



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**

EOI NO. EPA/E&E/CON/ICS/009/2022

**CONSULTANCY SERVICE TO DEVELOP 2 COUNTIES/DISTRICTS
 ENVIRONMENTAL ACTION PLANS AND SUPPORT IMPLEMENTATION IN
 LOFA, AND GRAND GEDEH COUNTIES**

TERMS OF REFERENCE FOR NATIONAL CONSULTANT/FIRM

Job Title	National Consultant/FIRM		
Division/Department	Environmental Protection Agency/EPA		
Programme/Project Number	00126149		
Activity Result	2 Counties/Districts Environmental Action Plans developed and supported in Lofa, and Grand Gedeh Counties.		
Assignment	To Develop 2 Counties/Districts Environmental Action Plans and Support implementation in Lofa, and Grand Gedeh Counties.		
Location	Monrovia, Liberia		
Reports to	Energy & Environment Coordinator/EPA-UNDP	Consultancy Duration:	3 months

BACKGROUND

The Environmental Protection Agency (EPA) is the principal authority in Liberia responsible for the management of the environment; coordinates, monitors, supervises and consults with relevant stakeholders on all activities in the protection of the environment and sustainable use of natural resources.

The Environmental Protection Agency (EPA) with support from the United Nations Development Program (UNDP) through the Energy and Environment Unit intends to develop 2 Counties/Districts Environmental Action Plans and Support implementation in Lofa, and Grand Gedeh Counties.

With the plethora of challenges, the UNDP through 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 also 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 PWDs.

It is in this regard that the Environmental Protection Agency (EPA) of Liberia through its Energy & Environment Unit of the EPA, in partnership with the United Nations Development Programme requests the services of a Firm/CSO to work in collaboration with the EPA to develop a comprehensive County and District Environmental Action plans for Lofa and Grand Gedeh Counties (2 counties plans and 2 districts in each county). The Environmental Action Plans will present the opportunity to halt environmental degradation, restore degraded ecosystems and promote sustainable management of natural resources.

Contract and Reporting Requirements

The Consultant/Firm will be hired against a performance-based contract for Three (3) Months. He/she will report to the Coordinator of the EPA-UNDP Energy & Environment Program. The Consultant 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.

- Progress Reports: The Consultant shall prepare concise inception and draft 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 Consultant shall submit a final report detailing all the activities undertaken. The report should outline achievements and issues and lessons learnt.

Scope of Work and Tasks

The Consultant will have the following responsibilities to develop 2 Counties and 2 Districts in each county Environmental Action Plans and Support implementation in Lofa, and Grand Gedeh Counties.

- To realize the above objectives, the consultant shall critically verify the scope of services indicated and may extend, reduce or amend those services wherever such is deemed necessary according to his/her own professional judgment, knowledge and experience.
- To fill the growing need for a well prepared, knowledgeable, scientifically informed environmental action plans for the 2 counties and 2 districts in each county.
- To build and encourage mutually beneficial collaborations at local, and national levels.
- Any suggested amendments to the ToR should be clearly documented within the Consultant's Submission, including accompanying justification for the proposed amendments, and must be approved by the contracting party, EPA.

Job Responsibilities:

- Review of available documents, preparation of inception report and virtual kick-off meeting.
- Development of the stakeholder analysis and stakeholder engagement plan
- Field visit(s) and engagement with stakeholders.
- Development of the Environmental Action Plan for 2 counties and 2 districts in each county
- Development of detailed scope and guidance on content and proposed methodologies.

Functional Competencies:

- 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 the public.
- Have a considerable knowledge of curriculum contents and development.

Key Expected Results

2 Counties and 2 Districts in each county Environmental Action Plans developed and supported in Lofa, and Grand Gedeh Counties.

Output

The Consultancy will achieve the following deliverables:

- An inception report
- Stakeholders' analysis, list of stakeholders that will participate in the consultations and engagements plan for the countries/districts and summary report of stakeholder engagement activities.
- Draft the final 2 Counties/Districts Environmental Action Plans with annexes (including a non-technical summary).

QUALIFICATION**Education:**

- The prospective consultant shall be required to possess the minimum qualifications Master's Degree in Natural Resources Management, Environmental Management, Regional Planning, Public Policy and other related fields.
- Demonstrated experience in understanding Liberia's geography, environmental conditions and climate change, practical working experience in the two environments.
- Demonstrated experience in developing and delivering high quality environmental action plans, socio-economic assessments, including gender analyses and natural resource management.
- Demonstrated ability to work in technical teams.
- Demonstrated analytical and report-writing skills.
- More than year (5) years of documented experience of working in related field of study in Liberia or across the region.
- Experience performing similar services requested.
- Knowledge of capacity development, and Policy Analysis.

- Documented social skills and networking capabilities.

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 or UNDP funded activities/projects.

ATTENTION:

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or through email (ptdoe@epa.gov.lr), indicating in subject area “**Consultancy Service to Develop 2 Counties/Districts Environmental Action Plans and Support implementation in Lofa, and Grand Gedeh Counties**” Closing date for submission of TORs is **4PM, March 1, 2022**. 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, credentials and Technical and Financial Proposal.

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.

SELECTION CRITERIA

The EPA shall recruit the Consultant 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 Project