****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**

**REFERENCE NO: EOI NO. EPA/E&E/CON/ICS/003/2025**

**To establish a Pilot Botanical Garden in Montserrado County, Liberia**

**TERMS OF REFERENCE FOR CSO/FIRM**

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| **Job Title** | | National CSO/Firm | |
| **Division/Department** | | Energy & Environment/Environmental Protection Agency/EPA | |
| **Program/Project Number** | | UNDP Energy & Environment Program/Country Program Support | |
| **Activity (3.1) Result** | | Establishment of a Pilot Botanical Garden in Montserrado County, Liberia | |
| **Assignment** | | To establish a Pilot Botanical Garden in Montserrado County, Liberia | |
| **Location** | | Montserrado County, Liberia | |
| **Reports to** | **Energy & Environment Coordinator/EPA-UNDP** | **Duration:** | 6 months (March 1 – September 1, 2025) |
| **BACKGROUND** | | | |
| Liberia has diverse wildlife, but it faces a critical threat—the loss of biodiversity. Although this is mainly due to the economic situation/poverty and cultural habits, a lack of fundamental awareness and education on the importance of biodiversity is also responsible. This is lowering ecosystem services and endangering species.  It is important to promote public awareness and take positive actions to save some of the important representative plant and animal species. As reported by Aid-Equip USA in April 2023, “Preserving Liberia’s biodiversity is not just an act of conservation; it’s a battle for maintaining the balance of our planet”. This project/program intends to establish a botanical garden and begin a vigorous biodiversity awareness and education starting with secondary schools and universities in Montserrado county. The botanical garden will be established in rural Montserrado County.  Rural Montserrado County, once forested, has been severely deforested. It was rich in biodiversity and ecological resources but slash-and-burn practices and charcoal production have caused the areas to be deforested, with only remaining patches of secondary forest, making it an ideal location for a botanical garden. This project aims to collaborate with the University of Liberia’s Department of General Forestry and other conservation organizations to establish a pilot botanical garden that will serve as a center for conservation, education, research, and ecotourism while promoting the sustainable use of Liberia’s flora. Once developed, this initiative will provide the following:  Environmental benefits: help preserve rare and endangered plant species; provide space for students to study plant biology, climate change, and ecology in an ideal environment; showcase a variety of plant species, which can help people understand the importance of protecting ecosystems.  Educational benefits: offer opportunities to host botanical workshops and learning events where students can learn about plant diversity, conservation, and horticulture.  Guided tours: The facility will offer guided tours to help people learn about the natural world.  Recreational benefits: The botanical gardens will offer a peaceful environment for hosting retreats away from the city; it will have accessible paths that encourage physical activity; and offer opportunities for picnics and photography.  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, biodiversity conservation and natural disasters. The establishment of a botanical garden in Montserrado County represents a crucial step towards **biodiversity conservation, education, and sustainable tourism development** in Liberia. This initiative will provide long-term environmental, social, and economic benefits to local communities and the nation.  **Contract and Reporting Requirements**  The establishment of the botanical garden and other project activities will be implemented over six months. The CSO be hired against a performance-based contract for Six (6) Months, March 1 to September 1, 2025). The CSO will report to the Coordinator of the EPA-UNDP Energy & Environment Unit. The CSO shall submit the reports summarized below, for the respective period(s). All documents/reports should be issued in English, and submitted in both hard and electronic copies.  **Month 1:**   * Site assessment and survey report * Consultations with relevant stakeholders (Government, National and international NGOs, Private sector). * First workshop held   **Month 2:**   * The existing building was transformed into an ecologically-based conservation education center using bamboo, thatches, and paintings of endangered animals on the inner walls of the center. * Established trees nursery of important indigenous and exotic species.   **Month 3:**   * Signed MoU with the Department of General Forestry of the University of Liberia for the use of the land. * Plant species were identified and labeled using metals, and a database was created. * Second workshop held   **Month 4:**   * Evidence of partnership established with Government, national and international conversations held with organizations, and private sector (banks, companies, etc.) * Development of a sustainability plan, including revenue generation strategies (e.g., entrance fees, guided tours, plant sales).   **Month 5:**   * Operational framework for the pilot botanical garden’s management developed.   **Month 6:**   * Public opening/Launching * Governance & Stakeholders * The project will be managed by a Botanical Garden Steering Committee comprising representatives from: The Government of Liberia (Forestry Development Authority, Environmental Protection Agency), Local universities and research institutions, Community and traditional leaders, Conservation NGOs, and ecotourism stakeholders.   **7. Monitoring & Evaluation**   * A monitoring and evaluation (M&E) framework will be developed to track progress and impact, ensuring that conservation, education, and economic goals are met. Periodic assessments will guide adjustments to the garden’s management and operations.   **Scope of Work and Tasks**  The project will involve the following key activities which form the responsibilities of the CSO/Firm:   1. **Site Selection & Survey**    * Identify suitable land within Montserrado County.    * Conduct a survey of the site selected    * Develop a 3D model of the garden plan and infrastructure with detailed concept to be validated by stakeholders    * Sign a Memorandum of Understanding with the Department of General Forestry of the University of Liberia. 2. **Garden Design & Infrastructure Development**    * Identify existing plant species and label them using mental    * Create walking trails    * Modify the existing conservation education center using bamboo to make it natural and engraft the inner walls with paintings of endangered wild animals    * Construct one eco-lodge for researchers.    * Construct a wire fence around the pilot botanical garden for protection. 3. **Plant Collection & Cultivation**    * Collect, propagate, and cultivate native and exotic plant species.    * Establish tree nurseries of important species and carry out enrichment planting    * Establish partnerships with conservation and botanical institutions for capacity building and knowledge transfer. 4. **Community Engagement & Capacity Building**    * Conduct stakeholder consultations with local communities, government agencies, and conservation groups.    * Train local staff and volunteers in botanical garden management, conservation, climate-smart agriculture, and plant care. 5. **Operational & Financial Planning**    * Develop a sustainability plan, including revenue generation strategies (e.g., entrance fees, guided tours, plant sales).    * Identify potential funding sources, including government grants, private sector partnerships, and national and international conservation organizations.    * Facilitate a stakeholder review and validation of the operational and financial plan 6. **Awareness and communication equipment**  * Procure one flat-screen TV powered by solar * Procure one camera for awareness raising. * Procure one projector for awareness-raising   **Key Expected Deliverables/Results**   * Site assessment and survey report * Signed MoU with the Department of General Forestry of the University of Liberia for the use of the land. * Plant species were identified and labeled using metals, and a database was created. * The existing building was transformed into an ecologically-based conservation education center using bamboo, thatches, and paintings of endangered animals on the inner walls of the center. * Established trees nursery of important indigenous and exotic species. * Reports of community engagements, workshops (2) * Evidence of partnership established with Government, national and international conversation organizations and private sector (banks, companies, etc.) * Development of a sustainability plan, including revenue generation strategies (e.g., entrance fees, guided tours, plant sales). * Operational framework for the pilot botanical garden’s management. * Evidence of awareness and communication equipment procured * Public opening/launching   **Functional Competencies:**   * A team with 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. * A team with demonstrated knowledge/experience of working in the energy and environment sector * Experience in working with Government, International partners, local CSOs, and communities | | | |

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| **Qualification**   * A registered and tax-compliant Liberian CSO/Firm. * The team leader must have expertise in forestry, botany, natural resources management or relevant disciplines * More than two to five (2 to 5) years of demonstrated experience in performing similar services requested. |
| **ALL APPLICATION SHOUL BE ADDRESS TO:**  **ATTENTION:** Mr. Pescee T. Doe  **Assistant Director/Procurement**  Environment Protection Agency (EPA)  4th Street, Sinkor  1000 Monrovia, 10 Liberia  P.O. Box 4024  or through email (https://mail.google.com/mail/u/0/images/cleardot.gifptdoe@epa.gov.lr), indicating in the subject area **“To establish a Pilot Botanical Garden in Montserrado County, Liberia”.** Closing date for submission of Expression of Interests (EOIs) is **4PM, February 24, 2025**. 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 CVs, Technical and Financial Proposals, Business Registration & Tax clearance.**  **NOTE**: This information is also posted on these websites: [www.emansion.gov.lr](http://www.emansion.gov.lr), [www.ekmsliberia.info](http://www.ekmsliberia.info)., [www.epa.gov.lr](http://www.epa.gov.lr) and local dailies. |