



**REPUBLIC OF LIBERIA**  
**ENVIRONMENTAL PROTECTION AGENCY (EPA)**  
 4<sup>th</sup> 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/002/24**

**I. CONSULTANCY SERVICE FOR INTERNATIONAL COASTAL DEVELOPMENT  
 PLANNING SPECIALIST TO DESIGN & LEAD TECHNICAL TRAINING ON CLIMATE  
 CHANGE RISKS, COASTAL ADAPTATION, SEA AND RIVER DEFENCE MANAGEMENT  
 AND ICZM PRINCIPLES**

**TERMS OF REFERENCE FOR INTERNATIONAL CONSULTANT (IC)**

Job Title	International Coastal Development Planning Specialist		
Division/Department	Project: Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe County, Liberia (ERVCCS)		
Program/Project Number/ <b>GEF Project ID number</b>	10376		
Activity Result	i) Technical training program on climate change risks, coastal adaptation, sea and river defense management, and Integrated Coastal Zone Management (ICZM) principles; and ii) Two reports on training conducted for national and county-level planners and decision-makers.		
Assignment	Design & lead technical training on climate change risks, coastal adaptation, sea and river defense management, and ICZM principles, (consultant shall be responsible to provide transportation and Daily sustenance allowance (DSA) to 100 participants.		
Location	Monrovia, and with required travel(s) to Sinoe County		
Reports to	<b>ERVCCS Project Assistant/Team &amp; Energy &amp; Environment (E&amp;E) Coordinator/EPA-UNDP</b>	Consultancy Duration:	35 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.



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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 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 an **International Consultant (IC)** to design and deliver technical training on climate risks, coastal adaptation, sea river defense investment management, and ICZM Principles. The training shall be provided to national and county-level stakeholders, including planners and decision-makers. Additionally, line ministry employees, community dwellers, and hydrometeorological staff will form part of the training to educate them on incorporating SRDM and coastal adaptation into national plans and budgeting processes. The training will build on information generated from the Vulnerability Assets Mapping (VAM), Multicriteria Analysis (MCA), and preliminary data collected from the Community Actions Planning process development.

#### **CONTRACT AND REPORTING REQUIREMENTS:**

The IC will be hired against a performance-based contract for thirty five days. The project team will supervise him/her through the Project Assistant, who shall report to the EPA-UNDP E&E Coordinator. The IC 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 IC 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 IC shall submit a final report detailing all the activities undertaken. The report must contain a trainer-of-trainer approach framework, an outline of achievements, issues, lessons learned, and recommendations.

#### **OBJECTIVE OF THE ASSIGNMENT:**



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The general objectives of the consultancy are as follows:

- **Strengthening institution that fosters enabling conditions for effective and integrated climate change adaptation**
  - ❖ Develop and deliver technical training programs on climate change risks, coastal adaptation, sea and river defense management, and ICZM principles to relevant stakeholders.
- **Knowledge Transfer**
  - ❖ Equip participants with practical skills and knowledge to effectively manage and mitigate climate change impacts in coastal and riverine areas.
- **Sustainable Practices**
  - ❖ Promote adopting best practices and strategies for coastal and riverine management to enhance resilience and sustainability.

**SCOPE OF WORK:**

The consultancy will cover the six project communities, including Sebeh, downtown Mississippi, Bafu Bay, Pungbor, Nanakru, and Tournata, and will all consider key planners from all coastal counties. The training must incorporate climate change risks, coastal adaptation, ICZM principles, and SRDRM guidelines and standards into planning and budgeting processes and the county resilience plans. The tasks shall not only include the training design to inform the decisions of national and county-level planners, but it require reporting on these trainings. The exercise must highlight risks associated with climate change and factors that affect development planning and budgeting, identify future challenges related to climate financing and budgeting processes, and propose a methodology for tackling and addressing them. Below is a summary of the scope of work:

- *Training Design*
- *Training Delivery*
- *Capacity Assessment:*
- *Monitoring and Evaluation:*
- *Knowledge Sharing:*

