



REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION AGENCY (EPA)
 4th Street Sinkor, Tubman Boulevard
 1000 Monrovia, 10 Liberia
 P.O. Box 4024



Request for Expression of Interest (REOI)

To provide consultancy for the below services

REOI NO.EPA/ERVCCS/NC/003/24

III. CONSULTANCY SERVICE FOR NATIONAL CLIMATE AND COASTAL ADAPTATION CONSULTANT TO CONDUCT BASELINE STUDIES OF COASTAL COMMUNITIES & THEIR ADAPTATION NEEDS

TERMS OF REFERENCE FOR NATIONAL CONSULTANT (NC)

Job Title	National Climate and Coastal Adaptation Specialist		
Division/Department	Project: Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe County, Liberia (ERVCCS)		
Program/Project Number/ GEF Project ID number	10376		
Activity Result	Comprehensive Baseline Report of the Adaptation Needs of six coastal communities of Sinoe County		
Assignment	To Conduct Baseline Studies of the Adaptation Needs of coastal communities in Sinoe		
Location	Monrovia, and with required travel to Sinoe County		
Reports to	ERVCCS Project Assistant/Team & Energy & Environment (E&E) Coordinator/EPA-UNDP	Duration	30 days (October 1 to October 30, 2024)

BACKGROUND:

The EPA is Liberia's principal authority for environmental management. It coordinates, monitors, supervises, and consults with relevant stakeholders and sector Ministries, Agencies, and Commissions (MACs) on all activities related to protecting the environment and sustainable use of its natural resources.

The Government of Liberia (GoL), through the EPA and the United Nations Development Program (UNDP), and with funding from the Global Environmental Facility (GEF), received funding for the project "Enhancing Resilience of Vulnerable Coastal Communities in Sinoe County of Liberia (ERVCCS)". EPA is the Executing Entity of the project, which is financed by a GEF Trust Fund grant and co-financed by UNDP and the Government of Liberia (GOL).

The project aims to build on existing projects to strengthen the resilience of vulnerable coastal communities and their livelihoods to the impacts of climate change, focusing on women and youths. Specifically, project interventions include 1) Strengthening Institutional Capacity for Climate Change Adaptation Planning, 2) Supporting Innovative Technologies for Climate Information and Communication Management, 3) Introducing Hybrid Adaptation Solutions, and 4) Supporting Resilient Livelihood Diversification through Training and Improved Access to Finance. The majority of the above interventions will target all coastal counties in Liberia. In contrast, hybrid adaptation interventions will be explicitly implemented in Sinoe County, one of the country's most vulnerable coastal counties.

The impacts of climate change, combined with non-climatic drivers, such as sand mining, the expansion of agricultural areas, unsustainable fishing, pollution, and inadequate drainage systems, compromise the resilience of Liberian communities' ecosystems along the coastline. Consequently, local communities and ecosystems are experiencing increased coastal flooding

and erosion, saltwater intrusion into groundwater supplies, waterlogging of inland areas, and sedimentation of rivers and freshwater resources due to Sea Level Rise (SLR) and higher-intensity rainfall events. The vulnerability of communities and ecosystems occurs through I) inundation and consequent damage of coastal infrastructure, II) loss of fishery and agriculture-dependent livelihoods, III) decrease in stable income generation for coastal communities, IV) increase in conflict and competition over resources within communities, V) decrease in food and nutrition security, VI) increased risk of vector- and waterborne diseases through waterlogging, and VII) increased pressure on surrounding ecosystems to compensate for the reduced provision of services from coastal, wetland and mangrove ecosystems. In addition, the vulnerability of Liberia's coastal communities and their resilience to climate change, particularly in Sinoe County, is exacerbated by the limited capacity of GoL to provide essential services and adequate support for, among other things, water and sanitation, healthcare, utility-scale energy, and road infrastructure.

As a result, coastal communities in Liberia are threatened by damaging floods and erosion, both of which are increasing due to sea level rise and other impacts of climate change, such as increasingly intense rainfall events and the current limited financial and technical capacity at the national and county levels to address these threats.

