



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/004/2021

Consultancy service to Finalize and validate the National Waste Management Policy

TERMS OF REFERENCE FOR NATIONAL CONSULTANT

Job Title		National Consultant	
Division/Department		Environmental Protection Agency/EPA	
Programme/Project Number		UNDP Energy & Environment Program/Country Program Support	
Activity Result		National Waste Management Policy Finalized and validated	
Assignment		To review and make final edits to the National Waste Management Policy and organize a validation meeting	
Location		Monrovia, Liberia	
Reports to	Energy & Environment Coordinator/EPA-UNDP	Consultancy Duration:	6 weeks (April 15 – May 31, 2021)

BACKGROUND

The Environmental Protection Agency (EPA) through the United Nations Development Program (UNDP) Energy & Environment Program/Country Program Support intends to support the Government of Liberia through the Environmental Protection Agency to Finalize and Launch the National Waste Management Policy.

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.

Pursuant to this, the EPA with support from the United National Development Program (UNDP) intends to hire a National Consultant to conduct a comprehensive review and finalize and launch of the National Waste Management Policy. Considering the above, the UNDP through the Energy & Environment Unit of the EPA requests the services of a National Consultant to work in collaboration with the EPA in achieving this objective.

With the plethora of challenges, the Energy and Environment (E&E) programme 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 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 PWD.

Through its Energy and Environment (E&E) Programme, UNDP supports the government through its relevant Ministries, Agencies and Commissions (MACs) to address environmental issues and mitigate their impacts to support the collective growth and development of the country.

Contract and Reporting Requirements

The Consultant will be hired against a performance-based contract for Two (2) Months. He/she will report to Coordinator of the EPA-UNDP Energy & Environment Unit. 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.

- **Monthly Progress Reports:** The Consultant shall prepare weekly concise 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:

- Review the draft National Waste Management Policy and its complementary documents, and proffer necessary recommendations, amendments and edits
- Conduct stakeholders' inception and validation meetings
- Ensure the final launch of the National Waste Management Policy

Job Responsibilities:

- 1) Review and revise the draft National Waste Management Policy, ensuring it aligns with the country national policy
- 2) Develop/revise final National Waste Management Policy
- 3) Arrange stakeholders' workshop to validate the final National Waste Management Policy
- 4) Officially launch the National Waste Management Policy

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 proposal development

Key Expected Results

National Waste Management Policy Finalized and Launched

Output

The Consultancy will achieve the following deliverables:

- 1) Comprehensive assessment of draft national Waste Management in terms of legal policy. Public policy and administrative framework of the sector and recommend best practice revised consideration;
- 2) Final National Waste Management Policy developed, validated, printed and launched

QUALIFICATION

Education:

- PhD or its equivalent or Master's Degree in Waste Management, Urban Planning, Regional Development, Public Policy, Development Studies, Economics, Business Administration, related Social Science disciplines or Law

Experience

- More than Seven (7) years of documented experience of working in related field of study in regions across the world;
- Knowledge and experience in various jurisdiction of Policy especially in Waste Management, Regional Planning Public Policy;
- Experience performing similar services requested;
- Knowledge of capacity development, and Policy Analysis
- Documented social skills and networking capabilities is an advantage;
- Experience in management and organizational development;

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 (rdoo@epa.gov.lr), indicating in subject area “**Consultancy service to Finalize and Launch the National Waste Management Policy**” Closing date for submission of TORs is 4PM, April 8, 2021. 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.org and local dailies.