



ENVIRONMENTAL PROTECTION AGENCY

4TH Street, Sinkor
Tubman Blvd, Monrovia - Liberia



GROSS-CUTTING CAPACITY DEVELOPMENT (CCCD) PROJECT

CHIEF TECHNICAL ADVISOR (CTA)

Terms of Reference

Project Title: Strengthening National Capacities to Meet Global Environmental Obligations with the Framework of Sustainable Development Priorities

Job Title	CCCD Chief Technical Advisor (CTA)
Division/Department	National Climate Change Secretariat/NCCS Environmental Protection Agency/EPA
Programme/Project Number	GEF ID number: 9390 (Cross-Cutting Capacity Development Project/CCCD)
Location	Monrovia, Liberia
Reports to	: National Project Director Executive Director, EPA

BACKGROUND

The Environmental Protection Agency (EPA) through the United Nations Development Program (UNDP) obtained funding from the Global Environmental Facility (GEF) to support the Cross-Cutting Capacity Development (CCCD) Project for Liberia. The project will support the Government of Liberia to Strengthening National Capacities to Meet Global Environmental Obligations within the Framework of Sustainable Development Priorities. The project has four components:

1. Integrated Environmental Knowledge Management System (EKMS)
2. Enhanced institutional and technical capacities for mainstreaming
3. Improving awareness of global environmental values
4. Updating the National Capacity Self-Assessment (NCSA)

The UNDP through the EPA as Implementing Entity (IE) intends to recruit the service of a **Chief Technical Advisor (CTA)-International Consultant**, who will provide technical guidance and backstopping to the Project Manager, in administering the daily affairs of the project and provide lead consultancy in the project implementation. This project is in line with the GEF-6 CCCD Strategy objective 1, 3, and 5 which call for countries to: a) integrate global environmental needs into management information systems and monitoring, b) integrate MEA provisions into national policy, legislative, and regulatory frameworks, and c) update NCSAs, respectively. The goal of this project is for Liberia to make better decisions to meet and sustain global environmental obligations. This requires the country to have the capacity to coordinate efforts, as

well as best practices for integrating global environmental priorities into planning, decision-making, and reporting processes. To this end, the objective of this project is to strengthen a targeted set of national capacities to deliver and sustain global environmental outcomes within the framework of sustainable development priorities. The project will be carried out via four linked components. **Component 1:** calls for the establishment of an integrated Environmental Knowledge Management System to meet global environment and sustainable development priorities, **Component 2:** focuses on enhanced institutional and technical capacities to mainstream, develop, and utilize policies for implementation of the three Rio Conventions, **Component 3:** works to improved environmental attitudes and values for the global environment, and **Component 4:** is the updating of the National Capacity Self-Assessment (NCSA). The project will take an adaptive collaborative management (ACM) approach to implementation, which calls for stakeholders to take an early and proactive role in the mainstreaming exercises, as well as to help identify and solve unexpected implementation barriers and challenges. By taking an ACM approach, project activities and outputs can be more legitimately modified and adapted to maintain timely and cost-effective project performance and delivery. As a National Implementation Modality (NIM) project, its management team will be seated at the EPA.

Terms of Reference for the CCCD Chief Technical Advisor-International Consultant

Under general supervision of the Executive Director of the EPA, as Project National Director, the CCCD **Chief Technical Adviser-International Consultant** duties and responsibilities include:

DUTIES/RESPONSIBILITIES

Overall responsibilities:

1. The **Chief Technical Advisor-International Consultant** will provide necessary technical advisory services on the implementation of key project activities
2. Review of recommendations to integrate and institutionalize Rio Convention obligations within the EKMS
3. Provide technical backstopping to help ensure the timely and high quality project delivery
4. Provide guidance on addressing the major challenges identified in the 2006 NCSA
5. Provide technical training on MEA Compliance requirements
6. Provide technical guidance for the exchange and sharing of experiences and lessons learned with relevant development projects nationally and internationally
7. Support all meetings of the Project Steering Committee (PSC)
8. Support the independent terminal evaluation

Specifically His/her main duties and responsibilities will be as follow:

Overall project management:

- Manage the realization of project outputs through activities according to the approved project document and work plan
- Provide direction and guidance to project team(s)/ responsible party (ies)
- Work with the Project Manager to assure the overall direction and integrity
- Provide support and advice required for the management, planning and implementation of the project
- Assist in drafting TORs and work specifications for sub-contractors
- Assist in ensuring the results framework indicators are monitored annually in time for evidence-based reporting in the Annual Progress Report, and that the monitoring of risks and the various plans/strategies developed to support project implementation (e.g., the gender strategy or the knowledge management strategy) occur on a regular basis

