



**REPUBLIC OF LIBERIA  
ENVIRONMENT PROTECTION AGENCY**

P.O. Box 4024  
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1000 Monrovia, 10 Liberia



**CROSS-CUTTING CAPACITY DEVELOPMENT (CCCD)  
PROJECT**

**Terms of Reference**

**REFERENCE NO: TOR/CCCD/EPA-2020-009**

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

<b>Job Title</b>		National Consultant	
<b>Division/Department</b>		Environmental Protection Agency/EPA	
<b>Programme/Project Number</b>		GEF ID number: 9390 (Cross-Cutting Capacity Development Project/CCCD)	
<b>Activity Result</b>		<b>Enhanced monitoring and compliance arrangements, e.g., environmental impact and strategic environmental assessments</b>	
<b>Assignment</b>		Assess and draft Environmental Guidelines for coordinated compliance, Monitoring and Reporting	
<b>Location</b>		Monrovia, Liberia	
<b>Reports to</b>	<b>National Project Director Executive Director, EPA</b>	<b>Consultancy Duration:</b>	<b>(SEVEN WEEKS)</b>

**1.0 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) a

The UNDP through the EPA as Implementing Entity (IE) intends to recruit the service of a **National Consultant, to Assess and draft Environmental Guidelines for coordinated compliance, Monitoring and Reporting.** 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.

### **Activity Summary**

The goal of this activity is to improve the implementation of three Rio Conventions, i.e. United Nations Framework Convention on Climate Change (UNFCCC), United Nations Convention on Biological Diversity (UNCBD) and United Nations Convention to Combat Desertification (UNCCD), in Liberia through the development of national capacities to better coordinate and generate information related to the implementation of these Conventions.

### **2.0 JOB RESPONSIBILITIES:**

The national consultant task shall be to:

Assess and draft Environmental Guidelines for coordinated compliance, Monitoring and Reporting

- 1) Assess current data collection and generation methods of key agencies with attention to harmonization and metrics, relevance, validity, and quality

- 2) To assess existing environmental guidelines, tools, and resources of key ministries and agencies that support environmental sustainability
  - i) Environmental Protection Agency
  - ii) Forestry Development Agency
  - iii) National Fisheries Aquaculture Authority
  - iv) Liberia Land Authority
  - v) Ministry of Mines and Energy
  - vi) Ministry of Transport
  - vii) Ministry of Public Works
  - viii) Ministry of Agriculture
- 3) Draft coordinated monitoring and compliance guidelines.
- 4) Develop quality control procedures and identify responsible scientific and institutional correspondents
- 5) Recommend improved monitoring and compliance reforms

**Deliverables:**

1. Inception Report
2. Findings from assessment of current environmental data collection and generation methods and guidelines tools and resources of key agencies and line ministries
3. Draft coordinated compliance and monitoring guidelines including quality control procedures and reporting for natural Resource management institutions
4. Final copy of coordinated compliance and monitoring guidelines including quality control procedures and reporting

**Functional Competencies:**

- Excellent and effective research skills, 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 the public.
- Good understanding and knowledge of environmental impact and strategic environmental assessments
- Have a considerable knowledge of the value of Rio Conventions to sustainable development and considerable knowledge of Liberia's environmental governance infrastructure.
- Good computer skills.

**QUALIFICATION**

Candidate must have at least five (5) years of progressive work experience and good understanding and knowledge of environmental impact and strategic environmental assessments. History of performing similar task. The candidate must have a minimum BSc's Degree in Environmental studies or related field. Graduate degrees in related studies is added advantage. Must be a Liberian.

### **Other Requirements**

Candidates are to submit their application or letter of intent with CV, supporting educational credentials, technical and financial proposal.

### **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
- Oral communication/presentation skills
- Proactive mindset

All applications package must be attention to the below address in both soft and hard copy:

**Rebecca E. Doo**  
**Assistant Manager, Procurement**  
**Environment Protection Agency (EPA)**  
**4<sup>th</sup> Street, Sinkor**  
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Or through email (**[rdoo@epa.gov.lr](mailto:rdoo@epa.gov.lr)**),” Closing date for submission of application is 4PM, October 15, 2020. Any submission coming/received after this deadline will not be given consideration. Only submissions that meet the requirement/criteria as contained in TOR will be considered for evaluation.

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), and local dailies.