REPUBLIC OF LIBERIA
ENVIRONMENT PROTECTION AGENCY

2022

Consolidated Annual Work Plan

Annual program title: Sustaining Environmental Management through Compliance Monitoring, Public Participation, and Reporting

Strategic Outcome: The Liberian Public benefits from improved environment through sustained compliance monitoring, participation, reporting and functional local offices

Expected annual program outputs: (1) Equip central compliance monitoring laboratory including GIS to support ESIA administration and sustained compliance monitoring; (2) Develop 2nd SOE and 2nd NEAP for Liberia; (3) Develop, finalize, update & validate 5 key environmental standards, regulations, and guideline; (4) Develop environmental communication and public awareness strategy;(5) Develop Program Delivery Framework;(6) Develop Monitoring & Evaluation Policy; (7)Develop Personal Appraisal System; (8) Develop Institutional Training Policy and; (9) Develop the Third National Communication and Biennial Transparency Report (BTR); (10) Improve central and county offices

Implementing Departments: Administration, Finance, Compliance & Enforcement, Intersectoral Coordination, Planning & Policy and Multilateral Environment Agreements (MEAs)

Brief Description

Environmental Protection Agency of Liberia aims at developing and sustaining environmental governance by instituting improved ESIA administration, sustained compliance monitoring, public participation, national and multilateral reporting and functional county offices.

CORE VALUES

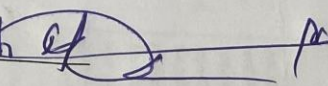| VALUES	DESCRIPTION
Stewardship	We commit to being trustworthy custodians of the environment for our future and the future of our children, as well as the betterment of our country, our continent, and our one world.
Professionalism	We commit to undertaking proficient and skilled actions that are proactive, responsive, and people-friendly in environmental governance and management.
Integrity	We commit to fairness and justice in environmental governance and management for our prosperity and development.
Transparency	We commit to openness, clarity, and consistency of laws, policies, regulations and actions in environmental governance and management.
Accountability	We commit to being answerable to all stakeholders for the decisions we make, the actions we take, and the results we achieve, as well as the resources we mobilize and utilize, in environmental governance and management

---

STRATEGIC PERIOD: JANUARY – DECEMBER 2022

CONSOLIDATED ANNUAL BUDGET: US$1,365,502.50
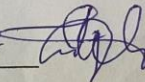
Sources	Amount (US $)	Percentage (%)
GOL		
ESIA	1,119,175.00	81.97%
MEAs		
Grants: (LFSP, CI, UNDP etc)	246,327.50	18.03%
Donations		
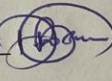
Others		
Total	1,365,502.50	100%

Agreed by:

George M. Kawah
Department of Administration

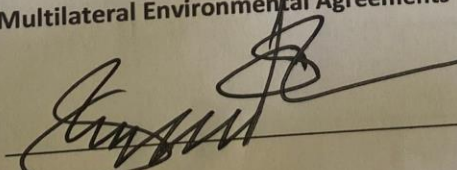ELIZABETH P. HOLLAND
Department of Finance

John K. Jallah Jr
Department of Compliance & Enforcement

Frances Browne Seydou
Department of Intersectoral Coordination

Christopher B. Kabah
Department of Planning & Policy

Jefferson F. Nyandibo
Multilateral Environmental Agreements

Approved:

Executive Director/CEO

3

4

Strategy Goal: Ensuring Effective Environmental Planning & Reporting

Expected outputs: Baseline, indicators & targets	Planned activities: Results & actions	Timeframe				Responsible staff & collaborating department(s)	Funding sources				Budget
		Q1 Jan.- Mar.	Q2 Apr. Jun.	Q3 Jul. Sept.	Q4 Oct. Dec.		GoL.	C&E(ESIA, EERS, ERS)	MEAs	Others/LFSP	
Output 1: Finalize key environmental standards, regulations & guidelines (water, air, noise pollution, soil and ESIA regulation guidelines *Baseline: Draft and Validation* *Indicator: Finalized key environmental standards, regulations &guidelines* *Target: EPML* *6%*	Set up technical working group to review consultant report, Received and review draft report Provide comments and inputs for consultant consideration Received final draft and proceed with final payment					Manager, P&P, Asst. Manager of Policy, LFSP Coordinator Executive, C&E & MEAs				X	41,327.50
Output 2: Develop EPA staff performance appraisal system *Baseline: Available previous staff performance report* *Indicators: Documented staff performance appraisal system (EPAS* *Target: EPA employees and Administration* *7%*	*In house consultation;* *Develop concept note (review previous appraisal system);* *Develop EPA staff performance appraisal system (SPAS),* *Develop SPAS tools,* *Validate and*					Manager, P&P, all staff of the dept., Administration & Executive					

	submit SPAS report												
Output 3: *establish M&E reached unite* **Baseline:** *Selection process, 2021/2022 M&E reached unite* **Indicator :)** *Term of references and Senior Management Team minutes* **Target: M&E unite**	*Develop terms of reference for the establishment of M&E reached unite; Work with Executive to structure the unit*					Manager, P&P, all staff of the dept., Administration & Executive							
Output 4: establish partnership with colleges and universities **Baseline: colleges and universities** **Indicator :)** *Signed MOE* with **colleges and universities** **Target: colleges and universities**	Develop an MOU; Recruit colleges and Universities through EPA Conduct Workshops; Recruit **colleges and universities** Conduct workshops Established **partnership**					Manager, P&P, all staff of the dept., Administration, Legal Unit & Executive							
Output 5: develop Program delivery frame work **Baseline:** *1st program delivery frame work* **Indicator :)** *signed contract with recruited consultants,* **Target:** *environmental experts*	Develop a ToR to hire Consultant; Hire a consultant to develop the Framework; Train responsible persons for effective use of the framework ;Develop tools to Conduct needs assessment; Develop implementation plan;					Manager, P&P, all staff of the dept., Administration & Executive							

	Submit report and plan to executive											
Output 6: Develop institution training policy *Baseline: 2022 institution training* **policy** *Indicator :) Signed contract with consultant recruited, training material and training report* **Target:** *EPA, Staff*	Recruit consultant; Develop training material; Conduct accounting training; Train relevant EPA staff in policy					Manager, P&P, all staff of the dept., Administration & Executive						
Output 7: *Prepare and submit 2022 consolidated Work plan, 2022 quarterly and Annual reports* **Baseline:** *2021consolidated work plan and 2021 annual report.* **Indicator:** *2022 work plan, quarterly and Annual reports prepared and submitted to Executive* **Target:** *All departments and Executive* **8%**	*Send out annual work plan circular to all departments and Executive Collect all departments 2022work plan, Consolidate all departments 2022 work plan Conduct working session with selected staff per department Submit work plan to Executive Collect all departments quarterly reports, Consolidate all departments quarterly reports, Submit reports to Executive Monitor implementation of 2022consolidated*					Manager, P&P, Asst. Manager for Planning along with unit staff, all dept. staff & All departments						
	annual work plan.											

