



**REPUBLIC OF LIBERIA**  
**ENVIRONMENT PROTECTION AGENCY**

P.O. Box 4024  
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1000 Monrovia, 10 Liberia



**GROSS-CUTTING CAPACITY DEVELOPMENT (CCCD) PROJECT**

**Terms of Reference**

**Project Title:** Strengthening National Capacities to Meet Global Environmental Obligations with the Framework of Sustainable Development Priorities

<b>Job Title</b>		<b>SWOT &amp; GAP CONSULTANT</b>	
<b>Division/Department</b>		National Climate Change Secretariat/NCCS Environmental Protection Agency/EPA	
<b>Programme/Project Number</b>		GEF ID number: 10003 (Cross-Cutting Capacity Development Project/CCCD)	
<b>Location</b>		Monrovia, Liberia	
<b>Reports to :</b>	<b>National Project Director/ Executive Director, EPA</b>	<b>Consultancy Duration:</b>	8 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 **Local Consultant**, who will administer the daily affairs of the project and lead efforts in the project implementation. 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.

### **Terms of Reference for the CCCD Consultant**

Under general supervision of the Executive Director of the EPA, as Project National Director, the CCCD **Local consultant** duties and responsibilities include:

1. To undertake Strength Opportunity Weakness and Threats (SWOT) analysis and gap analysis of the institutional requirements to use best available and innovation data, information and knowledge to implement the RIO Conventions and other relevant multilateral environmental agreements. This will be undertaken through mainstreamed sectoral development plans that are more resilient and reflective of global environmental obligations. This analysis will include recommendations to inform the strengthening of an integrated environmental knowledge management system;
2. Carry out gender responsive assessment of stakeholders' awareness and absorptive capacities to manage and monitor environmental information relevant to the Rio Conventions;
3. Conduct feasibility study on the design and operation of an integrated environmental knowledge management system (EKMS) based on best practices to meet global environmental information needs;
4. Develop tools and framework for information sharing mechanism and training;
5. Identify how current institutional environmental policy(ies) align with the RIO Convention;

### **Overall project management:**

- Prepare concept note no later than one week after the contractual agreement. The concept note must be cleared by the CCCD Project Team, and be approved by the Project Steering Committee
- conduct research, surveys and interviews to gain understanding of the stakeholder institutions of the environmental information knowledge management system and sharing mechanism;
- Develop RIO Convention awareness and training module;
- assessing the pros and cons of possible strategies;
- compiling and presenting information orally, visually and in writing;
- making recommendations for improvement, using computer models to test them and presenting findings to client;
- implementing agreed solutions;
- developing and implementing new procedures or training.

### **Functional Competencies:**

- Good knowledge of the RIO Conventions, including the political environment and legal statutes as they pertain to environment and development
- Ability to work and act under pressure

- Sound decision making, impartiality, diplomacy and discretion
- Proven ability to establish priorities and to plan, organize, coordinate and monitor own work plan and provide advice and guidance to others; in-depth understanding of the RIO Convention; resourcefulness, sound judgment and decision-making skills
- Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend sound technical initiatives
- Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet declines
- Excellent and effective communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; ability to convey difficult issues and positions to senior officials
- Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Effective negotiating skills and ability to work with others to reach mutually benefiting and lasting understandings

#### **EXPECTED OUTPUTS**

- SWOT and gap analysis report
- RIO Conventions awareness and training module
- Developed Environmental Knowledge Management System sharing mechanism
- Developed tools for information RIO Convention information sharing and training

#### **EDUCATION**

Candidate should hold Master Degree in Social Sciences, Project Management, Environmental Studies, Economics, Development Planning or related fields. Female is an added advantage.

#### **Consultant Skills and Qualifications**

Business and Industry Knowledge, Verbal Communication, Presentation Skills, Public Speaking, Written Communication, Oral Communication, Analytical Knowledge, Quantitative Skills, Problem Solving, Conflict Resolution, Research Skills, Interviewing Skills, Team Management, Interpersonal Skills, Report Writing, Financial Analysis, Certified Consultant Training, Basic Computer Literacy

#### **EXPERIENCE**

- A minimum of 7-10 years of progressive and relevant experience in the field of Research, project implementation, demonstrated experience and knowledge in writing policies and analysis
- Demonstrated knowledge of the RIO Conventions
- Knowledgeable about the enabling activities under the RIO Conventions
- Demonstrated Knowledge of developing a strategic environmental framework
- Very good experience with project development, implementation or management
- Experience in policy development process associated with adaption and mitigation issues in relation with environment, climate change, sustainable development and the RIO Convention
- Experience in working and collaborating with government institutions, UNDP and private sector
- Extensive working experience in Liberia
- Excellent knowledge of English including writing and communication skills
- Posses excellent technical skills in socio-economic and project performance assessment
- Ability to write clearly and concisely, and have sound quantitative skills (managing, analysing and interpreting data)
- Experience on planning, monitoring and evaluation and having good computer knowledge on database software like MS, power point & Excel

- Detailed knowledge familiarity in the five major areas of stakeholder engagement, information and knowledge, policy and legislation development, management and implementation, and monitoring and evaluation
- Experience working with best practices for integrating global environmental priorities into planning, decision-making, and reporting processes
- Strong analytical skills
- Excellent research skills
- Ability to lead large teams and inspire other staff members to think creatively

#### **IMPLEMENTATION ARRANGEMENTS**

Under the supervision of Executive Director of the EPA, the CCCD Project Local Consultant will be responsible to undertake SWOT and gap analysis of the institutional requirements to use best available and innovation data, information and knowledge to implement the RIO Conventions and other relevant multilateral environmental agreements. This will be undertaken through mainstreamed sectoral development plans that are more resilient and reflective of global environmental obligations. This analysis will include recommendations to inform the strengthening of an integrated environmental knowledge management system including liaison with partners, backstopping and providing relevant documentation and feedback.

#### **SUBMISSION OF APPLICATIONS**

Interested candidates should send a one-page cover letter-expression of interest (EOI), indicating suitability for the post, as well as a CV to the Environmental Protection Agency. All interested candidates are to address their letter of applications and curriculum vitae to the below address:

#### **ATTENTION:**

Human Resource Department  
 Environment Protection Agency (EPA)  
 4<sup>th</sup> Street, Sinkor  
 1000 Monrovia, 10 Liberia  
 P.O. Box 4024

or through email (hrepa@epa.gov.lr), indicating in subject area “Application for CCCD Chief Technical Adviser (CTA)t Closing date for applications is **4PM July 22, 2018**. Any application coming/received after this decline will not be given consideration. **Only short-listed candidates whose applications correspond to the above criteria will be contacted for an interview.**

NOTE: This information is also posted on the below website:

- [www.emansion.gov.lr](http://www.emansion.gov.lr)