**DUTIES AND RESPONSIBILITIES:**

- Attend acquaintance meetings between the International Specialist and the ERVCCS Project Management Unit (PMU), including MME, UNDP, EPA, MFDP, etc.
- Review relevant information, including the MCA and VAM Reports, Reports on Community Action Plans, Sea and River Defense Investment Planning, and National Adaptation Plans.
- Design training in the form of manuals and pamphlets and present same through PowerPoint Presentations
- Conduct climate risks and coastal adaptation training for national decisions and county-level policymakers.
- Design training materials, including presentations, handouts, and case studies.
- Incorporate interactive elements such as workshops, simulations, and field visits.
- Develop a comprehensive training curriculum covering:
  - i. Climate Change Risks and Impacts
  - ii. Coastal Adaptation Strategies
  - iii. Sea and River Defense Management
  - iv. Integrated Coastal Zone Management (ICZM) Principles
- Lead and facilitate training workshops and sessions for diverse stakeholders, including government officials, local communities, and technical staff.
- Ensure training is adapted to the local context and addresses specific regional challenges and needs.
- Provide hands-on guidance and practical exercises to enhance learning outcomes.



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- Assess participants' current capacity and knowledge level before and after training.
- Provide recommendations for further capacity-building initiatives based on assessment results.
- Develop and implement a framework for monitoring and evaluating the effectiveness of the training
- Prepare and submit progress reports, including participant feedback and improvement recommendations.
- Facilitate knowledge-sharing sessions and discussions to encourage collaboration and exchange of best practices.
- Prepare and disseminate a final report summarizing key findings, lessons learned, and recommendations for future actions.
- Develop and provide training modules on gender mainstreaming processes
- Develop and provide specialized training in gender and climate for PMU
- 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.
- Have considerable knowledge of technical needs assessments, especially regarding climate change adaptation and alternative livelihoods.

#### KEY EXPECTED RESULTS

- i) Technical training program on climate change risks, coastal adaptation, sea and river defence management, and ICZM principles; and
- ii) Two reports on training conducted for national and county-level planners and decision-makers.

#### PERFORMANCE MONITORING INDICATORS

- Training Programs (Pamphlets, manuals, handouts, presentations)
- Attendance/participants listing from national and county-level trainings.
- Picture/photographs of trainers and participants
- Gender mainstreaming processes training modules developed and provided along with specialized training in gender and climate for PMU staff conducted
- Minutes of stakeholders' inception meeting.
- Printed and soft copies of the final product submitted.

#### OUTPUT/DELIVERABLE

The Consultancy will achieve the following deliverables:

❖ **Training Curriculum and Materials:**

Detailed curriculum and training materials, including presentations, handouts, and case studies.

❖ **Training Sessions:**

Conducted training workshops and sessions with documented attendance and feedback.

❖ **Capacity Assessment Report:**

Report on assessing participants' knowledge and skills, including recommendations for further training.

❖ **Monitoring and Evaluation Report:**

Comprehensive report on the effectiveness of the training, including participant feedback and suggestions for improvement.



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❖ **Final Report:**

Summary report covering key findings, lessons learned, and recommendations for future actions.

**QUALIFICATION - EDUCATION:**

This consultancy is open to Individual Consultants. The essential requirements include:

- Masters in Coastal and Marine Engineering, Environmental Management, Environmental Engineering, and related fields.

**EXPERIENCE/COMPETENCIES/SKILLS**

- Minimum of 10 years of experience in climate change adaptation, coastal management, and integrated coastal zone management.
- Proven track record in designing and delivering technical training programs, preferably in developing countries.
- 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**  
**4<sup>th</sup> Street, Sinkor 1000 Monrovia, 10 Liberia**  
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Or through email to [sinoecoastalproject@gmail.com](mailto:sinoecoastalproject@gmail.com), indicating in the subject area “**Consultancy Service for International Coastal Development Planning Specialist to Design & Lead Technical Training on Climate Change Risks, Coastal Adaptation, Sea and River Defence Management, and ICZM Principles**”. 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.