Output/Indicator	Activities					Responsible		Q				Budget
Output 8: Conduct 8 sections of "Know Your Environment" (KYE) forum **Baseline:** 2021 KYE report **Indicator:** Attendance listing, presentations and reports **Target:** All staff of EPA 8%	*Develop annual KYE concept note and annual schedule, Host eight sessions of KYE forum, Quarterly KYE reports inclusive of evaluation and Annual KYE report inclusive of evaluation*					Senior Planning Officer & Assistant Planning Officer supported by Dept. of Intersectoral Coordinator, ERS and MEAs, Asst. Manager for Policy		X				800.00
Output 9: Conduct 4 ESWG Sector meetings and 2 secretariat meetings **Baseline:** ESWG 2nd retreat and regular meeting reports **Indicator:** Secretariat and coordination meeting minutes and reports **Target:** ESWG members/Institutions 20%	*Host three ESWG technical meetings, Host two ESWG secretariat coordination meetings, Prepare reports for the technical & secretariat meetings*					Manager, P&P, dept. staff, Adm., & other sector M/A		X				7,200.00
Operations and other administrative costs	Domestic incidental allowance, office supplies/materials/ equipment, internet, local conferences &seminars							X				20,000.00
Total --- (100%)												**69,327.50**

Department of Compliance & Enforcement
Strategic goal: Ensuring effective Environmental audit and evaluation

Expected outputs: Baseline, indicator & targets	Planned activities Results & Actions	TIMEFRAME				Responsible staff &collaborating departments	Sources of funding				Total
		1ST QTR	2ND QTR	3RD QTR	4TH QTR		G OL	C&E(ESIA,EERS, ERS)	MEAs	Others/	
OUTPUT 1: *Conduct Sector Specific Nationwide Compliance Monitoring of major projects in the 15 Counties across Liberia for at-least 200 projects* **Baseline***: though logistical challenge some gains were made in 2019 due to the supplied of logistics under few projects, however this output was not achieved in 2021* **Indicator:** *inspection reports* **Targets***: Mining concession, Small scale mining areas, Agri-Plantations, Timber Sale Concessions, constructions, filling stations, agriculture, drinking water production* *Percentage : 5%*	*Provide compliance inspection logistics for central office and the county offices (vehicles, motor bikes GPS, digital cameras, gasoline etc.) Conduct sustained compliance inspection of targeted sectors targeted sectors are inspected and compliance ensured*		▉		▉	*Manager; Join Monitoring Team (C&E and Members of the Internal Review Committee). Monitoring and evaluation supervisor: Manager of C&E.*		X			$40,000.00
OUTPUT 2: *Conduct compliance inspection of 1660 projects and other activities in Montserrado and other counties,* **Baseline***: based on inspection reports, about*	*Provide compliance inspection logistics for central office and the county offices (vehicles, motor bikes GPS, digital cameras, gasoline etc.) Conduct sustained*	▉	▉	▉	▉	*Asst. Manager/Technical,Dept of Admin and Dept Finance. Monitoring & evaluation supervisor: Manger*		X			15,000.00

1654 compliance inspection was successfully completed in 2021 **Indicator:** *the supply of few logistics under the SAPEC and LFSP project enhance gradually enhance inspection activities in* **Targets***: garages, constructions, filling stations, mining, agriculture, drinking water production,* *Percentage : 5%*	*compliance inspection of targeted sectors targeted sectors are inspected and compliance ensured*						*C&E*						
OUTPUT 3: *Conduct investigation into 150 of the environmental complaints brought to EPA,* **Baseline:** *several environmental complaints are brought to the EPA for resolution, about 131 environmental complaints was successfully completed in 2021* **Indicator:** *reports of resolution/investigation of environmental complaints* **Targets:** *complaints brought to EPA by community residents and others* *Percentage: 4%*	*-Procured monthly operational fuel for emergencies, and site verifications/investigations -Dispatch inspectors to the scene of complaint to conduct investigation and/or Invite parties to office -Compile findings Hand down decision Environmental complaints brought to the EPA are resolved through careful investigation*						*Asst. Manager/Technical, Asst. Manager/County Coordination, Dept. of Admin and Dept. Finance*		X				5,000.00
OUTPUT 4: *Development of Compliance Registry* **Baseline:** *EPA permits & Conditions Audit reports submission & renewal*	*-Work in sourcing the development of cloudbased tools for Compliance Tracking. -Present Demo of Compliance Tracker to*						Assistant Manager (ESIA, ERS, ERRS, Inspectorate), Compliance Analyst Finance		X				12,000.00

Monitoring reports submission **Indicator:** *non- compliance notices issues* *Inspection reports* *Fines* *Halt order/Shutdown* **Targets:** *Compliance Registry Cloud-base* *Percentage: 5%*	*EPA for review and inputs Finalized Compliance Tracker and Registry and ensure public* *-Add Users for Compliance Trackers* *-Input all regulations, standards, and guidelines, POCs, permits (conditions requirements) into Compliance Tracking Registry. Awareness*												
OUTPUT 5: *Arrange foreign training for staff of C&E* **Baseline:** *EPA capacity development plan, and C&E Capacity Development plan.* **Indicator:** *emerging trends of environmental issues including quarterly reports* **Targets:** *Emerging Environmental Issues (waste, Ionization & radiation, water quality, new wave of mining(underground) ESIA legislation regionally, inspection, chemical, GIS, Conservation issues)* *Percentage : 4%*	*Work with HR or relevant programs to source foreign training Identify technicians to be trained according to unit Technicians' capacities are built abroad in pertinent and emerging environmental issues*						*Units' heads in collaboration with the Department of Admin*						15,000.00
OUTPUT 6: *Collaborate with MACs/NGOs to intervene in environmental issues through at least 90 meetings and/or synergies*	*-Staffs of C&E attend meetings that are attention to them by the ED & DED to address environmental issues or*						*Asst. Manager/County Coordination, Asst. Manager/Technical, Asst. Manager/ERS,*		X				525.00

