



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)
To provide consultancy for the below services

REOI NO.EPA/ ERVCCS/ICS/007/24

I. CONSULTANCY SERVICE FOR INDIVIDUAL SERVICE TO EVALUATE AND APPROACH CANDIDATES FOR THE COASTAL COUNTY WORKING GROUPS THAT WILL DISSEMINATE CLIMATE INFORMATION AND IMPLEMENT RISK MANAGEMENT AND ADAPTATION OPTIONS WITHIN THEIR COUNTIES

TERMS OF REFERENCE FOR NATIONAL CONSULTANT (NC)

Job Title	National Human Resource Specialist		
Division/Department	Project: Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe County, Liberia (ERVCCS)		
Program/Project Number/ GEF Project ID number	10376		
Activity Result	i) evaluation report of candidates for coastal working groups; and ii) establishment of coastal county working groups.		
Assignment	Evaluate and approach focus persons and candidates for the coastal county working groups.		
Location	Montserrado, but with required travels to Sinoe, Rivercess, Bomi, Grand Cape Mount, Grand Bassa, Maryland, Grand Kru, Margibi, Counties		
Reports to	ERVCCS Project Assistant/Team & Energy & Environment (E&E) Coordinator/EPA-UNDP	Consultancy Duration:	20 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



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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 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.

Given these interventions, the EPA, through the ERVCCS Project Management Unit (PMU), is seeking the services of a National Human Resource specialist to identify and evaluate. Approach cross-sectorial actors in all coastal counties to serve as project focal points to promote the dissemination of climate information and implement risk management and adaptation options within their counties. These focal points will form a county-level working group in each county. Upon identifying, evaluating, and approaching these individuals, they will be trained in climate information and risk management. Following this, the groups shall stand as county-level, cross-sectorial climate change information, adaptation, and risk management working groups in all coastal counties. These working groups and the focal points will facilitate capacity development and raise awareness at the county level, focusing on relevant private sector stakeholder representatives.

CONTRACT AND REPORTING REQUIREMENTS:

The consultant will be hired against a performance-based contract for **twenty (20) days**. The project team will supervise him/her through the Project Assistant, who shall report to the EPA-UNDP E&E Coordinator. The consultant shall submit reports summarized below for the respective period(s). All documents/reports must 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:** By the end of this consultancy, the consultant shall submit final reports as follows:
 - ❖ evaluation report of candidates for coastal working groups;
 - ❖ report on the establishment of coastal county working groups.

OBJECTIVE OF THE ASSIGNMENT:

Component 1 Output 1.3 of the project focuses on institutional development planning capacity supported by establishing and training cross-sectorial climate change information and risk management focal points and working groups in all coastal counties. Under this output, county-level focal points must be identified, evaluated, and trained to function as champions that actively



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promote the dissemination of climate information and implement risk management and adaptation options within their counties. They will engage with communities and private sector actors within their counties to ensure their specific climate change adaptation requirements are considered for all future risk management and adaptation initiatives. Additionally, training and establishing county-level working groups will enhance local awareness of climate risks and Sea River Defense Risk Management. Therefore, the primary purpose of this consultancy is to identify, evaluate, and approach multisectoral groups, including youth, women, and people living with disabilities, who are found in both the private and public sectors.

SCOPE OF WORK:

All nine coastal counties – Montserrado, Sinoe, Grand Cape Mount, Margibi, Grand Bassa, Bomi, Maryland, Grand Kru, and Rivercess counties – will be covered and visited during the consultancy. The tasks shall cover the identification of the focal points and would-be members of the working group through a set criteria matrix developed by the consultant and certified by the project team; evaluation of selected individuals, including non-governmental organization (NGO); and approaching of the chosen individuals and NGOs regarding their selection to the working groups and subsequent activities, such as climate information training of trainers’ programs and radio programs, etc. The selection shall focus on local capacity at the county level for all coastal counties that have not been targeted. The consultant shall provide additional scoping, where applicable.

DUTIES AND RESPONSIBILITIES:

- ❖ **Meetings and Desk review:**
 - Attend acquaintance meetings at the ERVCCS Project Management Unit (PMU), including MME, UNDP, EPA, MFDP, etc.
 - Review relevant literature, including Liberia’s National Actions Plan, the Multicriteria Analysis Report, the Vulnerability Assets Mapping Report, etc.
- ❖ **Identification and Evaluation of Focal Points:**
 - Identify potential cross-sectoral actors in all coastal counties, including government officials, community leaders, NGO representatives, private sector stakeholders, and academic institutions, in closed *consultation* with the project team
 - Evaluate the actors' suitability based on their experience, influence, and capacity to engage in climate information and risk management activities.
- ❖ **Approach and Engagement:**
 - Approach identified individuals and organizations to discuss their potential role as focal points for the project.
 - Secure commitment from selected focal points to participate actively in the project and form county-level working groups.
- ❖ **Formation of County-Level Working Groups:**
 - Facilitate the establishment of county-level, cross-sectoral working groups composed of the identified focal points.
 - Guide these groups in developing and implementing action plans for climate information dissemination and risk management at the county level.
 - Ensure that private sector representatives are included in these activities to enhance collaboration and support climate resilience efforts.
- ❖ Perform other tasks as assigned by the Project Assistant through the project team.

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.



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- ❖ Have considerable knowledge of technical needs assessments, especially regarding climate change adaptation and alternative livelihoods.

KEY EXPECTED RESULTS

- evaluation report** of candidates for coastal working groups; and
- report establishing working groups** in the coastal counties;
- all reports shall detail activities, achievements, challenges, lessons learned, and recommendations.

PERFORMANCE MONITORING INDICATORS

- **Number of potential focal points identified**
Target: 30 potential focal points and nine (9) working groups consisting of ninety (110) members across all coastal counties
- **Number of focal points approached and secured for commitment**
Target: 10 focal points
- **Number of county-level working groups established**
Target: [9 consisting of 10 members each]
- **Number of action plans developed by working groups**
Target: 1 action plan per county-level working group

OUTPUT/DELIVERABLE

The Consultancy will achieve the following deliverables:

- ❖ **Inception Report:**
 - Outline the methodology, work plan, and timeline for identifying, evaluating, and engaging focal points.
- ❖ **Focal Point Identification Report:**
 - A report detailing the identified focal points, their evaluation, and the engagement process.
- ❖ **County-Level Working Group Action Plans:**
 - Action plans developed by each county-level working group outlining their strategies and activities.

QUALIFICATION - EDUCATION:

This consultancy requires a Bachelor's degree in Human Resource Management, Social Sciences, Environmental Studies, or other related fields. Master's degree is an added advantage.

EXPERIENCE/COMPETENCIES/SKILLS

- ❖ At least five (5) years of experience in human resource management, capacity building, or project management, focusing on climate change or environmental projects.
- ❖ Strong skills in stakeholder engagement, capacity building, and training. Excellent communication and organizational skills.
- ❖ Understanding of climate change adaptation and risk management, with familiarity with the context of Liberia and its coastal regions.
- ❖ 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.
- ❖ Excellent written and spoken English skills.



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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
4th Street, Sinkor 1000 Monrovia, 10 Liberia
P.O. Box 4024

Or through email to sinoecoastalproject@gmail.com, indicating in the subject area “**Consultancy Service for Individual Service to Evaluate and Approach Candidates for the Coastal County Working Groups that will Disseminate Climate Information and Implement Risk Management and Adaptation Options within their Counties**”. The closing date for submitting REOIs is 4 PM, October 9, 2024. Any submission coming/received after this deadline will not be considered. Only submissions meeting the requirements/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.