



Republic of Liberia  
**ENVIRONMENTAL PROTECTION AGENCY (EPA)**  
4<sup>th</sup> Street, Sinkor  
Monrovia, Liberia



(REQUEST FOR EXPRESSION OF INTEREST – INDIVIDUAL CONSULTING SERVICES)

**NAME OF PROJECT: Strengthening NDA Capacity to Develop Programmes & Projects of Scale in Liberia**

**Assignment Title: Expert Consultant(s) – National Framework for Climate Information Services**

Financing Agreement reference:

Project ID No: LBR-RIS-003

Reference No.

Ad-Issue Date: December 23, 2020

Ad-End Date: January 08, 2021

### **1. Background**

The Government of Liberia through the Environmental Protection Agency received funding from the Green Climate Fund (GCF) under a project entitled “Strengthening NDA Capacity to develop programs and Projects of scale in Liberia”. The project will be used to:

- a) Strengthen Coordination mechanisms of the NDA, existing Sectoral and Expert working Groups;
- b) Build national human capacity to originate bankable concept notes and funding proposals
- c) To support enabling activities leading to successful development of three funding proposals, particularly the development of Climate Information System (CIS) SAP proposal.
- d) Ensure institutional strengthening through efficient knowledge management and retention

In line with efforts to enhance strategic framework, the Government intends to apply part of the project funds to recruit expert consultant(s) to develop framework for climate information services and establishment of a national meteorological and hydrological agency in line with the World Meteorological Organization (WMO) and Global Framework for Climate Services (GFCS) standards.

## **2. Objective of the Consultancy**

The main objective of the task is to produce strategic framework and action plan for climate information services as well as framework for climate change financing. This will also include the development a framework document for the establishment of a national agency for hydro-meteorology that conforms with best practice required by WMO and the GFCS.

## **3. The Scope of the Services to be performed**

Under the general guidance of the Environmental Protection Agency, and technical supervision of the National Climate Change Secretariat, and in consultation with Ministries of Transport and Mines and Energy, the consultant(s) will work with all stakeholders to carry out the following:

- Conduct desk review of relevant sectoral literature including climate change, WMO and GFCS, among others and best practices and experiences on development and use of climate information and services in priority areas of the GFCS (agriculture, health, water, energy and disaster risk reduction).
- Clearly establish baseline on climate information services particularly highlighting the existing infrastructure, human skill set, regulation, service delivery, etc.;
- Develop national framework on climate information services including strategic and action plans
- Develop framework to operationalize the Liberian Climate Change Trust Fund;
- Prepare draft act establishing National Meteorological and Hydrological Agency of Liberia

## **4. Deliverables**

The consultant is expected to provide the following deliverables summarized below:

- Inception report detailing the methodology/approaches and timelines associated with this consultancy;
- Baseline report on climate information services
- Data collection tools
- National framework on climate information services including a strategic and action plans
- Terms of reference of the consultant(s)
- Draft Liberia Climate Change Trust Fund OM framework/investment plan
- Draft Act establishing National Meteorological and Hydrological Agency
- Conduct dialogue/consultation in at-risk communities identified at national and sub-national levels, in which user interface are set up
- Reports on the sectorial and national engagements associated with the framework development

## 5. Minimum Qualifications, Skills and Experience

- Master's degree in hydrometeorology, Environmental policy and management, environmental law, climate change, economics, regional planning, or related field, PhD is an added advantage
- At least 7 years' experience in hydro-met, organizational development, policy development;
- Demonstrated experience in writing papers on hydro-met activities the meet WMO and GFCS standards;
- Excellent writing and communication skills.

**Duty Station:** Monrovia  
**Service Start Date:** Jan 15, 2021  
**End Date:** March 15, 2021

**Duration of Assignment:**

The consultant will be engaged under the Readiness Project for a period of 60 work days.

The Environmental Protection Agency now invites eligible individual consultants to indicate interest in providing these services by submitting their Curriculum Vitae (CV) and copy of academic credentials, demonstrating experience in performing similar assignments with references and showing responsiveness to the qualifications requirements outlined in this REOI. Eligibility criteria and the selection procedure shall be in accordance with the Government of Liberia procurement policy.

Further information can be obtained at the address below during office hours, i.e. from 0900 to 1700 hours (GMT) on working days.

Expressions of interest must be delivered in a written form or by email to the address below by January 08, 2021 @ 1700 hours (GMT) and mention "**Expert Consultant – National Framework for Climate Information Services**"

Madam Rebecca E. Doo  
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Attention: Mr. Jeremiah Sokan, (write position)  
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