Output/Baseline/Indicators/Targets	Activities					Responsible							Budget
Baseline: the Department represented the Agency in several meetings at various units in 2021 *Indicators: reports of the meetings and actions taken* *Targets: C&E staff and MACs* *Percentage: 3%*	*those that are synergistically driven - Pertinent environmental issues are addressed through joint action by the EPA and MACs through collaboration*					*Asst. Manager Conservation*							
OUTPUT 7: Monitor activities of inspectors in county offices biannually *Baseline: County offices are not monitored periodically to verify their work plans, monthly reports and other activities and to ensure that staff always at their assigned duty stations* *Indicators: Weekly Reports, monitoring reports, Field inspections, complains investigation* *Targets: All county offices* *Percentage : 3%*	1. Work with Depts. of Administration and Finance to arrange logistics for at least two visits to each county office within the year 2. Delve into the records/activities of county offices to ensure that they are in line with reports submitted to central office 3. Do random sport monitoring to verified previous field inspection earlier conducted.					*Asst. Manager/Technical, Asst. Manager/County Coordination, Dept of Admin and Dept Finance*		X					2,500.00
OUTPUT 8: Procure land transport vehicles: 2pcs GPS, laptop rain gargets, jackets and other PPEs for C&E *Baseline: currently only 4 vehicles are utilized by the department with nonassigned to the ERS &*	-Work with Administration and Projects (One Health Platform, Climate Change Secretariat, GIZ MEAs related) procure laptop, printer, modem rain gargets, jackets and other PPEs for C&E					*Asst. Manager/ERS&ERS Laboratory Climate Change Secretariat, Dept. of Admin and Dept. Finance*		X					100,000.00

Output / Indicators / Targets	Activities	Timeline					Responsible						Budget
Conservation Unit **Indicators**: *turn over program and distribution lists of the materials* **Targets**: *staff of C&E* Percentage: 3%	-Personnel of C&E perform duties smoothly and their Safety ensured during performance of duty												
OUTPUT 9: *Develop and prepared general Inspection manual and update current inspection Checklist* **Baseline**: *quality of Compliance Inspection* **Indicators**: *Inspection and Investigative reports* **Targets**: *General Inspection Manual, Updated checklist by sector* Percentage: 3%	-Conduct research and write first draft -Submit draft for internal peer review Effectuate changes and submit for publication and circulation -Visit current inspection checklist and update them to match sectors in ESIA fees regime						Asst. Manager/ERRS Assist. Manager Inspector		X				10,000.00
OUTPUT 10: *Conduct fifty (50) internal review sittings* **Baseline**: *Forty-four (44) internal review sittings were held in 2021* **Indicator**: *See reports of the Internal review sittings.* **Targets**: *All proponents* Percentage: 5%	-Receive and screen applications from proponents -Discuss submissions from proponents which include: PB, Audit reports, ESIA Reports. -Technical issues involving handling of hazardous wastes, chemicals, etc are discussed. -If necessary, Site verification are conducted -Presentation of reports from site verification are made at the internal review -Decisions to grant proponents permits or						Assistant Manager/ESIA and Internal review committee. ED is head of the committee while the assistant manager chairs.		X				22,500.00

| | *certificates are recommended in the internal review sittings* | | | | | | | | | | | | | |

Output	Description						Responsible		X					Cost
OUTPUT 11: Conduct nine (10) stakeholders' consultative meetings**. Baseline**: nine (9) projects were targeted for stakeholders' meetings, but ten (10) were successfully held **Indicator**: Stakeholder's meeting reports and ESIA sitting minutes **Targets**: All major projects with grave environmental and social implications Percentage: 3%	-Project activities associated with major environmental and social impacts are subjected to stakeholders' review. - Major stakeholders, immediate project affected communities, project proponents and NGOs, are convened to discuss project impact and mitigation options at a Public Hearing. - Meeting of this nature will be and is usually held in the project affected communities						*Assistant Manager/ESIA and Internal review committee*		X					55,000.00
OUTPUT 12: *ISO Laboratory Accreditation (Strategic Activity)* **Baseline**: *environmental quality data and standards* **Indicator**: *strategic activity* **Targets**: *ISO Certified* Percentage : 4%	•*Work with Admin and external partners to source funding* •*Construction of a prefabricated laboratory* •*Supplied relevant equipment* •*Solicit accredited training of staffs and ISO standardize accreditation*						*ERRS and ERS*		X					20,000.00
OUTPUT 13: *Conduct sixteen (16) ESIA Sensitization and Awareness through nationwide workshop presentations, Talk shows and Monthly Jingles on several major radio stations* **Baseline**: *Several project developers are unaware of the ESIA process, which*	-Concept note is developed for the awareness programs on the ESIA process -Print and electronic media are contracted quarterly via media Unit - Relevant stakeholders including line ministries						*ESIA Media Intersectoral Department*		X					10,000.00

leads to non-compliance posture and decrease in the revenue generation capacity of the Agency; *Indicator*: High prevalence of projects/proponents that neglects the ESIA Process due to ignorance or refusal *Targets*: All proponents and potential project developers 4%	and Agency are engaged on the ESIA process -Work with heads of projects to ensure presentation of the ESIA process at different workshops in the counties.												
OUTPUT 14: *2022 Biannual ESIA Licensure Training* **Baseline:** *Environmental study reports:, ESIA, Project Briefs, RAP, EMP etc.* **Indicators:** *Applications, Submissions, violations,* *Project Undertaking,* **Targets:** *UCEL, Major Proponents, Relevant MACs, EPA Technician* **4%**	*-Established Training Committee* *-Develop Training Concept and seek approval from Executive* *-Develop Expression of Interest for hired consultant/facilitator* *-Conduct announcement in both print and electronic media -* *Developed Training Schedule for two weeks period* *-Communicate invitation to ESIA Consultants, Proponents, relevant MACs* *-Convene 2021 Biannual Licensure Training*					*ESIA, ERS, ERRS,*		X				40,000.00
Output 15: *Validate six (6) key environmental, standards & regulations & guidelines* **Baseline:** *Long stay draft*	*-Edited and Submitted Draft to ESIA Internal Review Committee (ESIAIRC)* *ESIAIRC& Stakeholder*						*Manager: C&E and Assistant Manager ERS & ERS-LAB*		X				15,000.00

