



REPUBLIC OF LIBERIA  
**ENVIRONMENTAL PROTECTION AGENCY**  
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**CALL FOR EXPRESSION OF INTEREST  
 TO PROVIDE CONSULTANCY SERVICE**

**Consultancy service to prepare a Funding Proposal on “Renewable Energy Access through Improved Waste Management for Sustainable Development”**

**TERMS OF REFERENCE FOR INTERNATIONAL CONSULTANT**

<b>Job Title</b>		International Consultant/Firm	
<b>Division/Department</b>		Energy & Environment Environmental Protection Agency/EPA	
<b>Programme/Project Number/Project Title:</b>		Renewable Energy Access through Improved Waste Management for Sustainable Development	
<b>Location</b>		Home based (50 days), “Liberia” based (10 days – 1 mission	
<b>Expected Start Date of Assignment</b>	September 14, 2020	<b>Duration:</b>	60 Days (Sept. 14 – November 14, 2020)
<b>Reports to</b>	EPA	Title: Energy & Environment Programme Coordinator	

**BACKGROUND**

The United Nations Development Programs (UNDP) in collaboration and consultation with relevant Government of Liberia (GoL) Ministries Agencies and Commissions (MAC) 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 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 the 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 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 Community Based Enterprises (CBEs) and that of the Small and Medium Enterprises (SMEs) are only engaged in waste collection and not in the management and recovery of waste as a resource. The policy incoherence, poor institutional coordination, bureaucratic tendencies, and lack of clarity of the roles and responsibilities of various government institutions in the entire waste value chain are critical barriers to private sector participation in waste management in Liberia.

It is against this background that the EPA as Implementing Entity (IE) is recruiting a National Consultant to assist the International Consultant develops Funding Proposal for a proposed project 'Renewable Energy Access through Improved Waste Management for Sustainable Development'. The Funding Proposal will be developed for the project that promotes efficient waste management and recovery and innovative approaches that improve the resilience of vulnerable communities access to alternative renewable energy and institutional coordination in Liberia.

## **OBJECTIVE**

The objective of this project is to ensure access to alternative energy sources improved; thus improving livelihood and access to alternative energy through waste management for communities in different parts of Liberia. To achieve this objective, the project will:

- i. Promote and encourage large scale private sector investment in waste management and alternative energy
- ii. Support small scale livelihood and basic infrastructures in waste collection and disposal
- iii. Provide hands-on, intensive-training, and awareness to community members, with a focus in targeted communities on how to market, and use of waste
- iv. Setting up renewable energy power supply as a pilot in 2 targeted communities
- v. Define roles and responsibilities of various government institutions in the entire waste value chain
- vi. through synergy, policy support, institutional strengthening and knowledge generation in Liberia

## **DUTIES/RESPONSIBILITIES**

The International Consultant will be responsible for the design and development of the full funding proposal document, including a project/program framing the transformative change, paradigm shift, sustainable development objectives, country ownership perspectives, effectiveness and efficiency elements, the needs of the beneficiaries and ways that the program addresses major barriers to achieve lasting adaptation and sustainable impacts. Based on a theory of change, organize and harmonize paradigm shift objectives-impacts-outcomes of components into a concise summary, providing expertise in alternative energy, and sustainable solid waste management, proposal writing and packaging of final proposal document. The consultant/firm will be responsible for the preparation of a detail project proposal document consistent with existing national strategies and environmental sustainability framework, the proposal must include a comprehensive stakeholder engagement and consultation that is aligned with international donors' requirements- the proposal document is expected to be concise and analytical.

In close collaboration with the EPA Energy & Environment Unit, the International Consultant will have the following overall duties and responsibilities:

- Develop a Funding Proposal that is consistent with donors' requirements.
- Develop one additional concept note that is consistent with all donor requirements. The focus of this concept note will be one of the following proposed titles: (i) Enhancing improved access to alternative energy; (ii) Improved waste management for alternative livelihood for climate mitigation and adaptation; (iii) Climate -resilient emission reduction in Liberia.
- Ensure that the Funding Proposal is in line with UNFCCC and Environmental Social Safeguard standards.
- Support UNDP Liberia in structuring the theory of change, logical framework and paradigm shift potential of the program by defining the degree to which the proposed activities can catalyze impact beyond a one-off program investment, including long term financial sustainability;

- Ensure inclusion of the results of all essential stakeholder consultations from the feasibility study into the design of the funding proposal.
- Support UNDP's outreach activities with the Government of Liberia, and the National Designated Authority (EPA) in particular ensuring a collaborative and inclusive approach towards project development.
- Oversee technical editing and copy-editing of the program readability and consistency.

Within the framework of this Expression of Interest, the International Consultant is expected to also perform the following tasks and duties:

- Develop and design a project funding proposal based on the waste to energy scoping study
- Oversee completion of background studies, ensuring they are appropriate in scope and provide required analyses;
- Facilitate and guide consultations to determine project strategy, priorities, key partners, and key barriers to success;
- Provide technical and professional support to the LC and national stakeholders.
- Develop the project strategy; detailed budget, work plan and logical framework
- Assume main responsibility for finalizing the project document, with significant input from local consultants.
- Work together with the local consultant (LC), EPA, UNDP and national counterparts on setting the project implementation strategy;

Besides a desk review of the relevant documents the International Consultant will undertake one mission to the country, in full collaboration with the EPA, UNDP Country Office and Local Consultant. The mission will include:

- Consultations with key partners in National Government, responsible for environmental management as well as relevant sectoral Ministries, Agencies and Commissions

The product of this consultancy is a full final proposal that responds to all the requirements of donors and climate finance mechanism. To facilitate a timely yet inclusive process, the consultant will develop interim products for review by the EPA and stakeholders and a chosen donor. Interim products will be shared with UNDP as soon as completed but before the indicated dates.