- Assist the Project Manager and take lead in preparing Project Progress Report, Annual Review and Final Review (progress against planned activities, update on Risks and Issues, expenditures)
- Perform any additional tasks as requested by the Supervisor, Executive Director of the EPA

Conceptual/substance-wise Responsibilities:

- Have a technical competence in the project thematic areas, provide advisory services to the project, EPA, partners
- Provide coaching to the project staff in the mentioned thematic areas
- Demonstrates high integrity and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

- Good knowledge of Liberia’s climate change adaptation challenges and climate sensitive sectors, including the political environment and legal statutes as they pertain to environment and development
- Ability to work and act under pressure
- Sound decision making, impartiality, diplomacy and discretion
- Proven ability to establish priorities and to plan, organize, coordinate and monitor own work plan and provide advice and guidance to others; in-depth understanding of the climate change strategic direction; resourcefulness, sound judgment and decision-making skills
- Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend sound technical initiatives
- Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet declines
- Excellent and effective communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; ability to convey difficult issues and positions to senior officials
- Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Effective negotiating skills and ability to work with others to reach mutually benefiting and lasting understandings

Key Performance Indicators:

- Efficiency of the backstopping supports
- Regular update of the on-going progress
- Timely completion of tasks assigned
- Number of briefing notes/minutes submitted to Supervisor, PSC and UNDP

Expected Outputs:

- Monthly reports
- Quarterly reports
- Annual reports
- Efficiency of supports to yearly project outputs/targets of all components

REQUIRED COMPETENCIES

EDUCATION

Candidate should hold at least Master's degree in Environmental sciences or related disciplines

EXPERIENCE

- At least 10 years of experience in project management, preferably with an international organization
- At least 10 years experience of supervising project managers and other technical staff
- Demonstrated evidence of being the Convention Focal Point for at least two of the major MEAs
- At least 15 years of experience at senior government level in implementing MEAs at national level
- Demonstrated ability to liaise and cooperate with all project partners including government officials, NGOs and international organizations
- Excellent computer literacy and word processing skills
- Excellent command of written and spoken English
- Strong inter-personnel relations and excellent communications skills
- Ability to promote learning and knowledge management/sharing
- Result-oriented and flexible problem solving skills
- Demonstrated experience and knowledge in writing project policies, analysis and implementation
- Very good experience with project development, implementation or management
- Experience in policy development process associated with adaption and mitigation issues in relation with environment, climate change, sustainable development and the RIO Convention
- Experience in working and collaborating with government institutions, UNDP and private sector
- Extensive working experience in Liberia
- Ability to write clearly and concisely, and have sound quantitative skills (managing, analysing and interpreting data)
- Experience on planning, monitoring and evaluation and having good computer knowledge on database software like MS, power point & Excel
- Demonstrated knowledge in the working of the GCF, GEF, UNDP and other international partners
- Experience working with best practices for integrating global environmental priorities into planning, decision-making, and reporting processes

OTHER SKILLS

- Excellent team player with good interpersonal skills
- 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
- Ability to effectively communicate orally and in writing English in order to communicate complex, technical information to technical and general audiences
- Strong strategic planning, results-based management and reporting capabilities
- Displays cultural, gender, religion, nationality and age sensitivity and adaptability

IMPLEMENTATION ARRANGEMENTS

Under the supervision of Executive Director of the EPA, the **CCCD Chief Technical Advisor-International Consultant** will be responsible to provide necessary technical advisory services and backstopping in coordinating, organizing, and managing the CCCD country program implementation processes.

SUBMISSION OF APPLICATIONS

Interested candidates should send a one-page cover letter-expression of interest (EOI), indicating suitability for the post, as well as a CV to the Environmental Protection Agency. All interested candidates are to address their letter of applications and curriculum vitae to the below address on or before 4pm, January 17, 2018:

ATTENTION:

Mrs. Benetta Wonde- Gogbar
Assistant Manager
Human Resource Department
Environment Protection Agency (EPA)
4th Street, Sinkor
1000 Monrovia, 10 Liberia
P.O. Box 4024

or through email (bgogbar@epa.gov.lr/benethawondegogbar@yahoo.com), indicating in subject area "Application for **CCCD Chief Technical Advisor-International Consultant**". Closing date for applications is **4pm, January 17, 2017**. Any application coming/received after this decline will not be given consideration. **Only short-listed candidates whose applications correspond to the above criteria will be contacted for an interview.**

NOTE: This information is also posted on the below website:

- www.emansion.gov.lr