In this regard, the EPA, through the ERVCCS Project Management Unit (PMU), is requesting the services of a National climate and coastal adaptation consultant to conduct baseline studies to inform the contents of the Community Action Plans (CAPs). The baseline studies should clearly understand the current situation, identify the gaps, and provide the necessary information to develop appropriate interventions. It should develop research questions, objectives, data collection methods, data analysis, interpretation of findings, and a baseline report containing findings and appropriate recommended interventions. The process should involve the revision of other case studies and local participation.

CONTRACT AND REPORTING REQUIREMENTS:

The NC will be hired against a performance-based contract for One Month (October 1 to October 30, 2024). The project team will supervise him/her through the Project Assistant, who shall report to the EPA-UNDP E&E Coordinator.. The NC shall submit reports summarized below for the respective period(s). All documents/reports should be issued in English and submitted in hard and electronic copies.

- **Weekly Progress Reports:** The NC shall prepare weekly concise reports with relevant information on progress, highlighting achievements, emerging issues that need clarification, and recommendations.
- **Final Report:** Before the end of the assignment, the NC shall submit a final report detailing all the activities undertaken. The report should outline findings, issues, lessons learned, and recommendations.

OBJECTIVE OF THE ASSIGNMENT:

The general objective of the consultancy is to perform a baseline study to inform the content of the Community Actions Plans (CAPs), including consultations with coastal communities to determine the specific adaptation needs of communities in each district in coherence with outcome 2 of the project objectives.

SCOPE OF WORK:

The consultancy will cover the six project communities/districts, including Sebeh, downtown Mississippi, Bafu Bay, Pungbor, Nanakru, and Tournata. The process involves collecting baseline data on livelihood and adaptation options, historical mapping, documentation of the communities' coastal resources, and identifying harvesting zones, biodiversity hotspots, erosion zones, agricultural grounds, etc. Data collected from this exercise will inform the development of the coastal CAPs, which will provide guidelines for coastal communities to participate in monitoring coastal ecosystems and their services and adopting new livelihood and adaptation opportunities. The CAPs will encompass the creation of a framework that enables participatory monitoring of coastal and river ecosystems and their services by local communities to the inclusive mapping of resources while tailoring the method, application, evaluation, and verification of these resources and with a focus on each community economic viability and strategy for harnessing.

DUTIES AND RESPONSIBILITIES:

Under the guidance and direction of the Project Manager, with direct supervision from the Chief Technical Advisor (CTA), the National Consultant will be responsible for performing the following:

- Attend meetings with the PMU, the MME, and the EPA

- The baseline study will be district-specific, gathering data from each of the project's six communities. With a margin of error of about 5%, sampling must respond to a 95% confidence level of significance. Using proportionate samples for each stratum, a random 5-stratified sampling basis will be used to choose the villages and respondent homes. Therefore, the consultant is responsible for determining sampling methodology, sample frames, a system for selecting sampling units, sample weights, sample size, and methods for calculating expansion factors.
- Several instruments, such as household surveys, focus group discussions (FDG), key informant interviews (KII), etc., will be needed for the baseline survey to collect data at various levels. The consultant will create preliminary instruments for gathering data. Furthermore, the consultant will create a precise conceptual framework for the study to guarantee that, when combined, the collection of questionnaires and other data collection tools are sufficient to capture all demands related to adaptation.
- Create a suitable survey methodology that measures satisfaction with project interventions. For example, a traditional home survey supplemented by additional qualitative/participatory methods, perception survey, etc.
- Develop a data collection manual to guide the supervisors and enumerators in rolling out the survey, e.g., asking questions, using techniques to probe respondents for answers, and recording data on questionnaires.
- The consultants will be responsible for choosing and training field personnel so they are knowledgeable about the data collection tools' design, coding scheme, and content. They should be prepared with methods for getting participants' informed consent, conducting interviews, handling challenges, doing mock trials of typical field scenarios, and probing.
- Data Collection: (i) Quantitative data will be collected Using a structured survey tool like Kobo Toolbox or Kobo Collect. The village, community, and district modules will be used to create village profiles, including the village's social and economic infrastructure, the current pricing of commodities and inputs, etc. The household module will gather information about the adaptation needs of the communities. (ii) Instruments like FDG, open-ended or semi-structured interviews, KII, etc., would be used to gather supplementary qualitative data.
- Collect data regarding the identification of new livelihood options and adaptation opportunities
- Collect data on harvesting zones, biodiversity hotspots, erosion-prone zones, agricultural grounds, coastal and river ecosystems, etc.
- Collect data on the development of a framework that enables participatory monitoring of coastal and river ecosystems and their services by local communities
- The consultants would propose the sequencing and mix of methods that quantitatively benchmark the pre-project conditions and qualitatively investigate and document beneficiary views, knowledge, and perspectives.
- Perform other tasks as assigned by the International Consultant, Project Assistant through the project team.