standards, regulations& guidelines, issues of critical environmental concern **Indicator: Draft,** *Updated, finalized, & validated standards, regulations & guidelines* **Target:** *Validate all Drafts Standards, Regulations & guidelines and developed new ones, based on critical environmental concerned* *Percentage : 3%*	*-Identified external stakeholders to conduct validation program. - Convene internal validation, before external validation*	(green)	(green)			(green)	(green)	(green)	(green)	(green)	(green)			
Output16: *Equip the central laboratory with modern apparatus, reagents & field compliance monitoring tool kits, expansion and accreditation* **Baseline:** *Poorly equipped central lab, no running water & no field compliance monitoring tool kit, partially damaged workstation, and poor Air conditioning system.* **Indicator:** *Equipped central lab with modern apparatus & reagents for compliance monitoring* **Target: Central lab** *Percentage: 4%*	*1.Source funding to equip central lab 2. Identify needy lab apparatus, reagents and field tool and data analysis and cloud-base storage device 3.carry out procurement processes consistent with PPCC 4. Set up lab(prefabricated to meet ISO standard) 5. Seek ISO accreditation*			(green)	(green)	*Assistant Manager ERRS, Laboratory*		X				40,500.00
OUTPUT 17: *Organize the celebration of World Wetlands Day* **Baseline**: *annual event , awareness on the importance and protection*	*Organize meetings with relevant stakeholders mobilize resources for the celebration of World Wetland Day*	(green)				*Ramsar Focal Point Asst, Manager Conservation, Assistant Manager Outreach*		X				5,000.00

Output / Baseline / Indicator / Targets	Activity	(timeline)				Responsible							Budget
of wetlands **Indicator:** *records/pictures of activities carried out* **Targets**: *Peace Island Community* **Percentage: 3%**	*Celebration of World Wetland Day for 2021*												
OUTPUT 18: *Conduct change detection analysis for all the protected and Proposed Protected areas in Liberia* **Baseline:** *protected areas under threats* **Indicator:** *records/minutes/pictures of meetings.* **Targets:** *five (5) Ramsar sites and other proposed protected areas* *Percentage: 3%*	*Gather 30m resolution Landsat imagery for 2020/2021x and compare to previous years through NDVI to monitor the changes in the protected areas.* *Conduct ground thruthing exercise to validate the changes detected from the analysis*					*Asst. Manager/Conservation, Manager Technical Services & GIS Coordinator*		X					3,000.00
OUTPUT 19: *Field monitoring to some Wildlife Sanctuaries* **Baseline: To** *protect the wildlife species that undergo rehabilitation* **Indicator:** *Minutes/ report & pictures of meetings.* **Targets:** *Three (3) Wildlife Sanctuaries in Lower Margibi County* *Percentage: 3%*	*Meeting with Management of the Wildlife Sanctuary To identify the numbers and types of wildlife species in the sanctuary To Quarterly monitor the wildlife sanctuary*					*Asst. Manager/Conservation, & Conservation Staff*		X					1,000.00
Output 20: *Monitor degraded wetlands in Monrovia and its*	*Worked with wetland Security & Inspectorate Unit to **monitor major***					*Conservation Wetland Security Intersectoral, Ramsar*		X					5,000.00

environs for six (6) wetland communities ***Baseline:*** *Harvesting of mangroves and back filling of wetlands by some community dwellers.* ***Indicator:*** *Reports /Photo of activities carried out.* ***Targets****: S.K.D Blvd, Kesselly Blvd, New, 77ⁿᵈ tc Police Academy Blvd wetland, Marshall Wetland Somalia Drive, Matadi Peace Island and etc* *Percentage* *3%*	***wetlands as targeted*** *about back filling of wetlands by some community dwellers.* *Provide Education and massive awareness on the protection of wetlands.* *Carry on regular monitoring to ensure that the wetlands are protected.* *For persistent violators, undertake demolition*					*Focal Point, GIS Lab*					
Output 21: *Create Spatial Database of all EPA proponents* ***Baseline****: ESIA permit matrix* ***Indicator:*** *Submissions, Spatial Geodatabase developed, and maps prepared* ***Targets****:* *Sectorial Environmental Permits Issued quarterly* *3%*	*Designated a staff of the GIS LAB to work with the ESIA Unit* *Track all geospatial coordinates contains within environmental submissions (study reports)* *Developed a database and map for all permits issued by the EPA* *Undertake continuous evaluation to prohibit concession/project overlaps*					*GIS Laboratory Assistant Manager ESIA and C&E data & Information management officer*		X			1,500.00
Output 22: *ıl*	*1. Work with Planning and Policy and Legal to*					*Assistant Manager ERS & ERS-LAB,*		X			10,000.00

Draft five (5) environment regulations/guidelines for Liberia. (Strategic activity)	*earmarked specific regulations*			🟩	🟩	*Conservation*								

		🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩		
Baseline: relevant targeted guidelines are not available in Liberia *Targets:* *1. Ionization and other radioactive materials guidelines* *2. River Sand Dredging guidelines* *3.Guideline for the operation of Garages 4. Sector specific ESIA guidelines* *5. Dispersant policy and Insitu Burning Policy* *Indicates: Reports and minutes from meetings of stakeholders, collaboration with MACs* *Percentage: 4%*	*2. Convene Internal meetings and set team with relevant expertise and dedicate roles to both the ERS and ERRS Unit to lead.* *3. Conduct internal meeting to present progress of the 1st draft for inputs and circulation.* *4. Ensure finalization of the draft prior to validation process*			🟩	🟩									

OUTPUT 23: Update Chemical Registry with data from 15 companies across Liberia. Baseline: There is no sufficient data on the quantity, consumption capacity and disposal of the chemical by companies. Indicator: Number of data generated from companies on the quantity, consumption capacity and disposal of the chemicals. Targets: Data acquired from all industries using chemicals as raw materials	Key industries/companies with chemicals are identified. Assessment visits to identified industries/companies conducted. Conduct a full scale inventory of chemicals at each industry/company. Add new information acquired from assessment visit to existing database.					Assist. ManagerERS, Laboratory. Monitoring and evaluation supervisor: GIS and ERS Laboratory		X			2,000.00
Percentage : 3%											
OUTPUT 24: Log Water, Soil and Air Quality data for 80 projects across Liberia. Baseline: about 80 Water, Soil, and air quality was logged in 2021 beyond the targeted 50. Indicator: Log of environmental data on water, soil and air. Targets: Projects from all sectors Percentage : 3%	Collect and file data on water, air and soil quality from analyses in environmental reports generated from accredited laboratory					Assist. Manager, ERRS Laboratory Supervisor					N/A

