



**REPUBLIC OF LIBERIA**  
**ENVIRONMENT PROTECTION AGENCY**  
P.O. Box 4024  
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1000 Monrovia, 10 Liberia



**CALL FOR EXPRESSION OF INTEREST**

**To provide consultancy to develop an awareness module for institutions on Rio Conventions mainstreaming, monitoring and evaluation**  
**Terms of Reference**  
**REFERENCE NO: TOR/CCCD/EPA-2021-005**

**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>Improved environmental educational curricula and youth civic engagement</b>		
<b>Assignment</b>	<b>Consultancy to develop an awareness module for institutions on Rio Conventions mainstreaming, monitoring and evaluation</b>		
<b>Location</b>	Monrovia, Liberia		
<b>Reports to</b>	<b>National Project Director Executive Director, EPA</b>	<b>Consultancy Duration:</b>	8 Weeks

**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)**

The UNDP through the EPA as Implementing Entity (IE) intends to recruit the service of a **National Consultant, to** Develop an applicable awareness module for institutions on Rio Conventions mainstreaming, monitoring and evaluation. 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 activities under this output will strengthen a set of key systemic capacities that will ensure the resilience of institutions mandated to meet environmental objectives by increasing a large number of environmentally-friendly adherents through the mainstreaming of Rio Conventions.

### **2.0 Assignment**

The national consultant's duties and responsibilities shall be to:

- Review the existing environmental awareness module for mainstreaming Rio Conventions
- Review any existing monitoring and evaluation mechanism for mainstreaming the Rio Conventions
- Conduct interview with relevant stakeholders to identify specific training needs for mainstreaming the Rio Conventions, monitoring and evaluation
- Develop an awareness module for institutions on Rio Conventions mainstreaming,
- Monitoring and evaluation procedures
- Develop a training manual and handbook for master trainers

**Deliverables:**

The key deliverables are described below.

- Inception Report
- Draft Awareness Module along with training manual and handbook
- Final Approved copy of the awareness module, manual and handbook

One week after contract signing, the national consultant will produce an **inception report** clarifying the objectives, methodology and timing of the preparation of the awareness module for institutions on Rio Conventions mainstreaming, monitoring and evaluation. The inception report will be discussed and agreed with the implementing agency before the national consultant proceed with the preparation of the task as in the TOR.

The **draft awareness module** will be shared by the national consultant to the EPA through the CCCD Project Office, who will circulate the draft to stakeholders. The EPA will share the report with stakeholders for their comments and inputs. Feedback received from these stakeholders should be considered when preparing the final report

The module will focus on raising awareness and the knowledge and skills that institutions require to mainstream, monitor and evaluate. It will include content on the following five areas:

Participant handbook for training. This handbook will act as a resource for the institutions throughout their participation in the mainstreaming of the Rio Conventions and beyond. It will enable them to continue to develop their skills and to train others

The awareness module must be highly interactive and participatory, using real life situations relevant to the Liberian context.

**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.

## 8. Remuneration and schedule of payment

Proposals must be expressed in lump Sum Amount which must be all –inclusive. All costs that could possibly be incurred by the consultant, must be factored into the final amounts submitted in the proposal.

Payment shall be made according to the following deliverables:

- Twenty per cent (20%) after the submission and the acceptance of the Inception report;
- Forty per cent (40%) after the submission and the acceptance of the draft report.
- Forty per cent (40%) after the submission and the acceptance of the final report.

### PAYMENT MODALITIES Fees and payments

1. Interested consultants should provide their requested fee rates when they submit their expressions of interest, in USD. The EPA will then negotiate and finalize contracts. Fee payments will be made upon acceptance and approval by the EPA of planned deliverables, based on the following payment schedule:

Upon submission of inception report	20%
Upon submission of draft Methodology Report	40%
Upon submission of final Methodology Report	40%

## 9. Applications

Interested individual consultants satisfying the required qualification and skills are invited to submit their application in soft and hard copies (Technical and Financial proposal, and CV) with a cover letter to the contact below:

**Note:** The proposal should provide the following information:

- Technical proposal: Outline and methodology for undertaking the development of Resource Mobilization Strategy as well as the detailed work plan showing the assignment’s important activities and milestones
- Financial proposal: including a detailed quotation for the development of Resource Mobilization Strategy showing all necessary costs.
- Contact details of three past performance references
- Updated CV of consultant, including relevant work experience and qualifications

### **QUALIFICATION**

Candidate must have at least (five) years of progressive work experience in awareness raising and awareness module development. Must have understanding and knowledge of environmental impact, mitigation and adaptation. History of performing similar task. The candidate must have a minimum MSc Degree in education, Environmental studies or related field. Must be a Liberian.

### **Other Requirements**

Candidates is to submit his/her application or letter of intent with a detailed 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**  
**1000 Monrovia, 10 Liberia**  
**P.O. Box 4024**

Or through email (**[rdoo@epa.gov.lr](mailto:rdoo@epa.gov.lr)**),” Closing date for submission of application is 4PM, July 16, 2021. 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 or local dailies.