FUNCTIONAL COMPETENCIES:

- Excellent and effective communication (verbal and written) skills, including preparing reports and conducting presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations, and conveying complex issues and positions to the public and stakeholders.
- Have considerable knowledge of technical needs assessments, especially regarding climate change adaptation and alternative livelihoods.

KEY EXPECTED RESULTS

A comprehensive report on the baseline studies to inform the contents of the CAPs conducted and submitted in both hard and soft copies of the project communities, containing appropriate recommended interventions and stakeholders' engagements report.

PERFORMANCE MONITORING INDICATORS

1. The final baseline study report, which contains the adaptation needs of coastal communities to inform the CAPs, is developed and submitted.
2. Minutes of stakeholder(s) consultations/engagements
3. Stakeholders' validation workshop/meeting report
4. Minutes of stakeholders' inception meeting
5. Printed and soft copies of the final product submitted

OUTPUT

- The Consultancy will achieve the following deliverables:
- Identifying key stakeholders and their interests and concerns about the assigned task.
- Ensuring that stakeholders understood the importance of the baseline studies.
- Informing and involving affected and interested individuals and organizational stakeholders in developing the baseline studies and incorporating their concerns, where applicable, in preparing the document.
- Ensuring that stakeholders have access to information about the document development process

QUALIFICATION - EDUCATION:

- The National Climate Change & Coastal Adaptation Specialist must have a Masters in Climate Change, Coastal Engineering, Coastal and Marine Management, Sustainable Development, Environmental Management, Environmental Engineering, and other related fields.

EXPERIENCE/COMPETENCIES/SKILLS

- 5–7 years of progressive experience in conducting surveys with an emphasis on collecting baseline information
- Previous experience working in remote places
- Demonstrated ability to conduct similar studies
- Demonstrated ability in designing research methodology
- Proven ability to hold FDGs, KIIs, etc.
- Have worked on a mega project funded by GEF, GCF, UNDP, AFDB, World Bank, or any international donor organization
- Excellent reporting skills
- Ability to work under minimum supervisor but deliver excellently
- Excellent written and spoken English skills
- Excellent interpersonal communication and facilitation skills;
- Able to uphold and respect procurement ethics and to conduct activities with integrity;
- Team player who demonstrates patience, flexibility, and honesty;
- Be willing and able to meet tight deadlines and work long hours when required;
- Self-starter who can plan and manage their work, takes the initiative and strives to meet deadlines

ALL APPLICATIONS SHOULD BE ADDRESS TO:

Mr. Maldona K. Karway
Procurement Officer
Project Management Unit
ERVCCS Project
4th Street, Sinkor 1000 Monrovia, 10 Liberia
P.O. Box 4024

As well as through email sinoecoastalproject@gmail.com indicating in the subject area “Consultancy Service for National Climate and Coastal Adaptation Consultant to conduct baseline studies to inform the contents of the (CAPs)”. The closing date for submission of REOIs is 4 PM, September 19th, 2024. Any submission coming/received after this deadline will not be given consideration. Only submissions meeting the requirement/criteria in the REOIs will be considered for evaluation. The application package must include a CV outlining suitability for the required task and technical and financial proposals.

NOTE: This information is posted on <https://www.emansion.gov.lr/>, <https://www.epa.gov.lr/>, <https://www.undp.org/> and can be found in local dailies. **FEMALES ARE HIGHLY ENCOURAGED TO APPLY!**