OUTPUT 25: *GIZ Training capacity development on Environmental Monitoring and Control of Class A and Class B Gold Mine* **Baseline** *GIZ-EPA Capacity Development Plan* **Indicator** *Environmental Compliance Monitoring Reports, Inspection Reports, Geospatial Analysis, Site verification reports* **Target** *All projects not included in the fees regime.* *Percent: 5%*	*-MOU signed between EPA & GIZ in 2019 to provide technical and logistical support to Environmental Inspectors & Technician* *-Capacity Development Plan was completed in 2019* **For 2021:** *several meetings and documents have be share including hiring of International & local contractors* **For 2022:** *-Feedback on EMC guideline January 18/21 ½ Day preparatory workshop with Petra Resources (local counterpart), Project Consult & GIZ at GIZ conference room. - March 17-19 attend*					*Assistant Manager ERRS,* *Assistant Manager Inspectorate & Technical Unit* *Assistant manager ESIA* *Assistant Manager ERS*						1000.00
	theoretical hybric training on Environmental Monitoring and Control Guideline *-March 21-26 March delivery of field-based training* *-Month of April (nationwide monitoring) conduct TOT of technicians of the EPA Create TOR for consultant who will finalize the Fees Regime*												

OUTPUT 26: Conducting Nationwide Chemical inventory& effluent monitoring, for atleast 20 projects **Baseline:** 13 chemicals was registered and 19 chemicals registration license issued for 2021 **Indicators:** sound chemical management as required by the Stockholm Convention and EPA Chemical regulation **Targets**: Industrial facilities: Gold Minning process, Laboratories, Agrochemical and Petrochemical sector, -Explosive industry, -- **Percent: 5%**	*Conduct assessment, inventory, mapping, and ascertain their waste treatment facilities Issued invitation for conference to proponent and present reports findings Issued outcome of findings highlighting procedure for environmental compliance or violation for remediation options Follow-up to ensure requisite applications are made and response timely;*							X			13,000.00

OUTPUT 27: *Conduct and publish four (4) scientific environmental research articles:* *Baseline* *Limited numbers of environmental research articles.*	*1. Craft two environment research topics* *2. Launch four data collection exercises from*					ERS, Conservation		X			*5,000.00*

Indicator										
Progress report from the Environmental Research Group **Target** *four (4) environmental research articles published.* *Percent: 3%*	*topics Crafted* *3. Submit for peer review to written articles*									

Output 28: Undertake three Key Strategic Activities **Baseline:** Compliance Monitoring and Inspection **Indicators:** Inspection & Monitors Reports **Targets:** 1. Developed and prepared general inspection manual of EPA 2. Update and revise EPA's POC for 4 sectors 3. Update current inspection checklist for environmental projects to match updated ESIA fees regime Percent: 3%	*Activities-1* *1.. Conduct research and write first draft* *2. Submit draft for internal peer review* *3. Effectuate changes and submit for publication and circulation* *Activities-2* *1.Information on the EPA's POC are out-of-date and needs revision* *Activities-3* *1. Visit current inspection checklist and update them to match sectors in ESIA fees regime*					ERS, ERRS, Conservation		X			5,000.00
TOTAL 100%											$453,525.00
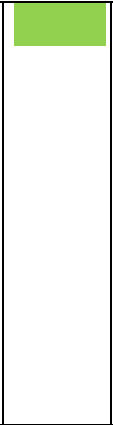
DEPARTMENT OF INTERSECTORAL COORDINATION
Strategy Goal: Effective Environmental Communication, Education & Public Awareness Program

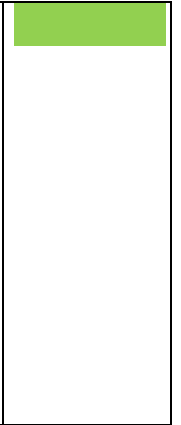| Expected outputs: Baseline, indicators & targets	Planned activities: Results & actions	Timeframe				Responsible staff & collaborating department(s)	Funding sources				Budget
		Q1 Jan Mar	Q2 Apr Jun	Q3 Jul Sept	Q4 Oct Dec		GoL.	C&E(ESIA, EERS,ERS)	MEAs	Others	
Output 1: Conduct environmental awareness and education in 60 communities and 60 schools **Baseline**: **Indicators**: *visitation, meetings, etc.* **Targets**: *Sixty (60) Schools with estimated amount of 380 students & sixty (60) communities* **60%**	▪ Conduct awareness campaign in twelve (60) communities ▪ Conduct Environmental awareness hours for sixty (60) schools ▪ Develop and print awareness brochures for schools and the general public for information dissemination ▪ Engage the media and conduct at least 24 live talk shows for people to be abreast of environmental issues in Liberia. ▪ Conduct awareness on climate change venerability with key focus on costal erosion within the Monrovia Metropolitan project areas ▪ Conduct awareness on the ESIA process and its importance in ten of the fifteen counties ▪ Hold awareness fora in					Outreach unit, C&E, MEAs, Media		X			$50,000.00
	communities prone to flooding, backfilling of wetlands and mangrove degradation ▪ Establish environmental clubs in schools and communities										

Output	Activities	Q1	Q2	Q3	Q4	Responsible						Budget
	▪ Carry out environmental field visits with students											
	▪ Host environmental Competition											
	▪ Produce and air Jingles											
	▪ Produce and perform short drama through environmental awareness in communities and schools											
	▪ Conduct training workshop for teachers and community heads											
	▪ Host environmental quizzing competition among twenty-four (24) schools.											
	▪											
Output 2: *Building the capacity of environmental focal points on environmental issues* **Baseline**: **Indicators**: *Conducting rotational EU meetings with line ministries and agencies* **Target:** *line ministries/agencies, counties offices and NGOs* *15%*	▪ *Conduct at least 10 monthly Environmental Units meeting with MACs* ▪ *Liaise with Line Ministries/Agencies for Information exchange Host* ▪ *four quarterly meetings with environmental NGOs Develop* ▪ *Data base on environmental NGOs operating in Liberia* ▪ *Ensure all MACs have environmental desks and appoint focal points to the EPA*					*Asst. Manager EU, Finance, Adm.*		X				8,000.00
Output: 3:*Establish Environmental desks at the county level*	▪ *Create Environmental Units/desks in ten of the fifteen Counties in Liberia*					*Asst. Manager EU, Executive, Admi, & Manager Inter-*		X				10,000.00

