



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**

Consultancy Service to develop TOR and Operationalize the Institutional Framework for the Establishment of Project Management Department (PMD) at the Environmental Protection Agency

EOI NO. EPA/E&E/CON/ICS/002/2021

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		Developed TOR and Operationalized the Institutional Framework for the Establishment of Project Management Department (PMD)	
Assignment		To access the current Mandates and Organizational Structure of the EPA and Recommend the Procedure for the Establishment of a Project Management Department (PMD) with distinct duties, number of personnel, responsibilities, qualifications, remunerations and sustainability Plan.	
Location		Monrovia, Liberia	
Reports to	Energy & Environment Coordinator/EPA-UNDP	Consultancy Duration:	Two (2) Months (April 15– June 15, 2021)

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 collaboration 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 Defence intervention that rescued Atlantic Street in Buchanan City, Grand Bassa County and the Coastal Defence erection in New Kru Town, Montserrado County. Other projects financed and implemented by global environmental funding are the National Adaptation Plans (NAPs) and the Cross Cutting Capacity Development (CCCD).

To enable EPA continuously leverage and access international climate funds it has to be compliant with institutional standards and requirements. These include, human resource capacity, that is experience, international climate funding institutions funding proposals development; development and implementation of best practice systems, indicators, documentation and policies; compliance with international voluntary standards and frameworks; environmental and social due diligence; monitoring, evaluation and learning for 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.

With support from the UNDP, the EPA is desirous of establishing an efficient Project Management Department (PMD) 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 PMD 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 PMD can develop, monitor and evaluate projects/programs, perform baseline analyses to understand which impacts are direct results of the projects/programs.

Considering the above mentioned and to enable the Environmental Protection Agency adequately access and implement multilateral and bilateral climate financed projects, there is a need to establish the PMD. The PMD will be key in drafting projects/funding proposals, implementing and managing and reporting on donor and GoL funded projects.

It is in this regard that the Environmental Protection Agency (EPA) of Liberia through its Energy & Environment Unit of the EPA requests the services of an International Consultant to work in collaboration with the EPA to access the current Mandates and Organizational Structure of the EPA and Recommend the Procedure for the Establishment of a Project Management Department (PMD) with distinct duties, number of personnel, responsibilities, qualifications, remunerations and sustainability Plan.

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 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 will outline achievements, issues and lessons learnt.

OBJECTIVE

The objective of this assignment is to ensure that the EPA establishes a robust PMD with well experience and dedicated staff that will team up with international consultants, partners/organizations in developing projects/funding proposals. Another objective is to ensure national capacity is built and national ownership of donor-funded projects enhanced.

SCOPE OF SERVICE

The Consultant contracted will have the following responsibilities:

- To access the current Mandates and Organizational Structure of the EPA
- Identify Gaps, Challenges and Opportunities
- Recommend the procedural steps for the establishment of a gender sensitive Project Management Department (PMD) with distinct duties, number of personnel, responsibilities, qualifications, remunerations and
- Recommend Sustainability Plan

KEY PERFORMANCE INDICATORS

- Inception report
- Number of consultations held
- Number of reports
- Validation report
- Timely completion of tasks and submission of final product

Output

The Consultancy will achieve the following deliverables:

- Identifying key stakeholders and their interests and concerns in relation to the PMD process
- Develop project life cycle activities and project management guidelines
- Ensuring that stakeholders understood the importance of the PMD process
- Collecting baseline data on a range of related subjects to inform the PMD process
- Allowing stakeholders inputs in the development and design of the PMD including concrete measures
- Identifying project risk identification and mitigation as well as management matrix

QUALIFICATION

Education:

- PhD or Master's Degree in Project Management or its equivalent in Environmental Management, Climate Change/Sustainable Development, Public Policy, Development Studies, Economics, Business Administration, and related Social Sciences
- Not less than seven (7) years of documented experience of working in related field of study in regions across the world, especially in Liberia and West Africa;
- Knowledge and experience in various jurisdiction of Policy especially in Environmental Management, Climate Change/Sustainable Development, Public Policy, and Development
- Knowledge of capacity development, and Policy Analysis;
- Documented social skills and networking capabilities is an advantage;
- Experience in management and organizational development;
- Experience of working in fragile states and/or post-conflict countries.
- Excellent ability to communicate clearly in written and spoken English.
- Demonstrated and proven experience in research, data analysis and project 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 and or other UN organizations

ATTENTION:

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or through email (rdoo@epa.gov.lr), indicating in subject area "Consultancy Service to Develop one TOR and Operationalize Framework for the Establishment of Project Management Department (PMD)" Closing date for submission of TORs is 4:00PM, 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.and local dailies.