



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 and validate 15-year resource mobilization strategy for the sustainability of the Environmental Knowledge Management System (EKMS)**

**Terms of Reference**

**REFERENCE NO: EOI/CCCD/EPA-2021-003**

**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>	Resource mobilization strategy		
<b>Assignment</b>	<b>Develop and validate 15-year Resource Mobilization Strategy for the sustainability of the Environmental Knowledge Management System (EKMS)</b>		
<b>Location</b>	Monrovia, Liberia		
<b>Report to</b>	<b>National Project Director Executive Director, EPA</b>	<b>Consultancy Duration:</b>	2 Months

**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 EPA and the UNDP through the Cross-Cutting Capacity Development Project intends to recruit the service of a **National Consultant, to: Develop and validate 15-year Resource Mobilization Strategy for the sustainability of the EKMS**. 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**

This first component of the project focuses on the establishment of an environmental knowledge management system by integrating and reconciling relevant existing systems. A key feature of this system is that it seeks to use the latest tools and innovations, including technological, to access and create new knowledge that would allow for better decisions to be made to protect the global environment. Not only will this component seek to develop this institutional mechanism, its objective will also provide for a comprehensive assessment of training needs to manage data and information is undertaken to ensure a good design of a long-term training Programme and curriculum. Particular attention will be given to training on the use of the EKMS and environmental data, information, and knowledge for integrating as a result of lessons learned through its early implementation (i.e., trainings) and is intended to be applied for post-project trainings.

### **Terms of Reference for a Consultancy Service for**

Develop and validate 15-year resource mobilization strategy for the sustainability of the EKMS

This TOR defines the scope and requirements of an individual consultancy service to develop a new resource mobilization strategy for the sustainability of the EKMS.

### **2. Objectives**

The main objective of this national consultancy is to develop and validate 15-year resource mobilization strategy for the sustainability of the EKMS.

### **3. Scope of work**

The scope of the consultancy service shall include reviewing existing documents of resource mobilization, developing an operationalization mechanism and providing technical support/guidance for resource mobilization. It will also involve preparation of a catalogue of donors (appropriate to the EKMS objectives).

### **4. Tasks to be performed**

Specific tasks of the consultancy will include:

- Read documents and consult with CCCD Project team to better understand the vision, mission

and focus of the Environmental Knowledge Management System and any past resource mobilization efforts (including the existing strategy), best practices, lessons learned and challenges encountered.

- Conduct a detailed analysis of potential global and local donors to map the feasibility of securing thematic funding. Map donors' strategic areas of interest, funds available, and grantees, funding windows, requirements and guidelines and interest in funding key areas. Along these lines, also explore opportunities for partnerships (and mobilizing & leveraging resources) from other partners like private sector
- Recommend how to develop and maintain strategic partnerships and engagement with key donors, (past, present and future), including preparation of a specific strategy for involvement of the private sectors.
- On the basis of the analysis from above, develop a 15 years resource mobilization strategy with priority fundraising targets, and responsibilities over the next 15 years.
- Provide coaching in the development/initial implementation of resource mobilization strategies. This includes preparation of concept notes to approach donors.
- Facilitate resource mobilization strategy validation stakeholder meeting

## 5. Duration of the task

The duration for this short term consultancy work will be for 40 working days commencing from the date of signature of the contract and the tasks will be completed by the 30 June 2021.

## 6. Supervision, Reporting and Deliverables

The consultant will be directly supervised by and will be reporting to the National Project Director through the CCCD Project team/Program Manager. The consultant is expected to provide regular updates of progress to the bi-weekly management meetings.

The following deliverables are expected from the consultant:

- A work plan showing the assignment's important processes, activities and milestones
- A comprehensive resource mobilization strategy that includes an overview of the situation, an analysis of past fundraising experience, explores future opportunities and strategies, details workflow processes and outlines a time-bound action plan
- An annex that maps donor interests, priorities, funding windows and points to clear actions that should be taken to mobilize funds and develop/maintain relationships with these donors
- An annex that outlines a series of fundraising materials that need to be produced to secure funding/raise for the system sustainability
- An action plan that outlines clear time lines for the action proposed
- A plan for building the capacity of key staff in mobilizing and leveraging resources and developing and maintaining partnerships

## 7. Qualifications and experiences required

- Developing a resource mobilization strategy requires a high level technical/professional expertise and proven experiences. The Individual Consultant interested in this work is required to have at least the following qualifications:
- **Education:** Holder of at least a Bachelor's Degree in the social or natural sciences, economics, development studies or related field.
- **Experience:** At least five years' experience in the development sector, preferably in fundraising, resource mobilization and partnership building. Sound understanding and application of development management or strategic planning concepts, methodologies and tools
- **Language:** Fluency in spoken and written English is essential.
- Excellent interpersonal, communication, presentation and writing skills required.

## 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

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

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, May 5, 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.