### **Period of performance**

It is expected that the work will begin as soon as possible after the finalization of the selection process and completed before the deadline of November 7, 2020. The consultant will remain available to support EPA in the finalization of the funding proposal until January 1, 2021.

## KEY PERFORMANCE INDICATORS

- Completion of background studies, ensuring they are appropriate in scope and overall quality;
- Provide required analyses;
- Facilitate and guide consultations to determine project strategy, priorities, key partners, and key barriers to success.

### EXPECTED OUTPUTS:

1. Detailed Assignment Work plan
2. Draft Project proposal Document and Project Results Framework,
3. Draft detailed work plan and design of consultation
4. Final Project Document, Project Results Framework, fully compliant with the enforced international donors rules and standards

Required Completion Date:

November 14, 2020

## REQUIRED COMPETENCIES: Minimum qualification

### Education:

- Master's or PhD degree in Alternative Energy, Waste Management, Natural Resources Management, Environmental Science, Renewable Energy, or other relevant disciplines.

### Experience:

- A minimum of 8 years professional experience in Environmental Management, Alternative Energy, Natural Resources Management, Municipal Solid Waste Management, Climate Change Mitigation/Adaptation activities, similar Projects and Programs development (especially in Africa) will be an added advantage;
- Experience in the development of contemporary Environmental Management and accountability systems, and Renewable Energy development; A previous experience in donor funded climate change/environmental management work in Liberia is desirable;
- A previous experience and familiarity with the GEF and GCF processes, especially funding proposal processes and usage of template;
- Capacity to write GEF/GCF project idea notes, concept notes and proposals.

### Location of work

The consultant/firm shall work from base of operations (Home based) with at least a travel period to Liberia for 5-10 working days.

### Monitoring and evaluation of Consultant/firm performance

The Environment Protection Agency and UNDP Liberia will jointly supervise the consultant/firm's performance, and be responsible for review and acceptance of all written deliverables.

## **EXPERIENCE**

- A minimum of 5-8 years professional experience in Alternative Energy, Waste Management, Climate Change Mitigation/Adaptation activities, Projects and Programs especially in Africa;
- Experience in Alternative Energy, Waste Management and Natural Resource practices of Africa; particularly in relation to their role for climate change adaptation and mitigation; A previous experience in climate change/environmental work in Africa/Liberia;
- A previous experience and familiarity with international partners processes, especially funding proposal processes and usage of templates;
- Capacity to write project idea notes, concept notes and proposals.

## **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 communicate effectively orally and in writing English in order to communicate complex, technical information to technical and general audiences
- Ability to travel to Liberia at short notice
- Strong strategic planning, results-based management and reporting capabilities
- Displays cultural, gender, religion, nationality and age sensitivity and adaptability
- Demonstrate experience in the design and development of climate change projects
- Team leader on climate change projects
- Experience with UNDP work on climate change
- Experience in preparing technical climate change studies
- Knowledge of UNFCCC negotiations, GEF/GCF funding proposal, NAP, NAPA and NDCs
- Experience working in Liberia
- Experience in climate finance

## **EVALUATION CRITERIA**

EPA will evaluate the proposals based on the following criteria:

- ✓ **Demonstrated experience** in the design and development of climate change projects in alternative energy, municipal solid waste management, business development, alternative livelihood projects (at least 3 projects): 15 points
- ✓ **Team leader** on environmental management and climate change projects (at least 5): 15 points
- ✓ **Experience** with UNDP waste to energy (renewable energy) project (at least 3): 15 points
- ✓ **Experience** in preparing technical environmental studies (at least 5): 15 points
- ✓ **Masters or PhD** in Alternate Energy, Waste Management, Project/Proposal Development, Agriculture, Natural Resources or Environmental Science: 10 points
- ✓ **Knowledge** of UNFCCC negotiations, GEF/GCF funding proposal, NAP, NAPA and NDCs: 10 points

- ✓ **Experience** working in a project of similar nature in Liberia: 10 points
- ✓ **Experience** in climate finance (at least 5 assignments): 10 points

#### **IMPLEMENTATION ARRANGEMENTS**

The EPA through the Energy & Environment Unit and UNDP Liberia will jointly supervise the International Consultant's performance, and be responsible for review and acceptance of all written deliverables.

#### **SUBMISSION OF APPLICATIONS**

##### **ATTENTION:**

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or through email ([rdoo@epa.gov.lr](mailto:rdoo@epa.gov.lr)), indicating in subject area "Funding proposal to develop Renewable Energy Access through Improved Waste Management for Sustainable Development Project Closing date for submission of Expression of Interest is 4PM Liberia's time, September 9, 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, credentials and 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), UNDP Liberia website