



**REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION AGENCY**

4th Street Sinkor, Tubman Boulevard
1000 Monrovia, 10 Liberia
P.O. Box 4024

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

REFERENCE NO: EOI/E&E/EPA-2023-001

**CONSULTANCY SERVICE FOR CSO/FIRM TO TRAIN 45 WOMEN FROM
BONG, MARGIBI AND GRAND BASSA COUNTIES IN ECO-STOVE
PRODUCTION AND GROUP THEM IN SMALL SCALE ENTERPRISES FOR
PRODUCTION AND SALES OF ECO-STOVE (PRODUCE 450 ECO-STOVES)**

TERMS OF REFERENCE FOR CSO/FIRM

Job Title	National CSO/Firm Consultancy Service		
Division/Department	Energy & Environment/Environmental Protection Agency/EPA		
Program/Project Number	00126149		
Activity Result	45 Women from Bong, Margibi and Grand Bassa Counties trained in Eco-Stove Production and grouped into Small Scale Enterprises for Production and Sales of Eco-Stove (Produce 450 Eco-Stoves) and one eco-stove production center constructed.		
Assignment	To train 45 Women from Bong, Margibi and Grand Bassa Counties in Eco-Stove Production and Group into Small Scale Enterprises for Production and Sales of Eco-Stove (Produce 450 Eco-Stoves) and construct one eco-stove production center in Bopolu, Gbarpolu county.		
Location	Margibi County		
Reports to	Energy & Environment Coordinator/EPA-UNDP	Consultancy Duration:	3 months (May 1– August 1, 2023)
BACKGROUND			
The Environmental Protection Agency (EPA) through the United Nations Development Program (UNDP) Energy & Environment Program/Country Program Support intends to support the Government of Liberia			

through the Environmental Protection Agency to train 45 women from Bong, Margibi and Grand Bassa Counties in eco-stove production and group into small scale enterprises for production and sales of eco-stove (produce 450 stoves).

Clean and reliable energy makes life better. Clean and reliable energy help to reduced Carbon dioxide emissions, improved health resulting from reduced indoor air pollution, create employment opportunities such as stove manufacturing, distribution, solar assembly etc. Eco-stove provides an affordable alternative to gas and electronic stoves yet maintaining the same technological advantages. The use of Eco-stoves does the following:

- Reduces deforestation by a significance percentage by promoting the use of reusable stone stoves
- Produces a more energy efficient cook stove that delivers immediate environmental, social, economic and technological benefits to the end user
- Helps the user achieve energy independence
- Reduces landfill by promoting the processing of household waste into bricks which can be used as fire starters for the eco stoves
- Fights poverty by promoting skills development in both the unemployed youth and women
- creates employment, apprenticeship and entrepreneurial opportunities through the manufacturing, distribution, maintenance of eco-stoves
- Reduces cooking cost up to a significant percentage by using reusable volcanic rocks
- Promotes good health by the use of smoke free eco-stoves across the developing world suffering from indoor air pollution thought inefficient cook-stoves and the added benefit of light bulbs on the eco-stoves providing the lighting solution in areas without electricity instead of kerosene lamps

Eco-stoves use reusable volcanic rocks to cook. The volcanic rocks retain heat much longer than any other fuel. Bricks are used as fire starters and solar is used to power the inbuilt air system that runs forced air to the stones thus increasing combustion. It is a new concept in the country and on the continent although much awareness has not been achieved towards its production, importance and usage.

In Liberia, there is a slow paste rise of clean cook-stoves; although they all use biomass as their source of fuel which still contributes to the high rate of deforestation. The initiative also includes the use of bricks which are the source of energy and the stoves have been heavily insulated with clay to retain the heat. A few Liberians depend on biomass stoves to cook. These include charcoal, bricks and firewood users.

The use of eco-stoves ensure that cooking is healthy, efficient and eco-friendly for everyone, regardless of socio-economic status. Billions of people in developing countries do not have access to electricity and gas. They cook with biomass and often on unhealthy and inefficient fires. Research has shown that women spend hours daily gathering fuel, and families can spend up to 30% of their monthly income on fuel, forcing them into energy poverty. Fuel production also contributes greatly to deforestation. Eco-stoves/cook-stoves and solar products offer a reliable and affordable solution! These products completely eliminate the need for kerosene.

Pursuant to this, the EPA with support from the United National Development Program (UNDP) intends to hire a CSO/Firm to train 45 women from Bong, Margibi and Grand Bassa Counties in eco-stove production and group into small scale enterprises for production and sales of eco-stove (produce 450 stoves).

