



REPUBLIC OF LIBERIA  
**ENVIRONMENTAL PROTECTION AGENCY**  
 4<sup>th</sup> Street Sinkor, Tubman Boulevard  
 1000 Monrovia, 10 Liberia  
 P.O. Box 4024

**CALL FOR EXPRESSION OF INTEREST  
 TO PROVIDE CONSULTANCY SERVICE**

**Consultancy Service to “Support Micro, Medium and Small-Scale Enterprises/Businesses (MSMEs) through Waste Recovery Innovation Challenge to take Advantage of Opportunities to implement Sustainable Waste Management Practice**

**TERMS OF REFERENCE FOR NATIONAL CONSULTANT**

<b>Job Title</b>		National Consultant/FIRM	
<b>Division/Department</b>		Energy & Environment Environmental Protection Agency/EPA	
<b>Programme/Project Number/Project Title:</b>		ENERGY & ENVIRONMENT PROJECT 00126149	
<b>Location</b>		Monrovia, Liberia	
<b>Expected Start Date of Assignment</b>	November 1, 2020	<b>Duration:</b>	60 Days (Nov. 1 – Dec. 31, 2020)
<b>Reports to</b>	EPA	Title: Energy & Environment Programme Coordinator	

**BACKGROUND**

The United Nations Development Programs (UNDP) in collaboration and consultation with relevant Ministries Agencies and Commissions (MACs) of the Government of Liberia, has developed new Energy & Environment program document; which will be implemented over a period of 5 years, commencing January 2020 up to December 2024. The program will be

executed under the UNDP's National Implementation Modality (NIM), consistent with its Standard Basic Assistance Agreement (SBAA) between UNDP and GoL, and the Country Programme. The Implementing Partner (IP) for this project is the Environmental Protection Agency (EPA). The IP will be responsible and accountable for managing this project, including the monitoring and evaluation of project interventions, achieving project outcomes, and for the effective use of UNDP resources.

Liberia has rich and diverse natural resources and is a global biodiversity hotspot. Linkages between socioeconomic and environmental issues in the context of sustainable development in Liberia and in the sub-region, especially for women and marginalized groups, are critical. Climate change, deforestation and threats to protected areas are likely to adversely affect various sectors including agriculture, fisheries, forestry, hydropower generation and health. Rising sea levels have accelerated coastal erosion, damaging infrastructures and impacting livelihoods of coastal communities. Low-lying areas are frequently flooded due to inadequate drainage systems and poor waste management.

UNDP, through its Energy and Environment (E&E) Programme proposes to tackle these challenges within a broader development context that would facilitate synergy amongst the four thematic/focus areas of UNDP's work: 1. Livelihood Diversification, Disaster Resilience and Climate Change; 2. Biodiversity Conservation, Ecotourism and sustainable Land Management; 3. Renewable Energy Access and 4. Waste Management. In line with the Country Program Document (CPD) 2020-2024. The E&E Programme will provide support to promote diversified and inclusive economic growth along a low carbon and climate resilient pathway that is underpinned by investments in sustainable and environmentally friendly agriculture, food security, job creation and improved resilience to climate change and natural disasters in Liberia.

Through consultations made during the Feasibility Study to Transform Wastes to Energy at Wein Town and the New Cheesemanburg Landfills and leading to the development of the Energy and Environment Programme Document, it was evident that city authorities and other waste management service providers such as the Monrovia City Corporation (MCC), Community Based Enterprises (CBEs), and that of the Small and Medium Enterprises (SMEs) are only engaged in waste collection and recovery of waste as a resource. (as stated in the other document, this part will be part of the anticipated findings and therefore should not be here).

It is against this background that the EPA, as Implementing Entity (IE) and in collaboration with the Monrovia City Corporation (MCC), is recruiting a National Consultant to "Support Micro, Medium and Small-Scale Enterprises/Businesses (MSMEs) through Waste Recovery Innovation Challenge to take Advantage of Opportunities to implement Sustainable Waste Management Practice". This will enhance MSMEs knowledge and capacity in innovation of waste recovery, challenges and opportunities for sustainable waste management practice, and improve waste management in order to encourage recycle and reuse waste for lower emission of greenhouse gases. The report will contain findings and innovations

that will promote research and the introduction of advanced waste-treating technologies; apply modern waste-treating technologies in urban and rural areas; strengthen the management, treatment and reuse of industrial and domestic sewage, and to encourage the gathering and treatment of domestic solid waste into dumpsites for sources of electricity and cooking gas by utilizing small-scale electricity-generating systems that use methane collected from dumping sites and other sources to collect gases and make full use of redundant heat from industrial production factories to discover and burn solid waste for electricity generation.

## **OBJECTIVES**

The objectives of this consultancy are as follow:

- identify five (5) MSMEs involved in the waste management chain of Liberia and assesstheir current situation in terms of strengths andweaknesses;
- Conduct training on solid waste management chain (use, reuse and recycle) and innovative opportunities for sustainable waste management practices in Liberia (i.e. Monrovia and Paynesville);
- Identify challenges and opportunities for sustainable waste management practice, and improve waste management in order to encourage recycled and reused waste for lower emission of greenhouse gases;
- Promote research and the introduction of advanced waste-treating technologies that can be applied to modern waste-treating technologies in urban and rural areas to strengthen the management, treatment and reuse of industrial and domestic waste; and
- Encourage the gathering and treatment of domestic solid for sources of electricity and energy. This will involve utilizing dumpsites as resources to create small-scale electricity-generating systems.