Indicators/Output	Activities							Responsibility/Notes		Timeline				Budget
Indicators: Establishing environmental units/desks at county level enhances the working of the agency and strengthens collaboration. ***Target:** superintendents and mayors' offices* *5%*	▪ *Develop and print brochures for NGO, INGO & MACs*							*sectoral*						
***Output: 4** SUCCESSFUL CELEBRATION OF THE EVENT OF WORLD ENVIRONMENT DAY* ***Baseline:** Organize inclusive stakeholders meetings* ***Indicators:** Conduct Environmental quizzing competition and sporting events with four schools, held talk shows and Cleaning up campaign in communities and schools* ***Target:** stakeholders (students, communities' members, environmental experts, waste experts, etc.)* *5%*	*Host steering committee meetings* ▪ *Do site visitation* ▪ *Distribute letters for contribution towards WED* ▪ *Plan and execute appropriate program* ✓ **Sporting activities** ✓ **Exhibition on recycled materials** ✓ **Dialog or panel discussion by environmental experts on environmental issues** ✓ **Painting exhibition on air, land and water pollution**							*All departments/ World Environment Day preparation and celebration*			X			35,000.00
***Output: 5** Conduct national environmental forum/dialogue on the*	▪ *Lunch an awareness program (Youth and the Environment)*										X			50,000.00

27

environment **Baseline:** **Indicators:** **SOER & NAP** *serve as key driving tools for national development. They are the source of vital information for environmental protection and management.* **Target:** *stakeholders (local authorities, students, communities members, marketers, pen-pen riders, etc.)* 5%	*Expert discussions on environmental issues* ▪ *Lunch the SOER and NAP in 10 of the 15 counties in Liberia.*												
Output 6: *Environmental communication & awareness strategy* **Baseline**: *improper waste management,* **Indicators**: *misuse of public space* **Target**: *all sectors of the public* 5%	*Developing brochures, flyers, establishing environmental clubs in both schools and communities, etc. for effective public awareness 60 schools*												
Output 7: *Procure land transport vehicles:* **Baseline:** *Currently there is only 1 vehicle and 2 motorbikes in the department. The bake is not*	▪ Procure logistics for outreach and EU (vehicles, motor bikes digital cameras, gasoline etc.) ▪ Refurbishing the library ▪ Procure 3 pcs of laptops, 2				*Asst. Manager outreach/EU Dept. of Admin and Dept. Finance*		X			55,650.00

in good condition for operations. *Library leaks and fragments from the ceiling drops endlessly.* ***Indicators:*** *Availability of logistics enhance awareness programs* ***Targets:*** *Asst. Managers EU, Outreach & Training & staff of the department l5%*	pcs of desktop computers and accessories, projector and a PA system														
Total 100%															**$208,650.00**

		DEPARTMENT OF ADMINISTRATION STRATEGY GOALS:BUILDING EFFECTIVE & EFFICIENT INSTITUTIONAL AND HUMAN CAPACITY AND COMPLETE DECENTRALIZATION OF EPA OPERATIONS										
Expected outputs: Baseline, *indicators & targets*	**Planned activities:** Results & actions	**Timeframe**				**Responsible staff & collaborating department(s)**	**Funding sources**				**Budget**
		Q1 Jan.-Mar.	**Q2** Apr.Jun.	**Q3** Jul. Sept.	**Q4** Oct.Dec.		GoL.	C&E(ESIA ,EERS,ER S)	ME As	Others	
Output 1: Capacity Building **Baseline:** *Limited training of Staffs* **Indicator:** *Train staffs internally and externally.* **Target:** *All staffs* *4%*	*1. Conduct trainings for ten (10) staff.* *2. Identify five (5) internal and five (5) external training programs.*					***Administratio n-Human Resource***		X			15,000.00
Output 2: Medical Insurance Coverage **Baseline:** *Currently no existing medical coverage* **Indicator:** *Ensure all staff have access to medical insurance* **Target:** *All staffs* *Percent:* **14%**	*1. To ensure that all staff are healthy and ready to work*					*Human Resource/ Admin Welfare Planning & Policy Executive*		X			60,000.00
Output 3: *Commence recruitment/replacement of terminated staff.* **Baseline:** *Existing gaps* **Indicator:** *To recruit additional staff* **Target:** *Affected*	*1. Placement of advertisement on bulletin board of minimum of five (5) applicants. That includes internal and*					- HR-Amin - Finance - Executive - Planning & Policy - MEAs- & - ICT		X			20,000.00
*Departments Percent:***4%**	*external.*										

Output / Indicator	Activities					Responsible							Budget
Output 4: Print & Distribute copies of HR Personnel Policy manual **Baseline:** Limited Available Copies **Indicator:** copies of HR Personnel Policy Manual Printed & Distributed **Target:** All employees **Percent: 3 %**	1. Review the Human Resource Policy 2. Disseminate information of printed copies of the HR policy manual to all employees. 3. Conduct one meeting/training on the distribution process.					HR UnitAdmin Procurement Planning & Policy - ICT				X			500.00
Output 5: Prepare monthly payroll **Baseline:** Existing payrolls **Indicator:** Copies of personnel payroll submitted for payment **Target:** All employees 4 %	1. In collaboration with the Finance department prepare Payrolls.					HR Unit/Admin Finance Department Executive							
Output 6: Develop a complete database of all employees **Baseline:** Not available **Indicator:** Comprehensive database developed and operational **Target:** All employees **Percent: 3%**	1. Hire consultant to establish database 2. Conduct training for staff to maintain the updated database					HR-Amin. ICT Planning & Policy		X					5,000.00
Output 7: Finalize draft administrative guidelines, policies & regulations. **Baseline:** Available draft (Employees Retirements, Health, safety and welfare **Indicator:** Finalized and	1. Work with Planning & Policy department to conduct eternal review to streamline three (3) draft & proposed policies and validation 3. Publish copy of the					- HR Unit – Admin - Planning & Policy - Executive - Legal		X					3,000.00
printed copies of administrative guidelines and policies **Target:** All draft policies **Percent: 3 %**	three policies.												

