency
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Or through email to sinoecoastalproject@gmail.com, indicating in the subject area “**Consultancy to undertake a needs assessment of the gaps in the Liberia “Enhancing Climate Information System for Resilient Development in Liberia (CIS) Project”**”. The closing date for submission of REOI is **4 PM, October 9, 2024**. Any submission coming/received after this deadline will not be given consideration. Only submissions meeting the requirement/criteria in the REOIs will be considered for evaluation. The application package must include a CV outlining suitability for the required task and technical and financial proposals.