This will enhance MSMEs knowledge and capacity in innovation for waste recovery, ,

## **DUTIES/RESPONSIBILITIES**

In collaboration and consultations with the EPA Energy & Environment Unit, MCC, the National Consultant will have the following overall duties and responsibilities:

- 1) Carry out background studies, ensuring they are appropriate in scope and required analyses
- 2) Determine strategy, priorities, key partners, and major barriers of the Consultancy;
- 3) Develop work plan and technical proposal for the Consultancy
- 4) Carry out desk review of relevant documents and conduct gap analysis
- 5) Identify MSMEs involved in waste management chain in Liberia (i.e. Monrovia and Paynesville)
- 6) Identify MSMEs specific role, how they are financed and their benefits/profits

- 7) Identify means for capacity building and financial opportunities for innovative waste management in Monrovia that are replicable in other cities in Liberia;
- 8) Conduct 3 days training for each of the 5 MSMEs selected in “Innovative Opportunities for Sustainable Waste Management”

The product of this consultancy is a report containing information on trainings conducted and support toolkits to be given to selected MSMEs.

**Period of performance**

It is expected that the work will begin as soon as possible after the finalization of the vetting process and completed on or before the deadline of December 1, 2020.

**KEY PERFORMANCE INDICATORS**

- 1) Carry out background studies, ensuring they are appropriate in scope and provide required analyses
- 2) Determine strategy, priorities, key partners, and key barriers of the consultancy;
- 3) Develop work plan and technical proposal for the consultancy
- 4) Carry out desk review of relevant documents and conduct gap analysis
- 5) Identify MSMEs involved in waste management chain in Liberia (i.e. Monrovia and Paynesville)
- 6) Identify MSMEs specific role, how they are finance and their benefits/profits
- 7) Report of 3 days training for 5 MSMEs in “Innovative Opportunities for Sustainable Waste Management”
- 8) Evidence of starter/support toolkits delivered to selected MSMEs after the training
- 9) Final Consultancy Reeport

**EXPECTED OUTPUTS:**

1. Copy of d Technical Proposal with Work Plan
- 1) Copy of Report for 3 days training of 5 MSMEs in “Innovative Opportunities for Sustainable Waste Management”
- 2) Starter/support toolkits for MSMEs

Required Completion Date

December 1, 2020

1. Final report of the Consultancy

## **REQUIRED COMPETENCIES**

### **EDUCATION**

- Bachelor and or Masters degree in Project Management, Development Studies/Sustainable Development, Waste Management, Natural Resources Management, Environmental Management, or other relevant disciplines.

### **EXPERIENCE**

- A minimum of 3 years professional experience in Business Administration, Public Administration, Public Sector Administration, Project Management, Development Studies/Sustainable Development, Waste Management, Natural Resources Management, Environmental Management, or other relevant disciplines
- Proven experience in working with GoL Ministries, Agencies and Commissions (MACs)
- Previous experience in working for a donor/UNDP funded project
- Proven expert in report and proposal writing
- Experience in project management, stakeholders engagement and consultation

### **OTHER SKILLS**

- Excellent team player with good interpersonal skills
- Ability to manage workload with minimum supervision
- Ability to work under pressure and tight schedules
- Ability to accommodate additional demands at short notice
- Ability to work in a multi-cultural environment
- Ability to communicate effectively complex and technical information to technical and general audiences;
- Strong strategic planning, results-based management and reporting capabilities
- Sensibility and adaptability to cultural, gender, religion, nationality and age
- Experience in preparing technical reports
- Experience in working in Liberia
- Experience in developing financial/market proposals

### **IMPLEMENTATION ARRANGEMENTS**

The EPA through the Energy & Environment Coordinator will supervise the National Consultant's performance, and be responsible for review and acceptance of all written deliverables.

**SUBMISSION OF APPLICATIONS**

**ATTENTION:**

Rebecca E. Doo  
Assistant Manager, Procurement  
Environment Protection Agency (EPA)  
4<sup>th</sup> Street, Sinkor  
1000 Monrovia, 10 Liberia  
P.O. Box 4024

or through email ([rdoo@epa.gov.lr](mailto:rdoo@epa.gov.lr)), indicating in subject area Consultancy to Consultancy Service to “Support Micro, Medium and Small-Scale Enterprises/Businesses (MSMEs) through Waste Recovery Innovation Challenge to take Advantage of Opportunities to implement Sustainable Waste Management Practice”. Closing date for submission of Expression of Interest is 4PM Liberia’s time, October 23, 2020. Any submission coming/received after this deadline will not be given consideration. Only submissions that meet the requirement/criteria as contained in this Expression of Interest will be considered for evaluation. The application package must include CV, Technical and Financial Proposal. **NOTE:** This information is also posted on the below websites: [www.emansion.gov.lr](http://www.emansion.gov.lr), [www.ekmsliberia.info](http://www.ekmsliberia.info), [www.epa.gov.lr](http://www.epa.gov.lr), [www.unpd.and](http://www.unpd.and) local dailies.