Output	Activities					Responsible						Budget
Output 8: Host quarterly general staff meeting *Baseline: Minutes from past general staff meetings* *Indicator*: host 12 general staff meetings *Target: All staffs* %5	1.Conduct general staff meetings and prepare minutes reports					Administration						
Output 9: Annual Staff Performance Appraisal Baseline:2017 Appraisal Report Indicator: Performance Appraisal report Target: All Staffs 5 %	*1.Develop staff Appraisal form* 2. Conduct one awareness training on the Appraisal 2. Conduct Performance					*Human Resource/Admin* *-Planning & Policy,* *- Staffs Welfare* *- Executive*		X				70,000.00
Output 10: Insure effective internet connectivity at the agency's offices, *Baseline: Internet Service Provided* *Indicators: Internet Services operational* *Targets: Main Building & Annex offices 6%*	*1.* *Regular troubleshooting of the internet system to resolve connectivity problems* *2.* *To repair the server and the cyber roam* *3.* *Cascading the entire EPA network infrastructure*					*ICT Staffs*		X				12,000.00
Output 11: develop the Environmental Knowledge Management System (EKMS) Baseline: Not available *Indicator: Comprehensive*	*1.* *Hire one consultant to work with the ICT staff to develop the EKMS* *2.* *Conduct one meeting to train to maintain and update the EKMS*					*Administration /ICT*		X				1,000.00

Output	Activities	Timeline					Responsible						Budget
ESMS Environmental Management System will be developed and operationalized Target: For all **Percent:4%**													
OUTPUT 12: In-service training of all EPA staff in computer Microsoft application Baseline: ICT training Indicator: Ensure all EPA staff are trained Percent: 3%	1.Conduct one training on the usage of computer and Microsoft applications						*Administration /ICT*						
Output 13: Maintenance & Protection of all ICT equipment **Baseline: ICT Policy** **Indicators:** *Ensure all EPA ICT equipment are performance worthy* **Target:** *All ICT equipment* **Percent: 5 %**	**1.** Repair all damaged ICT Equipment **2.** Protect all EPA ICT equipment from viruses, spams, worms by the use of an effective cyber security **3.** Maintenance and protection of the agency's network facility						- *ICT-Amin* - *Executive* - *Finance* - *Logistics*		X				3,000.00
Output 14: Website updating **Baseline**: *fast internet service with high speed* **Indicators:** *EPA website regularly updated* **Target**: *EPA's Official website 5 %*	**1.** Conduct quarterly maintenance and updating of the agency's website.						- *ICT-Amin* - *All Department*						
Output 15: Ensure GOL/project procurement	1.Procure gasoline and fuel						*Procurement, Finance,*		X				200,000.00

33

Output/Baseline/Indicators	Activities					Responsibility					Budget
Baseline: PPCC Procurement Policy *Indicators: Logistics Provided* *Target: EPA Offices 15%*	2.stationery 3. Procure Vehicles parts 4. Repair and maintain vehicle and motorcycle 5. Printing and Binding Services 6.Transport Equipment 7. Vehicles insurance 8.Uniform and specialize clothing 9.Event Catering 10.Hall Rental 11.Air Ticketing 12. Cleaning materials 13.Scratch Cards 14.Computer, Desktop and Laptop 15.Scientific equipment 16. Furniture & Fixture 17. Repair of office equipment 18. Purchase of Vehicles					*Admin. And end-users Departments*					
Output 16: Ensure that vehicles and Motorbike are maintain *Baseline: Transport policy* *Indicator: Ensure that all EPA vehicles and Motorbikes are conserved and account for* *Target: All EPA vehicles and Motorbikes Percent: 6%*	1. Routine vehicles monitoring 2 Service and repair of vehicles and motorbikes 3 Provide training for drivers as may required					*Admin./Transport*					
Output 17: Maintenance and Policy for the Agency's Vehicles & Bikes *Baseline: Vehicle Maintenance Policy* *Indicators: Vehicle & Bikes*	1. Drafting of Vehicles & Bikes Maintenance and Management Policy etc. 2. Routine Maintenance of the agency's vehicles & Motor Bikes					*-Admin* *-Planning &Policy Department*		X			3,000.00

Properly conserved and accounted for **Target:** *Users EPA 2 %*	*3. Conduct training workshop for drivers*												
Output 18: *Asset Management Policy.* **Baseline: GSA,** *Planning & Policy* **Indicators:** *Fully Updated Asset Registry* **Target:** *EPA Offices 5 %*	*1. Insure that all of the Agency assets are properly label* *2. Develop a quarterly management schedule for physical Inventories on all asset in collaboration.* *3. Verification, coding and recoding of existing assets.* ***4.*** *Regularly report on verified assets to update the asset registry in accordance with GSA standard.* *5. Regular field visit to the county offices to ascertain the availability and verify all assets*						*LogisticAdmin. Procurement Internal Audit HR*		X			2,000.00
Output 19: *Provide Maintenance services for both the EPA Admin. Building and Annex* *Baseline: Main Building and Annex* *Indicators: Maintenance* *Target: EPA facilitates* *Percent:* **3%**	*1.Quarterly routine maintenance of the agency's premises, offices,* **2.** *maintenance for wash Facilities*											
Output 20: *Effective control of EPA Supplies Baseline: warehouse control purpose Indicators; supplies Target: GoL and Donor*	*1 Manage and maintain all supplies brought in by procurement, projects and donors.* *2. Supply assorted logistics as maybe required and*						*Warehouse Logistics Procurement Security*					

5%	*needed by end users. Take monthly physical inventories on supplies for accurate reporting and accountability*											
Output 21: *Effective protection of the EPA properties, employees, and wetlands of Liberia* ***Baseline:*** *Security protection* ***Indicator:*** *properly protection* ***Target:*** *EPA offices and VIP home* ***2%***	*1 Protect all EPA properties, employees, and wetland* *2 Carried on quarterly general inspection on EPA properties* *3 Prepared visitor log on a daily basic* *4. Building security booth at various wetland stations*						*Executive Security Admin HR*					
Output 22: *Ensure proper staff-welfare policy* ***Baseline:*** *Planning & Policy* ***Indicator:*** *Staff -Welfare assurance* ***Target:*** *EPA Staff* ***2%***	*To ensure employees medical insurance coverage scheme is up and running.* *To ensure that all employee welfare related matters are addressed.*						*Welfare Admin./HR Executive Planning & Policy*					
Operational cost												