Considering this, the UNDP through the Energy & Environment Unit of the EPA requests the services of a CSO/Firm to work in collaboration with the EPA in achieving this objective.

With the plethora of challenges, the Energy and Environment (E&E) program seeks to support the Government's efforts in achieving diversified and inclusive economic growth through investments in sustainable and environmentally friendly agriculture, food security, job creation and improved resilience to climate change and natural disasters. UNDP works to empower the population and build a resilient nation. It supports the government to develop and implement interventions aimed at improving the lives of the people, including women, youth and People with Disability (PWD).

Through its Energy and Environment (E&E) Program, UNDP supports the government through its relevant Ministries, Agencies and Commissions (MACs) to address environmental issues and mitigate their impacts to support the collective growth and development of the country.

Contract and Reporting Requirements

The CSO/Firm will be hired against a performance-based contract for three (3) Months. It will report to the Coordinator of the EPA-UNDP Energy & Environment Unit. The CSO/Firm shall submit the reports summarized below, for the respective period(s). All documents/reports should be issued in English, submitted in both hard and electronic copies.

- **Monthly Progress Reports:** The CSO/Firm shall prepare concise reports with the relevant information on progress, highlighting achievements, emerging issues that need to be clarified with the client and recommendations.
- **Final Report:** Before the end of the assignment: The CSO/Firm shall submit a final report detailing all the activities undertaken. The report should outline achievements, issues and lessons learnt.

Scope of Work and Tasks

The CSO/Firm will have the following responsibilities:

- To train 45 women from Bong, Margibi and Grand Bassa Counties in eco-stove production and group into small scale enterprises for production and sales of eco-stove (produce 450 stoves).

Job Responsibilities:

Ensure that 45 women from Bong, Margibi and Grand Bassa Counties are trained in eco-stove production and group into small scale enterprises for production and sales of eco-stove and produce 450 stoves.

Functional Competencies:

- Demonstrate functional competence in the production of eco-stoves
- Demonstrate functional experience in skill to train people in the production and use of eco-stoves

Key Expected Results

45 women from Bong, Margibi and Grand Bassa Counties trained in eco-stove production and grouped into small scale enterprises for production and sales of eco-stove (produce 450 stoves).

Output

The CSO/Firm will achieve the following deliverables:

- 1) 45 women from Bong, Margibi and Grand Bassa Counties trained in eco-stove production and grouped into small scale enterprises for production and sales of eco-stove (produce 450 stoves)

QUALIFICATION

Education:

- Demonstrate functional competence in the production of eco-stoves
- Demonstrate functional experience in skill to train people in the use of eco-stoves
- Key staff with not less than Bachelor degrees in the Social Sciences/Environmental Sciences

Experience

- More than five (5) years of demonstrated functional experience in eco-stoves production.
- Experience performing similar services requested.
- Documented social skills and networking capabilities is an advantage.
- Experience in management and organizational development.

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
- Experience in working with the EPA, UNDP funded activities/projects or other INGOs

SELECTION CRITERIA

The EPA shall recruit the National Consultant/Firm through an open, transparent and competitive process and shall be guided by inter alia the Procurement and Public Concessions Act of Liberia. All contractors shall conform to the Government of Liberia's laws on anti-bribery and anti-corruption. Notice is hereby issued to all interested candidates that failure to adhere to conflict-of-interest restrictions and anti-fraud and corruption rules constitutes grounds for potential debarment from future participation in procurement of goods, services or works that may result from the Program.

ATTENTION:

Mr. Pescee T. Doe

Assistant Manager/Procurement

Environment Protection Agency (EPA)

4th Street, Sinkor

1000 Monrovia, 10 Liberia

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or through email (ptdoe@epa.gov.lr), indicating in subject area “**Consultancy Service to train 45 Women from Bong, Margibi and Grand Bassa Counties in Eco-Stove Production and Group into Small Scale Enterprises for Production and Sales of Eco-Stove (Produce 450 Eco-Stoves)**”. Closing date for submission of TORs is 4PM, April 21, 2023. Any submission coming/received after this deadline will not be given consideration. Only submissions that meet the requirement/criteria as contained in the Request for Expression of Interest will be considered for evaluation. The application package must include CV of key staff, Technical and Financial Proposals.

NOTE: This information is also posted on these websites: www.emansion.gov.lr, www.ekmsliberia.info., www.epa.gov.lr, www.unpd.and local dailies.