



**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-2020-010**

**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>		Updated assessments of capacity challenges to meet and sustain Rio Convention obligations, building upon GEF focal area enabling activities	
<b>Assignment</b>		Design and carry out a survey to assess public awareness of the importance of the Rio Conventions to catalyzing sustainable development.	
<b>Location</b>		Monrovia, Liberia	
<b>Reports to</b>	<b>National Project Director Executive Director, EPA</b>	<b>Consultancy Duration:</b>	(SIX WEEKS)

**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 design and carry out a survey to assess public awareness of the importance of the Rio Conventions to catalyzing sustainable development. . 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.

### **OBJECTIVE**

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 that 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.

However, the objective of the consultancy is to **update assessments of capacity challenges to meet and sustain Rio Convention obligations, building upon GEF focal area enabling activities.** Liberia's NCSA that was prepared in 2005. This will serve to reinvigorate the consultative and collaborative approach developed under the NCSA to reconcile and integrate the capacities necessary to strengthen global environmental outcomes. The survey to establish **public awareness of the importance of the Rio**

**Conventions to catalyzing sustainable development** will emphasize the underlying capacity development needs (systemic, institutional, and individual) that cut across the three Rio Conventions.

A very important requirement in the mainstreaming of the Rio Conventions is the public must be adequately aware of the importance of the Conventions.

#### DUTIES/RESPONSIBILITIES

The National Consultant will be responsible to **design and carry out a survey to assess public awareness of the importance of the Rio Conventions to catalyzing sustainable development.**

#### KEY PERFORMANCE INDICATORS

1. Establishment of research goals.
2. Creation of a list of questions
3. Identification of respondents
4. Respondents responses
5. Analyses of results
6. Public Awareness survey report.

#### EXPECTED OUTPUTS:

The key products to be delivered are as follows:

1. Inception Report detailing implementation modalities
2. Draft survey report Result
3. Final Report

#### REQUIRED COMPETENCIES

##### EDUCATION

Minimum of BSc degree in Regional Science, Sociology, Demography and related studies. Graduate degree in the related areas is an added advantage. We encourage females to apply.

##### EXPERIENCE

At least 5 years of relevant professional experience - Proven experience in designing and conducting public awareness survey/implementing similar projects - Previous experience with EPA & UNDP is a great advantage - Experience of work in the region is an asset.

##### Other Requirements

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
- Ability to communicate effectively; orally and in writing English in order to communicate complex, technical information to technical and general audiences

## **IMPLEMENTATION ARRANGEMENTS**

The EPA through the Cross-Cutting Capacity Development Project supervise the National Consultant's performance, and be responsible for review and acceptance of all written deliverables.

## **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**),” 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.