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## GROSS-CUTTING CAPACITY DEVELOPMENT (CCCD) PROJECT
# Terms of Reference

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

| Job Title | | **INFORMATION TECHNOLOGY CONSULTANT** | |
|---|---|---|---|
| **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** | **Consultancy Duration:** | Ten weeks (2 months & half) |
| **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 **Local Consultant,** who will design/upgrade information technology infrastructure for collecting storing and sharing EKMS data and information. 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 Consultant**

Under general supervision of the Executive Director of the EPA, as Project National Director, the CCCD **Local consultant** duties and responsibilities include:

1. Design and Upgrade Information Technological Infrastructure for collecting, storing, and sharing Environmental Knowledge Management System (EKMS) data and information for male and female users.
2. Provide advice and expertise on IT Strategy, infrastructure, design, building, and maintenance within the organization. Develop staff training module in utilizing the technology at hand within the organization.
3. To carry out maintenance and optimization of web-station

**Conceptual/substance-wise Responsibilities:**

- Have a technical competence in IT infrastructure designing and upgrading ,and curriculum development and training,
- Demonstrates high integrity and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

**Functional Competencies:**

o Good knowledge of Liberia's Information Technology Infrastructures adaptation challenges and climate sensitive sectors, including the political environment and legal statutes as they pertain to environmental data collection, sharing and managing
o Ability to work and act under pressure
o Sound decision making, impartiality, diplomacy and discretion
o 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
o Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend

sound technical initiatives
- o Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet declines
- o 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
- o 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
- o Effective negotiating skills and ability to work with others to reach mutually benefiting and lasting understandings

**Terms of Reference for the CCCD Consultant**

Under general supervision of the Executive Director of the EPA, as Project National Director, the CCCD Information Technology (IT) Consultant duties and responsibilities include:

*Duties and Responsibilities*
- Design and Upgrade Information Technological Infrastructure for collecting, storing, and sharing Environmental Knowledge Management System (EKMS) data and information for male and female users.
- Provide advice and expertise on IT Strategy, infrastructure, design, building, and maintenance within the organization. Develop staff training module in utilizing the technology at hand within the organization.
- To carry out maintenance and optimization of web-station

**Conceptual/substance-wise Responsibilities:**
- Have a technical competence in IT infrastructure designing and upgrading ,and curriculum development and training,
- Demonstrates high integrity and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

**Functional Competencies:**
- Good knowledge of Liberia's Information Technology Infrastructures adaptation challenges and climate sensitive sectors, including the political environment and legal statutes as they pertain to environmental data collection, sharing and managing
- 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 deadlines
- 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

## EXPECTED OUTPUTS
- Develop an Integrated Information Management System that will be online 24/7
- Develop a Network infrastructure that will keep the Application running and update regular
- Developed Environmental Knowledge Management System sharing mechanism
- Developed an automated 24/7 backup plan for the system to perform full back-up every 24 hours
- Developed a Security Solution to prevent unauthorized access to the Server infrastructure
- Developed a security solution to prevent malicious attack on the Application or DOS on the Application

## EDUCATION
Candidate should hold a Bachelor Degree in Computer Science and Above. Certificate in any Programing Language are added advantage.

## Consultant Skills and Qualifications
- Consultant must know how to Analyzing and visualizing Data
- Consultant must have advance knowledge on the following Database Development Application (Microsoft SQL Server, MYSQL and Oracle Database infrastructure)
- Consultant Must have Advance knowledge on Deployment of Window Server 2012
- Consultant must have Advance knowledge on Computer Network Equipment and their functionality
- Consultant must have advance knowledge on the following programing Language (PHP, HTML, CSS, JAVA SCRIPT ,C# and ASP.NET
- Consultant Must have advance knowledge on Application troubleshooting in case the Application has bugs
- Consultant Must have Advance knowledge on Dynamic Website Development
- Consultant Must have good Reporting Writing Skill Verbal Communication Skill, Presentation Skills, Public Speaking, Written Communication, Oral Communication, Analytical Knowledge, Quantitative Skills, Problem Solving,, Research Skills, ,Team Management, Interpersonal Skills

- A minimum of 3-5 years of active progressive working Experience with Application Development and Network Administration
- Demonstrated Technical knowledge Web Application Development and Hosting
- Demonstrate Knowledge on Staff Cooperate Training on the Application usage
- Very good experience with project development, implementation or management.
- Experience in policy development process associated with Related project
- Experience in working and collaborating with government institutions, UNDP and private sector
- Extensive working experience in Liberia
- Excellent knowledge of English including writing and communication skills
- A minimum of 5 years of progressive and relevant experience in the field of Research, project implementation, demonstrated experience and knowledge in writing policies and analysis
- Experience working with best practices for integrating global environmental priorities into planning, decision-making, and reporting processes
- Experience in development work, partnerships building and resource mobilization
- Strong analytical skills
- Excellent research skills
- Ability to lead large teams and inspire other staff members to think creatively

## 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

**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 4:00pm, August 6, 2018:

**ATTENTION:**
Human Resource Department
Environment Protection Agency (EPA)
4ᵗʰ Street, Sinkor
1000 Monrovia, 10 Liberia
P.O. Box 4024

or through email (eduncan@epa.gov.lr), indicating in subject area "Application for CCCD **INFORMATION TECHNOLOGY (IT) CONSULTANT** Closing date for applications is **4PM August 6, 2018**. Any application coming/received after this deadline 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 websites: www.emansion.gov.lr, www.epa.gov.lr