Total 100%												$381,000.00

DEPARTMENT OF MULTILATERAL ENVIRONMENTAL AGREEMENTS (MEAs)

Strategic Goal: **To have synergy among conventions, protocols as well as mainstream these conventions and protocols into the legal framework, policies, development programmes, activities and reporting.**

Expected outputs: Baseline, indicators & targets	*Planned activities: Results & actions*	Timeframe				Responsible staff & collaborating department(s)	Funding sources				Budget
		Q1 Jan.-Mar.	Q2 Apr.Jun.	Q3 Jul. Sept.	Q4 Oct.Dec.		GoL.	C&E(ESIA ,EERS,ER S)	MEAs	Others/LFSP	
Output 1: Restructuring of the MEAs Department *Baseline: The existing structure doesn't define the operational activities* *Indicator: Ensuring that activities have terms of reference and monitored* *Target: EPA and Partners 10%*	1.Identification relevant positions 2.Review ToRs and Staff qualification and alignment 3.Ensuring acquisition of office equipment for effective performance(s) 4.Appraise staff performance					MEAs Actors	X				$15,000.00
							X				

Output	Activities	Timeline	Responsible		X	Budget/Source
Output 2: Review and realign focal points for Conventions and Protocols; **Baseline:** *weak service delivery capacity of the department* **Indicator:** *All focal points have alternates, conventions/ protocols are housed in EPA, and reporting frequency is adequately enhanced* **Target:** *MEAs Dept. and*	*1.Review credentials of all focal points 2.Review potential gaps and constraints 3.Develop in – service training program 4.Develop reporting template*		MEAs Coordinator, ED			
MEAs focal points 15%						
Output 3: The development of data management system, capacity building manual and framework agreement model for GEF & GCF **Baseline:** *There is no formalized data management system and capacity building manual* **Indicator:** *Data management and capacity building manual developed* **Target:** *MEAs technicians/ experts 25%*	*1.Develop tools, methodologies to collect and manage data 2.Develop capacity building manual and guidelines 3.Train technicians/ experts in the utilizations of GEF/ GCF project template model*		MEA Coordinator, Focal Points & Technicians/ experts		X	EPA & donors (CI, GEF, GCF, UNFCCC, etc.) $125,000.00

Output / Baseline / Indicator / Target	Activities					Responsible						Budget
Output 4: *Create and operationalize MEAs Project Implementation Monitoring Reporting and Verification Unit (PIMRVU)* **Baseline 4**: *Implementation of MEAs activities without reference to the MEAs Department* **Indicator:** *Regular monitoring of MEAs activities throughout the country* **Target: MEAs 40%**	1.Operationalize National MRV system 2.Ensure timely reporting requirement to all MEAs by National and International actors 3.Establish database for all MEAs actors/stakeholders across country 4.Conduct periodic monitoring of					MEAs Coordinator, ED					X	(GEF, LDCs Fund, NDC Partnership etc.) 80, 000.00
	MEAs											
OUTPUT 5:*National and International MEAs related Meetings* **Baseline:** *Liberia is party to several Multilateral Environmental Agreements (MEAs)* **Indicator:** *Report from national and international conferences, meetings, workshops and seminars* **Target :***MEAs Stakeholders* **10%**						MEAs Coordinator/ Executive Director -EPA						
Operations and other administrative costs	Domestic incidental allowance, office supplies/materials /equipment, internet, local conferences &seminars											

Total --- (100%)											$220,000.00

	DEPARTMENT OF FINANCE								
	2022 ANNUAL WORK PLAN								
	Strategy Goal: Ensure Effective Financial Management								

Expected outputs: *Baseline, indicators & targets*	**Planned activities:** **Results & actions**	**Timeframe**				**Responsible staff & collaborating department(s)**	**Funding sources**				**Budget**
		Q1 Jan.- Mar.	**Q2** Apr.-Jun.	**Q3** Jul. Sept.	**Q4** Oct.-Dec.		**GoL.**	**C&E(ESIA,EERS,ERS)**	**MEAs**	**Others**	

			30%			Assist. Manager for Budget, Comptroller, P&P, Admi,C& E & Executive		X				5,000.00
Output 1: ▪ **Ensure a complete financial system Parallel with Quick Books** ▪ *Ensure PFM Law compliance* **Baseline***:* ▪ *Limited knowledge of PFM laws by staff* **Indicators***:* ▪ *Internal & external audit reports*	➢ Training of staffs to the system ➢ Conduct awareness on Internal Financial Manual consistent with PFM Law ➢ Implement procedures outlined in the manual ➢ Prepare and submit monthly, Semiannual and annual report											

Targets*:* ▪ *All spending Department, Units, Sections and persons 40%*												

41

Output 2: ▪ Ensure effective use of Automated Accounting System **Baseline***:* ▪ *Peachtree functional* **Indicators***:* ▪ *Monthly financial reports* **Target:** ▪ Finance Department, Executive and Administration ***30%***	➢ To continual hands-on training Regularly. ➢ Input financial data, upgrade Quick book system periodically & ODO					Comptroller & Finance staff, P& P , C&E & Executive		X				12,500.00
Output:3 ▪ Commitment to timely Budget preparation and execution with	Attend External training , workshops, Seminar,etc					Assistant Manager, Budget, Deputy		X				6,600.00

42

progressive increment of Budget	2. Conduct Internal meetings and workshop for improved financial management					Comptroller						
	3.Carry on consultative meetings /forum with policy makers and other actors					Administration						
Baseline:						Executive						
▪ *2019/2021 Budget* *Indicators*:												
▪ *DRAFT 2019/2020 Budget 3.4m increment in Budget*												
Target:												
▪ *Policy Decision Makers, Legislators, Budget Officers & Technician 20%*												

Output 4: ▪ Procure office equipment and furniture through Admi	Procure office furniture and laptop computer ➢ Procure Radio Link (Pear to pear networking system)						Comptroller, Assistant Manager Budget & Procurement Unit		X					1,800.00
Baseline: ▪ Existing furniture & equipment – asset registry **Indicator:** ▪ Availability of equipment & furniture, delivery note & asset registry **Target:** ▪ Department of Finance 10%														
Operational cost	Local & foreign travels, office stationery. Meetings, etc						Assistant Manager, Budget, Deputy Comptroller & Procurement Unit		X					2,100.00
Total 100%														**$33,000.00**