



CALL FOR EXPRESSION OF INTEREST TO PROVIDE CONSULTANCY SERVICE FOR THE ENVIRONMENTAL PROTECTION AGENCY (EPA) SETTING UP OF ACCOUNTING SYSTEM AND TRAINING OF STAFF



Terms of Reference for National Consultant Setting up of Accounting System and Training of Staff

CONSULTING FIRM			
Job Title			
Division/Department	National Climate Change Secretariat		
Programme/Project Number	National Adaptation Plans (NAPs) Project		
Location	Monrovia, Liberia		
Expected Start Date of Assignment	December 15, 2018	Duration:	Six Months
Reports to	: NCCS National Coordinator	Title:	

BACKGROUND

The Environmental Protection Agency (EPA) is the principal authority in Liberia responsible for the management of the environment; coordinate, monitor, supervise and consult with relevant stakeholders on all activities in the protection of the environment and sustainable use of natural resources. To enhance EPA efforts in achieving her core mandates, she is currently the link between the Government of Liberia and global environmental funding institutions; serving as National Designated Authority (NDA), of the Green Climate Fund (GCF), and Focal Point for the Global Environment Facility (GEF).

The EPA with support and collaborations from the United Nations Development Program (UNDP) have leveraged and accessed global environmental funding to address climate degradation issues in Liberia. Evidence of these are the Coastal Defense intervention that rescued Atlantic Street in Buchanan City, Grand Bassa County and the on-going Coastal Defense erection in New Kru Town, Montserrado County. Other projects been financed and implemented by global environmental funding are the National Adaptation Plans (NAPs) and the Cross Cutting Capacity Development (CCCD).

For EPA to continuously leverage and access these international climate funds it has to be compliance with their requirements. These include, to develop best practice systems, indicators, documentation and policies; comply with international voluntary standards and frameworks; environmental and social due diligence; monitor and

evaluate projects and programs; discern appropriate levels of transparency and disclosure; and regular sustainable reports with transparent accounting for financial as well as environmental, social and governance performance.

Further, the EPA needs to put in place and continually improve systems for managing the impacts associated with environmental and social contexts, by setting objectives and seeking continuous improvements through monitoring performance and reviewing progress and regularly audited by third party financial institutions.

The EPA is desirous of establishing an efficient Project Management Unit (PMU) that can plan and execute programs and projects with tangible results, ensuring timely deliveries and reports that will meet credibility and quality assurance of best practices. The PMU of the EPA will also be positioned to identify and navigate the risks and opportunities that project management faces and adopt cost-effective approaches. We also want to ensure that the PMU can monitor and evaluate projects/programs, perform baseline analyses to understand which impacts are direct result of the projects/programs.

Considering the above mentioned and to enable the Environmental Protection Agency adequately access and implement multilateral climate financed projects, there is a need to enhance the capacity of certain department staffs. These departments are key to managing and reporting especially on donor funded projects.

Because of this capacity gap, the EPA has not been able to fully manage any climate financed project in Liberia. This gap, the EPA working along with the UNDP decides to address. This gap when address will enhance EPA in the execution of her national mandates and accessing of international climate funding to mitigate Liberia's environmental degradation impacts.

The EPA in collaboration with the United Nations Development Programs (UNDP) and the National Adaptation Plans (NAPs) Project team is therefore seeking to contract a national consulting firm that will set up an accounting system and conduct hands-on training of selected staff of the EPA.

OBJECTIVE

The objective of this assignment is to ensure that the EPA meets internationally approved financial standards and prepare EPA toward qualifying as a delivery partner and National Implementing Entity.

SCOPE OF SERVICE

The national firm contracted will be required to carry out the EPA capacity development training in three phases:

- 1) Procurement of ERP Accounting Software, upgrade server capacity & and associated ITC equipment/software**
- 2) Maintenance of ICT Server including internet/intranet services**
- 3) Provision of Hands-on training/coaching of key Finance, ICT, HR, Procurement & Project Management**

KEY PERFORMANCE INDICATORS

- Effectiveness of accounting system and server
- Effectiveness of EPA internet connectivity
- Effective and consistent support to and collaboration with EPA and Staff
- Effectiveness of training
- Timely completion of tasks

EXPECTED OUTPUTS:

- Finance department of EPA equipped with computer-based financial applications, website server and high speed internet connectivity
- Selected Staff of EPA trained in Finance, ICT, HR, Procurement & Project Management
- Staff of the EPA trained in the usage and maintenance of software and servers

REQUIRED COMPETENCIES

Interested Firm must meet the following:

- Must be registered and certified as per national and international standard;
- Should have technically qualified and well-experienced manpower/staff;
- Should have sufficient in house infrastructure equipment to carry out the training;
- Should have experience of conducting hands on training facility either in-house or at a third party premises;

IMPLEMENTATION ARRANGEMENTS

Under the supervision of the National Coordinator of the NCCS/EPA, the firm will be responsible for organizing meetings, work sessions, evaluation and upgrades.

SUBMISSION OF APPLICATIONS

Interested firm must submit their information which describes their willingness and capability to perform the above service in terms of:

- i. Qualifications, experience and professional affiliation supported by copy of certificate of registration/ testimonials/ accreditation where applicable;
- ii. Availability of appropriate skills among staff, demonstrate names, professional qualifications, areas of competence and contribution of proposed key persons supported with Curriculum Vitae and Certificates, particularly in Accounting, Computer Science, ICT or Business Management
- iii. Evidences of experience in knowledge of similar assignments and in similar conditions (name of assignment, name and address of client, value, period),

iv. Implementation methodology

v. Copy of Business Registration Certificate and Article of Incorporation;

vi. Type and details of annual maintenance contract or service level agreement.

All interested firms or candidates are to address their Expression of Interest to the below address:

ATTENTION:

Mrs. Ella Duncan

Manager

Human Resource Department

Environment Protection Agency (EPA)

4th Street, Sinkor

1000 Monrovia, 10 Liberia

P.O. Box 4024

or through email (eduncan@epa.gov.lr), indicating consultancy for **“Setting up of Accounting System and Training of Staff”**

Closing date for applications is **4pm, December 8, 2018**. Any application received after this date will not be given consideration. **Only short-listed candidates whose applications correspond to the above criteria will be contacted for an interview**