



Republic of Liberia
ENVIRONMENTAL PROTECTION AGENCY (EPA)
4th Street, Sinkor
Monrovia, Liberia



(REQUEST FOR EXPRESSION OF INTEREST – INDIVIDUAL CONSULTING SERVICES)

NAME OF PROJECT: Strengthening NDA Capacity to Develop Programs & Projects of Scale in Liberia

Assignment Title: **Local Consultant – NDA Capacity Building**

Financing Agreement reference:

Project ID No: LBR-RIS-003

Reference No.

Ad-Issue Date: Dec 23, 2020

Ad-End Date: January 8, 2021

1. 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. The EPA plays a pivotal role and serves as link between the Government of Liberia and Global Environmental Funding (GEF) institutions including the Green Climate Fund (GCF) where it serves as **National Designated Authority (NDA)**. The NDA's role is basically to provide strategic oversight, leadership and coordination of GCF related activities in Liberia. Performing the functions of the NDA requires capacity; and the GCF is committed to supporting.

The Government of Liberia through the EPA applied and received funding from the Green Climate Fund (GCF) under its readiness support to strengthen the capacity of the National Designated Authority (NDA) to develop programs and projects of scale in Liberia.

The Readiness support of the GCF will be used to:

- a) Strengthen Coordination mechanisms of the NDA, existing Sectoral and Expert working Groups;
- b) Build national human capacity to originate bankable concept notes and funding proposals
- c) To support enabling activities leading to successful development of three funding proposals, particularly the development of Climate Information System (CIS) proposal.

- d) Ensure institutional strengthening through efficient knowledge management and retention

In an effort to enhance the capacity of Environmental Protection Agency in performing its role as **National Designated Authority**, the Government intends to apply part of the project funds to recruit a local consultant.

2. Objective of the Consultancy

The main objective of the task is to strengthen EPA's capacity in its role as Delivery Partner (DP) on GCF Readiness project management. This will include supporting an international consultant in the development of action plan for capacity building on project management, including origination, development and implementation of readiness proposals in alignment with country's climate priority and GCF requirements.

3. The Scope of the Services to be performed

The specific tasks to be performed by the Consultant shall be but not limited to the following:

- Gather the relevant literature including the GCF and NDA framework and Readiness project;
- Conduct an assessment of NDA capacity and develop action plan for capacity building on project management, including origination, development and implementation of readiness proposals in alignment with country's climate priority and GCF requirements
- Liaise with stakeholders to develop action plan for capacity building on project management including origination, development and implementation of readiness proposals in alignment with country's climate priority and GCF requirements
- Develop effective training materials/tools and package for participants including Instructor's Manual and Guide, the Participants' Resource Package and a standard power point presentation;
- Support the International consultant to roll out training based on the agreed methodology, training objectives and outputs.
- Development of a draft funding proposal;
- Prepare a final report of the Consultancy that includes assessment of participant evaluations.

4. Deliverables

The consultant is expected to provide the following deliverables summarized below:

- Inception report detailing the methodology/approaches and timelines associated with this consultancy;
- Training reports, including list of participants, training materials and post-training satisfaction survey

- Capacity building plan developed on project management, including origination, development and implementation of readiness proposals;
- Draft funding proposal;
- End of Assignment Report.

5. Minimum Qualifications, Skills and Experience

- Post graduate university degree (M.Sc.) preferentially in environmental policy and management, environmental law, climate change, Project management, economics, regional planning, or related field.
- At least 4 years' experience in public administration, business administration, organizational development, economics, public finance management, with track record of developing funding proposals, capacity building, policy development;
- Experience in the area of GCF and Climate change coordination framework.
- Knowledge of GCF finance mechanisms,
- Excellent writing and training skills.

Duty Station: Monrovia
Service Start Date: Jan 15, 2021
Service End Date: Feb 26, 2021

Duration of Assignment:

The consultant will be engaged under the Readiness Project for a period of 30 work days with possibility of extension

The Environmental Protection Agency now invites eligible individual consultants to indicate interest in providing these services by submitting their Curriculum Vitae (CV) and copy of academic credentials, demonstrating experience in performing similar assignments with references and showing responsiveness to the qualifications requirements outlined in this REOI. Eligibility criteria and the selection procedure shall be in accordance with the Government of Liberia procurement policy.

Further information can be obtained at the address below during office hours, i.e. from 0900 to 1700 hours (GMT) on working days. Expressions of interest must be delivered in a written form or by email to the address below by January 08, 2021 @ 1700 hours (GMT) and mention "**Local Consultant – NDA Capacity Building**"

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